NHS Grampian

Band 6 Job Description

SECTION 1

JOB IDENTIFICATION	**Must be completed**
Job Title:	Community Mental Health Nurse (CMHN)
Department(s):	Aberdeenshire Drug & Alcohol Service
Location:	Fraserburgh
Hours:	37.5 hours per week
Grade:	Band 6
Salary:	£37,831 - £46,100 per annum
Contract:	Permanent

SECTION 2

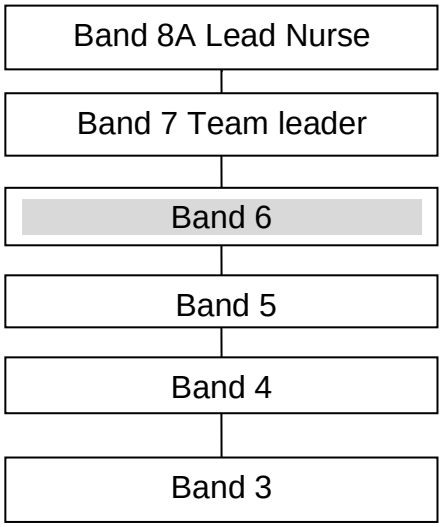
Job Purpose

To assist the Team Leader in:

- The development and maintenance of a high quality standard of nursing care in accordance with the NMC Code of Professional Conduct, local and national policy including Health & Safety legislation.
- The development of the clinical experience, the teaching, supervision and assessment of students, junior and untrained members of nursing staff.

In the absence of the Team Leader, assumes leadership and provides guidance to all staff.

Organisational Chart



1	**Communication and relationship skills** The main focus of communication for the post holder is to be an important point of contact and knowledge for all members of the multidisciplinary team to ensure that the optimum care is delivered to the patient. The post holder must therefore possess very good interpersonal skills and participate in cross-boundary working. The post holder is required to: • Manage effectively within finite resources whilst also being required to prioritise own workload and adapt flexibly to competing demands. • Play an important role in dealing with intoxicated, distressed, upset, angry or anxious patients, carers, relatives and staff. • On occasions be required to deal with untoward incidents such as drug or alcohol-related deaths, completed suicide or serious assault. Thereafter the post holder may participate in critical incident review. • Use communication skills to de-escalate conflict situations ensuring safety of self and others. This can be very demanding both emotionally and physically. • Communicate with patients, carers, and members of the multi-disciplinary team and senior nurses. • Communicate with relatives/visitors, other hospitals and other services within NHS Grampian, other NHS boards, external organisations and bodies such as Higher Educational Institutions, professional bodies, Integrated Joint Boards (IJBs).
2	**Knowledge, training and experience** The post holder is required to be a registered nurse with current Nursing and Midwifery Council registration. The following are essential: • Evidence of developing leadership qualities and proven decision making skills. • Extensive knowledge base with regards to speciality. • Knowledge and experience of mentorship within clinical practice. • Ability to deliver presentations and teaching sessions. • Knowledge of and adherence to NHS Grampian policies and procedures relevant to the area. • Evidence of effective communication skills. • Commitment to lifelong learning and personal development plan. • Ability to work on own initiative. • Evidence of ability to adapt with changing service needs. It is desirable that the post holder is working towards a management qualification and hold a non-medical prescribing qualification.

During employment the post holder will be required to demonstrate the following:

- Evidence of leadership and sound decision making skills.
- A working knowledge of clinical guidelines related to drug and alcohol speciality.
- A knowledge base of Mental Health Legislation and Adults with Incapacity Act 2000 and Adult Support and Protection (Scotland) Act 2007
- Knowledge and experience of mentorship within clinical practice.
- Ability to participate in the delivery of presentations and teaching sessions.
- Knowledge of NHS Grampian policies and procedures relevant to the area.
- Well developed written and verbal communication skills.
- Commitment to lifelong learning and personal development plan.
- Provide evidence of development, objectives and training on TURAS.
- Have a genuine commitment to the speciality.

The following statutory/mandatory training will be required:-

- Fire Safety
- Moving & Handling
- Management of Violence & Aggression Level 1
- Basic Life Support
- Hand Hygiene
- TURAS appraisal
- Child Protection
- Gender Based Violence (GBV)
- Display Screen Equipment (DSE)
- Standard Infection Control Precautions (SICPs)
- Do I.T. Securely, Information Security Training
- Information Governance Training
- Adult Support & Protection
- Caring, Listening, Improving
- E-Healthcare Waste

Other relevant training e.g. :

- Motivational Interviewing
- Basic Drug & Alcohol Awareness
- Trauma informed care
- Awareness of basic legal and ethical issues e.g. Mental Health (Care and Treatment) (Scotland) Act 2003, Criminal Procedure (Scotland) Act 1995 and Adults with Incapacity (Scotland) Act 2000.
- Dementia
- Bereavement and Loss
- IT Skills
- Schizophrenia

	• Depression • Learning disability • challenging behaviours • Communication skills • Knowledge and experience of conditions specific to the client group. • Post registration education and/or significant on-the-job training and experience in current evidence based treatment approaches in mental health. The following should also be demonstrated: • The ability to teach and supervise students and HCSWs and have experience in mentorship. • Well developed written and verbal communication skills. • Evidence of leadership skills and proven decision making. • Ability to deliver presentations and teaching sessions. • Commitment to lifelong learning and a personal development plan with reference to NMC Revalidation process.
3	**Analytical and judgemental skills** The post holder will assist the Team Leader by: • Always working within the NMC Code of Professional Conduct. • Having delegated responsibility for the service area and assisting the Senior Nurse in developing managerial policies and procedures to meet the needs of the service. • Ensuring duties are delegated appropriately to junior nursing staff within the team and co-ordinate the team's workload as well as their own. • Using initiative and being able to make sound and rational decisions and remaining focussed and directed throughout the process. • Remaining objective and supportive of others at all times. • Using judgement whilst observing patients' condition and reporting any change in prescribed care to relevant disciplines. • Ensuring the co-ordination of appropriate assessment and treatment of patients by all disciplines. • Supporting Band 5 nurses in complex and clinically demanding cases. • Analysing information relating to patients and their requirements e.g. when making assessments of patients' conditions. This may result in a variety of options open to the post holder. The information may also be conflicting and the post holder must decide on an appropriate course of action. Required at times to make immediate decisions when a patient is in crisis. • Use of assessment tools to ensure accurate clinical assessment and ongoing treatment planning.

	• Participating and working effectively as a member of the multidisciplinary team linking with external agencies. Will be required to use own judgement and know when to consult other members of the team for advice. • Contributing to investigating complaints and clinical incidents within the service.
4	**Planning and organisational skills** The post holder will: • Proactively lead a team and communicate with all colleagues in a professional manner. • Be responsible for effectively prioritising and organising own workload and that of the Band 5 nurses and HCSWs, including good timekeeping. This may include reprioritisation of own caseload in response to change in clinical activity. • Actively participate and take delegated lead in the planning and development of Drug & Alcohol Services according to service needs. • Actively participate and support the delivery of evidence/research based patient care within the multi-disciplinary team and as necessary take a lead in delegated tasks.
5	**Physical Skills** The post holder will be familiar with and regularly use the following equipment – allowing for safe patient care - for example: • Blood Pressure Monitoring Machines. • Weighing Scales. • Digital Thermometers • Peak flow meter • Pulse oximeter • ECG machines • Basic life support equipment. The post holder will be familiar with the use of a computer, including Word, Excel and PowerPoint systems and systems for multidisciplinary goal setting and have delegated responsibility to monitor the accurate completion of: • SSTS. • Facilitation of off duty rotas. • Production of pharmacy and stores orders. • Workforce utilisation sheets. • Annual Leave recording sheets. • Patient number/staffing audits. A portion of job entails physical work and post holder would require moving and handling skills which should be kept up to date yearly or more frequently if required.

	At times violent/aggressive incidents may occur. Regular sustained effort or sudden intense effort in the management of violent incidents for short or long periods of time may be required.
6	**Responsibilities for patient/client care** The post holder has delegated responsibility for: • Monitoring the assessment, planning, implementation and evaluation of patient care through effective communication and documentation according to professional policies and procedures. • Ensuring named nurse status for patient from admission to discharge. • Ensuring that patient/advocate/significant other is involved in decision-making regarding their care. • Ensuring adherence to relevant legislation, NHS Grampian/local policies and procedures and in particular the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000. • Ensuring safe storage and administration of medicines and treatments according to local policy**.** The post holder is also expected to: • Communicate effectively with patients and carers and the multi-disciplinary team. • Demonstrate ability to perform specific clinical skills required within the speciality. • Support the nursing team and play a key role as an effective and competent member of the multidisciplinary team. • Demonstrate an extensive up-to-date knowledge of relevant conditions and procedures. • Monitoring nursing care delivered on the ward against evidence based policies and protocols to ensure maintenance of and where possible improve standards of care. The post holder is required to: • Work as part of the multi-disciplinary team and with all colleagues to devise, evaluate and implement person centred care in order to promote the health and wellbeing of patients. • Have continuing responsibility for own caseload. • Undertake delegated duties and responsibilities. • Be accountable to Band 7 Team Leader. • Ensure that nursing practice is evidence based and complies with national and local quality standards, e.g. NMC Code of Conduct. • At times make immediate decisions when a patient is in crisis. • Remain objective and supportive of others at all times. • Document all aspects of nursing care in patients' records and ensure that these records are kept up to date.

	The post holder is accountable for all clinical decision making and for all clinical assessment and treatment of patients under their management. The post holder is required to: • Lead and direct the assessment, planning, implementation and evaluation of patient care through effective communication and documentation according to professional policies and procedures. • Communicate effectively with patients and carers and the multi-disciplinary team. • Ensure each patient is allocated a named nurse. • Actively participate in health promotion and rehabilitation. • Ensure that patient/advocate/significant other is involved in decision-making regarding care. • Demonstrate ability to perform specific clinical skills required within the speciality. • Ensure adherence to relevant legislation, NHS Grampian/local policies and procedures and in particular the Mental Health (Care and Treatment) (Scotland) Act 2003, the Adults with Incapacity (Scotland) Act 2000 and the Adult Support & Protection (Scotland) Act 2007. • Ensure safe storage and administration of medicines and treatments according to local and National Policy. • Actively contribute to the provision of continuity of care for all patients in the service. • Demonstrate adaptability towards changes in practice through the introduction of evidence based practice.
7	**Responsibilities for policy and service development implementation** The post holder is required to support the Team Leader by: • Ensuring continuity of care is provided to all patients in the service. • Contributing toward the future development of the Service. • Demonstrating a positive attitude to suggested changes in practice through the introduction of evidence based care. • Recognising the importance of service redesign in accordance with local and national priorities. • Contributing to relevant focus groups in order that services are continually developed and updated. • Ensuring staff adherence to the NHS Grampian risk management strategy thus ensuring the health and safety of staff, patients and families. • Facilitating the investigation and/or local resolution of complaints within the service area. • Actively participating and taking a delegated lead in the planning and development of mental health services according to service needs. • Adhering to national legislation/policy at all times by maintaining a working environment and culture that actively improves health, safety and security. • Fire evacuation procedures.

8	**Responsibilities for financial and physical resources** The post holder is required to support the Team Leader by: • Demonstrating leadership skills. • Participating in the recruitment and selection of nursing staff. • Ensuring all staff are appraised and have personal development plans. • Facilitating the investigation and/or local resolution of complaints. • Participating in the management of staff sickness and absence and other disciplinary procedures in line with the NHS Grampian policies. • Organising the workload of the service area staff, ensuring efficient and effective time and resource management. • Delegating work effectively in order to achieve optimal use of time and resources. • Deputising in their absence. • Authorising payments via SSTS, e-expenses.
9	**Responsibilities for human resources** The post holder is required to support the Team Leader by: • Fully participating as an effective team leader and member of extended team. • Practising and promoting confidentiality at all times. • Communicating with all colleagues in a professional manner. • Listening effectively to other points of view. • Implementing national/NHS Grampian policies and procedures and ensuring relevant information is cascaded. • Ensuring that written communications are accurate, appropriate and neatly recorded, adhering to NMC/NHS Grampian/local policies at all times. • Addressing issues arising in a professional and discreet manner whilst knowing their limitations. • Practising enhanced negotiation, influencing and conflict management skills. • Effectively analysing, prioritising and organising own and the service area workload. • Developing a working environment and culture that actively improves health, safety and security adhering to national legislation/policy at all times. • Work in partnership with the Practice Educator/Facilitator/others in the delivery of education. • Monitor and support the work of nursing students. • Support colleagues to comply with relevant policy and procedures in a safe, timely and effective manner to ensure good clinical and staff governance.

	• Contribute to the education and development of staff within the service to ensure staff knowledge is maintained to a high standard to enable evidence based care to be delivered. • Ensure good communication and liaison with Practice Facilitators and Robert Gordon University, or other relevant educational facility, to ensure current expectations of nursing students are met whilst on placement.
10	**Responsibilities for information resources** The post holder is required to: • Maintain patients' records, adhering to local policies and standards of regulatory bodies at all times. • Ensure the accurate completion and submission of: o Time recording systems and on line travel claims. o Annual Leave recording sheets o DATIX Reporting Forms The post holder is required to ensure that written communications which contribute to the provision of health care for the client (report writing, case records, and clinical letters) are accurate, appropriate and neatly recorded, adhering to NHS Grampian policies and NMC Code of Conduct at all times.
11	**Responsibilities for research and development** The post holder is required to: • Ensure that nursing practice is evidence/research based and complies with national and local quality standards. • Participate in research and audit. • Demonstrate an understanding of research. • Contribute to and take delegated lead on research projects and audits as required by line manager, in line with NMC Code of Conduct. • Be responsible for own continuing personal development, developing clinical skills and expertise, including mandatory / statutory training in line with NHS Grampian policies. The post holder will be required to support the Team Leader by: • Ensuring that staff are appraised and are encouraged to develop their roles within the department through the use of personal development plans. • Acting as a positive role model for all disciplines of staff. • Demonstrating commitment to developing clinical skills and expertise. • Demonstrating an understanding of research. • Ensuring that audits of service delivery are undertaken and findings to improve patient care are implemented.

	• Maintaining responsibility for own professional development. • Ensuring good communication and liaison with Practice Educators/Facilitators/others and Robert Gordon University, • Fostering an environment that is conducive to learning, enquiry and research. • Contributing to the education and development of staff within the service to ensure staff knowledge is maintained to a high standard to enable evidence based care to be delivered. • Demonstrating willingness to further develop management skills.
12	**Freedom to act** The post holder is required to: • Be responsible for the planning, management and prioritisation of a clinical caseload and any interventions. • Be responsible for own professional actions, seeking guidance from Band 7 nurse when required. • Work independently within NMC Code of Practice and Professional Guidelines. • Comply with all NHSG/local policies, procedures at all times. • On a daily basis, use their initiative to deal with a wide variety of routine procedures/tasks which may become extremely challenging due to the unpredictable nature of substance use field. • Use their acquired knowledge training and experience to respond to a variety of clinical situations and engage with patients and make changes to care plan in discussion with the team. • Accept delegated responsibility for the delivery of care to patients using care and treatment plan(s). • Assume responsibility for making changes to care and treatment aims for patients during escorted therapeutic activities. • Initiate dialogue with supporting agencies depending on severity of the situation/take lead role in incident management if required. • In the absence of the senior member of staff, assume leadership and provide guidance to all staff.
13	**Physical effort** There is a need for accuracy in the use and appropriate maintenance of all clinical and other equipment, particularly regarding the administration and delivery of medicines and treatments. The post holder will be required to be able to initiate and maintain appropriate emergency care. The post holder will be able to adapt to the shift pattern that meets the requirements of the European Working Time Directive and may be required to work flexible shifts. The post holder may be required to drive alone in rural settings that could be high risk due to population demographics or winter conditions.

	The post holder may at times be required to use Control and Restraint techniques when patient is in distress or physically aggressive. There is a frequent requirement for the post holder to be sitting or standing in a restricted position for several periods during a working day. A proportion of the job entails physical work and the post holder would require moving and handling skills, which should be kept up to date yearly or more frequently if required.
14	**Mental effort** The post holder will be required to: • Deal with patients who may present with physical and verbal aggression. • Maintain a high standard of patient care and developing the nursing service based on current research/evidence based practice and national and local strategies. • Balance competing clinical and managerial dimensions of the job, assisting in the development of a clinical environment that is positive and effective within both clinical and staff governance frameworks. • Communicate complex information to patients with problems or conditions that affect their ability to understand and retain information. • Frequently concentrate for long periods of time, during patients' assessments, observations. • Deal with the competing demands of working in a complex multi-disciplinary clinical setting in an objective and equitable manner. • Deal with unpredictable patient behaviours, which is part of the symptomatology of their mental health condition. • Deal with challenging families. • Deal with Child Protection processes. • Deal with untoward incidents. • Frequently concentrate for long periods of time, on occasion for one hour plus, during patients' assessments, observations. The post holder may have to work alone.
15	**Emotional effort** Frequent distressing or emotional circumstances; Occasional highly distressing or emotional circumstances/ Occasional traumatic circumstances The post holder will have: • Care of patients/clients with chronic illnesses, conditions/ Terminally ill patients/clients or dealing with difficult family circumstances; occasional/ frequent exposure to safeguarding issues or severely challenging patient/client behaviour

	• have frequent exposure to highly distressing situations including dealing with untoward incidents such as drug/alcohol-related deaths, self-harm, attempted suicide/completed suicide, physical injury caused by falls related to poor mobility, confusion or delirium, assault, aggressive behaviour. • Be presented with daily challenges providing a high level of emotional stress e.g. clinical/psychiatric emergency. • Deal with high expressed emotions. • Convey information in a sensitive manner when information is unexpected or not well received.
16	**Working conditions** **Some exposure to hazards: Frequent highly unpleasant conditions** Physical aggression; contact with body fluids, foul linen **– Level 4ab** The post holder will: • Be frequently exposed to highly unpleasant working conditions and must manage and respond appropriately to situations that may be aggressive and challenging in manner on a daily basis. • Implement safe manual handling techniques and use all equipment available to them when there may be a lack of co-operation from the patient and/or challenging behaviours. • Due to the nature of the post the post holder may have some exposure to substances under COSSH regulations for the purpose of maintaining a clean environment and infection control

PERSON SPECIFICATION		
POST/GRADE: Community Mental Health Nurse (CMHN/RGN) / Band 6 **LOCATION:** Banff, Aberdeenshire **WARD/DEPARTMENT**: Aberdeenshire Drug & Alcohol Services		
The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below.		
GENERAL REQUIREMENTS		
Factor	Essential	Desirable
Qualification & Experience	RMN Qualification. Post qualification nursing experience or evidence of equivalent experience. NMC Registration Direct experience of working in SMS. Working knowledge of risk assessment and case management. Non-Medical prescribing qualification or must be willing to work towards it Must have experience of working as a Practice Supervisor/Assessor	Evidence of diverse experience across services. Qualifications relevant to Mental health, trauma focussed and drug & alcohol field. Currently working as a Band 6 or able to demonstrate they have experience of working at this level through previous posts, training, learning or shadowing opportunities.
Circumstances & flexibility	Good organisational skills with the ability to adapt to meet the changing needs of individuals and services. Ability to work flexibly as part of a multidisciplinary team. May involve some evening and weekend work. Experience of developing or being part of a developing service	

Particular requirements of the post	Evidence of continued and current professional development. Understanding of the MAT standards and how this will impact on SMS Up to date TURAS Statutory/Mandatory training. Ability to work on own initiative and prioritise in order to meet the competing demands of study and work . Committed to self-development and reflective practice Experience of VISION/TRAK/C-Cube and good IT skills Car driver / Access to a car	
Level of Disclosure check required	PVG	