#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: Community Psychiatric Nurse (CPN) - Band 5  Responsible to (insert job title): Community Psychiatric Charge Nurse/Clinical Team Leader  Department(s): Older Adult Community Mental Health Team  Directorate: South Ayrshire Health & Social Care Partnership  Job Reference:  No of Job Holders: 6  Last Update (insert date): June 2023 |

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| 2. JOB PURPOSE |
| The post holder has responsibility to assess, plan, deliver and evaluate a range of mental health interventions to the patients of Ayrshire and Arran Older Adult Community Mental Health Team (CMHTE) with complex mental health and social care needs whilst under supervision of senior clinician.  The post holder will liaise with the multidisciplinary team and communicate with other health, social care and third sector partners enabling effective co‑ordination of quality care. They will deputise for the Clinical Team Leader/ Community Psychiatric Charge Nurse in their absence. |

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| **3. DIMENSIONS** |
| NHS Ayrshire & Arran services are provided across numerous hospital sites including community hospitals and two islands. There are three Health & Social Care Partnerships, with a population of over 375,000.  The Older Adult Community Mental Health Team works in partnership with 3 local authorities across Ayrshire, having strong links with social work services and their related establishments. The teams are an integral part of each localities multi-disciplinary teams, working in collaboration with GP’s, allied health professionals, Care Homes as well as community and voluntary groups such as Alzheimer Scotland.  The post holder will work within the Older Adult Community Mental Health Team, which consists of a range of personnel from bands 3 – 7 across home, clinic and community settings within East Ayrshire Health and Social Care Partnership.  The post holder will manage and have responsibility for a defined, delegated caseload, in collaboration with Clinical Team Leader/Community Psychiatric Charge Nurse.  Assist in identifying and developing mental health services for people with dementia and the older adult with mental health problems. |

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| 4. ORGANISATIONAL POSITION |
| Community Psychiatric Charge Nurse  Senior Manager Southern Locality EA H&SCP  Clinical Nurse Manager  Associate Nurse Director  Mental Health  Senior Nurse Mental Health Community  Clinical Team Leader  CMHTE  **CPN (This Post)**  CPN Health Care Support Worker |

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| 5. ROLE OF DEPARTMENT |
| To provide mental health care to the older adult in Ayrshire and Arran with complex needs, within their homes and communities, which is of the highest standard, and to provide them with the knowledge to lead a healthy lifestyle, both as a right and as a first choice.  To co-ordinate, develop and provide specialist community mental health nursing interventions and expertise to Older Adults with mental health needs and their carers within a multi-disciplinary team setting whilst providing care in post admission period to facilitate a smoother discharge.  Maintain integrated working within Older Adult Community Mental Health Team and other agencies and support other services and their staff in sharing care to our patient group.  To anticipate and react to clinical situations requiring responsive and dynamic therapeutic input.  To offer flexibility in response to individual needs.  To ensure staff training and development addresses the requirements of local health needs, clinical, corporate and staff governance issues.  The post holder will be aware of the limitations of the service and may be required to recommend hospital admission where risk is assessed as being too great for the patient, staff or others.  To respond to and implement local and national strategies and legislation. |

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| 6. KEY RESULT AREAS |
| **Clinical**  To assist in the implementation and monitoring of nursing practice ensuring that high quality patient care is delivered within own sphere of clinical practice ensuring compliance with standards set by the Nursing and Midwifery Council, NHS Ayrshire and Arran policies and procedures as well as appropriate local and national legislation.  The nurse will receive screened team referral from the Community Psychiatric Charge Nurse or delegated deputy, with responsibility for the management of a supervised caseload by admitting, assessing, planning, implementing, evaluating and discharging the older adult to ensure delivery of a quality nursing service under the management of the Community Psychiatric Charge Nurse.  To assist senior nursing staff in the management of patients with complex needs.  The post holder is responsible for the assessment, care management/co-ordination of a delegated and supervised caseload, ensuring that patient’s physical, emotional and social health and well being needs are met.  To deliver an optimum level of care by working as a named nurse implementing evidence based practice and applying and developing knowledge and skills in the co-ordination and planning of effective packages of care for patients in the community. To assess patients, through appropriate risk assessments, to plan and implement care and maintain systems to ensure effective clinical information recording.  The nurse will establish and maintain therapeutic nurse/patient relationships by planning programmes of therapeutic intervention, offering a wide range of treatment strategies on an individual or group basis, using individual care plans and following the philosophy of the Older Adult Community Mental Health Team.  In the absence of the Clinical Team Leader/Community Psychiatric Charge Nurse assume responsibility of daily operational responsibilities including prioritising daily workload, delegating aspects of care packages to colleagues and junior nursing staff, providing supervision and support to ensure high standard of care, therefore monitoring good nursing practice.  With guidance and supervision admission and discharge letters and progress reports are prepared by the CPN and submitted to the GP to inform on patient progress.  Maintain accurate records of patient care, either on paper or electronically, in line with professional and local guidelines. Participate in quality improvement and innovation. Participate and complete the Post Registration Professional Development Programme for Staff Nurses in Mental Health. Managerial Participate in co-ordinating, monitoring, assessing and supervising Health Care Support Workers, newly qualified nurses and student nurses to ensure the optimum performance in the achievement of team and individual objectives.  Assist in the co-ordination of service provision for patients who are being care managed, where appropriate.  To assist in the induction and orientation of new staff. Educational To assist in the implementation of the values of a learning organisation, contributing to the professional development of self and others.  To ensure a realistic learning experience by providing supervision and/or assessment to student nurses and demonstrating the role of the community psychiatric nursing service to other health, social and voluntary services.  To integrate research and current literature into practice by bringing research based information to the clinical setting, contributing to the teaching of health/social, independent and voluntary care staff, including students.  Be familiar with and comply with all mental health, community care and child protection legislation.  To assist in the provision of training to universities/colleges, independent, voluntary and social sector, where appropriate |

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| 7a. EQUIPMENT AND MACHINERY |
| IT Equipment; PC, printer, scanner, photocopier. fax machine, mobile phone  Car: The post holder will be required to travel on a daily basis within Ayrshire.  People Safe device (lone worker equipment)  Clinical equipment relevant to area of practice, including Venepuncture / injection equipment |
| **7b. SYSTEMS** |
| Maintain accurate records in accordance with Nursing and Midwifery Council Guidelines and NHS Ayrshire & Arran Guidelines and Policies (Care Partner).  To participate in the recording and management of risk assessment and risk management, complaints, accidents, incidents, health and safety matters, and lone worker issues.  Adhere to and promote compliance with policies and procedures in relation to the protection of children and vulnerable adults.  Utilise effectively the NHS Ayrshire & Arran intranet, internet and e-mail systems while complying with good information governance processes and procedures.  Have knowledge of and utilise clinical risk management systems (Datix) and clinical incident reporting systems.  Ensure HR policies, procedures and all other organisational guidelines are adhered to. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Assignment of work will be via the referral process of local Older Adult Community Mental Health Team in line with operational policy and be allocated by the Clinical Team Leader/ Community Psychiatric Charge Nurse.  Work will be demand driven and generated by clinical activity, which includes GPs, Consultant Psychiatrist, local authority, private and independent sector as well as patients and carers.  The weekly team meetings provide the forum to review patients, discuss care provision and discharge arrangements or referral on to other services/agencies.  The post holder will be expected to demonstrate a degree of autonomy under supervision.  Review of work is completed through regular performance appraisal, clinical supervision, annual reviews, service development audit and agreed standards of nursing practice.  Promoting Attendance procedures will be carried out in line with NHS Ayrshire and Arran performance review guidelines by the Clinical Team Leader/ Community Psychiatric Charge Nurse.  Participate in informal supervision via day to day clinical systems as well as regular individual clinical supervision with Community Psychiatric Charge Nurse and individual/group supervision with other clinical colleagues as agreed. |

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| 1. **DECISIONS AND JUDGEMENTS** |
| The post holder will be expected to prioritise care needs and where necessary make changes to ensure clinical/practice needs are met.  In association with Community Psychiatric Charge Nurse/MDT colleagues assess, plan, implement and evaluate programmes of care based on clinical need.  The post holder will be expected to make decisions and judgements, taking into account the role and competencies of other team members when assigning workload.  The post holder must have highly developed analytical skills based on broad knowledge underpinned by theory and experience in mental health.  The post holder will identify appropriate interventions and respond to any changes in the patient’s condition, altering the care plan and risk assessments accordingly.  The post holder must have highly developed skills in risk management and be able to make decisions to care plan effectively, informed by discussions with relevant team members in order to manage risk.  The post holder is expected to make judgements about the patient’s ability to make informed choices regarding their care plan.  Utilise reflective practices to learn from past issues or incidents and develop strategies to enable health care needs to be best met.  Raise awareness of the range of therapeutic interventions available to patients. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| The necessity to work flexibly to support other colleagues to manage areas across the team as required to enable requirements of the service to be met as a whole.  To encourage and support older people with mental health problems to reach their full potential and live as independently as possible.  Providing assessment and support for individuals with complex mental health and social care needs and effectively assessing and managing clinical risk.  Ensuring that service delivery received is of consistently high quality of care while managing the demands consistently within area of responsibility. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will require to establish and maintain a range of working relationships across health, social care and voluntary systems, which promotes and enhances collaborative working.  The post holder will communicate through a range of formats, including electronic record keeping, written and verbal communications, discharge letters and written reports.  The post holder will work as part of an integrated community Mental Health Service ensuring effective multi professional communications and working relationships are established and maintained.  The post holder will frequently communicate sensitive, contentious information to patients, carers about their health where there may be barriers to acceptance in circumstances which may be hostile, antagonistic or highly emotive. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills**  The post holder will   * Utilise speed and accuracy and understanding of physical, psychological and emotional needs of people requiring clinical interventions. * Have key board skills for the manipulation of care records, report writing and data. * Work in an office, clinical environment and patient’s home and will be expected to travel. * Require to attend prevention and management of aggression training with regular updates. * Administer depot medication.   **Mental Demands**  The post holder will   * Frequently work in unpredictable situations where prolonged concentration is required for sustained periods. * Require high level of concentration and awareness required when assessing, or delivering care and support in challenging households with potential of violence and aggression. * Require the ability to effectively respond to change due to continued expansion and development of the service. * Require the ability to focus on and respond to different tasks. Concentration required when offering personal supervision, formal appraisal and review of personal development plan. * Require concentration while preparing reports and completing Care Partner assessment/documentation. * At times be a lone worker.   **Emotional Demands**  The post holder will   * Frequently discuss sensitive issues with the patient such as relationship problems, family conflict and diagnosis. * Frequently convey unwelcome or unpleasant information to staff, patients or public. Discussing / imparting information to patients / relatives regarding planning outcomes and implications. * Coping in unpredictable situations and with challenging behaviour. * Frequently deal with stress and distress behaviours including working with people demonstrating verbal and/or physical aggression, and potential for self-harm. * Have exposure to child protection and vulnerable adult issues.   **Environmental and working conditions**  The post holder will   * Require to work across a large, geographically diverse area. * Work across a variety of clinical settings i.e. GP surgeries, clinics, domiciliary visits and hospital wards. * Have frequent exposure to high risk environments whilst often operating as a lone worker. * Have possible exposure to passive smoking, blood and other bodily fluids. * Require to cope with all driving hazards i.e. weather conditions. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Knowledge and Professional Training**   * First level qualification of Registered Mental Health Nurse and current registration with the Nursing and Midwifery Council. * Full driving licence. * Evidence of Continuing Professional Development. * Working knowledge of relevant legislation, guidelines and strategies.   **Experience**   * Relevant post registration experience of working with the older adult. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |