# Job Description

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| 1. **JOB IDENTIFICATION** | Job Title | Registered Nurse, Band 5 | |
| Department(s)/Location | Psychiatry of Old Age Inpatients, Murray Royal Hospital | |
| Number of Job Holders | 10 | |
| CAJE | SC06-682 | |
| JOB PURPOSE Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Work as a Registered Nurse or Registered Mental Health Nurse/Registered General Nurse supported by Charge Nurse (CNx2) Band 6 Senior Charge Nurse (SCN)/Band 7. Ensure that all patients receive quality person centred care based on best practice guidelines, while also maintaining dignity and independence for each individual.  Support patients, families/carers through their journey of care.  In the absence of the SCN / CN, have responsibility for the management of the ward area ensuring safe operation, including staff deployment. | | | |
| ORGANISATIONAL POSITION Clinical & Professional Team Manager  |  Senior Charge Nurse  |  Charge Nurse x2  |  Registered Nurse  |  Senior Health Care Support Worker | | | |
| SCOPE AND RANGE Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Work as a Registered General Nurse or Registered Mental Health Nurse within the POA service of Perth & Kinross Health and Social Care Partnership carrying out responsibilities within this role.  Work as a member of the multidisciplinary team liaising with other professionals/agencies when necessary to provide patient care.  Be responsible for co-ordinating day to day care of patients, ensuring effective communication with the multi-professional team and significant others including external agencies as delegated by Senior Nurse.  Be a named nurse for a designated patient group as delegated by the SCN / CN.  Regularly take charge in the absence of the SCN/CN.  On night duty, have designated responsibility for ward management and inpatient care. | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  **Clinical**  Have delegated responsibility to conduct a comprehensive nursing assessment of the care needs of patients using the appropriate assessment tools.  Have delegated responsibility to devise a person centred care plan, involving patients and their families / carers, which will incorporate review dates.  Deliver agreed person centred plans care.  Review and evaluate effectiveness of care delivered and in consultation with relevant others initiate and record change.  Apply a level of understanding of the effects of disability and ageing to ensure that care goals are met.  Contribute to change for the benefit of patient care.  Acquire and practice advanced clinical skills as identified for service provision with approval of SCN.  Administer and understand complex drug regimes, including controlled drugs, and common side effects and follows Nursing and Midwifery Council (NMC) Standards for medicines management.  If visiting patients within their own home and comply with NHS Tayside Lone Worker Policy.  **Documentation**  Ensure that up to date written and electronic records are maintained in accordance with NMC, NHS Tayside and local standards supervising ward based staff and students’ record keeping as appropriate.  Ensure documentation reflects accurate record of patient information whilst maintaining confidentiality and dignity.  Comply with relevant national legislation e.g. Freedom of Information (Scotland) Act 2002, Data Protection Act 1998, Mental Health (care and treatment) (Scotland) Act 2003, Adult support and protection (Scotland) Act 2007. Adults with Incapacity(Scotland) Act 2000  Active participation in case note audit.  **Professional Ethics**  Be registered with NMC and comply with NMC Code, local and national policies / procedures and revalidation.  Report any non-compliance with NMC Code, local and national policies and procedures. Respect the individuality, values, cultural and religious diversity of patients and staff, and contribute to the provision of a service sensitive to these needs.  **Leadership Supervision and Appraisal**  Contributing to the identification of own training needs, addressing scope of practice issues and competencies in line with Turas outline for post.  Ensure attendance at compulsory updates.  Provide effective guidance and supervision for junior staff.  Review and reflect on own practice and performance through effective use of clinical supervision and appraisal.  Be responsible for ensuring they fulfil the requirements of Re-validation with the NMC  **Training Staff and Students**  Participate in the development of training plan for pre-registration students and ward staff. · Contribute to pre-registration supervision / teaching, using continuous assessment and supporting a progressive learning environment.  Act as mentor to students.  Alert SCN/CN of any training needs/deficits identified for self and others.  Ensure personal development is maintained by participating in specific study relevant to service needs.  Participate in induction and orientation programmes.  **Service Development and Delivery**  Contribute to the operational planning and implementation of policy and service development within the nursing team.  Support SCN /CN in ensuring patient and public involvement in service delivery, design and change as appropriate.  Contribute to the Health Improvement Agenda.  **Professional Development**  Act as deputy for SCN / CN.  Maintain portfolio in line with requirement for Revalidation.  Deliver identified extended nursing roles as required for service provision e.g. ECG, phlebotomy, defibrillation.  **Clinical Governance, Quality and Standards**  Gather information as required by SCN / CN for clinical governance colleagues.  Act as link nurse for a specified clinical remit. e.g. nutrition link nurse.  Encourage / participate in audit and research to support and improve care.  Adopt monitor and review best practice and evidence based nursing care.  Contribute to identified service developments and alert SCN / CN to any deficiencies.  Comply with all relevant National, NHS Tayside, local policies ,procedures and guidelines  Follow NHS Tayside Policy when handling and learning from complaints in conjunction with manager and relevant departments.  Administer controlled drugs assisted by fellow registered staff.  **Management Skills**  Act as named nurse to a designated group of patients.  Contribute to regular minutes nursing team meetings.  Participate in day to day service provision.  Contribute towards the management of ward petty cash and patients funds and property as per NHS Tayside Policy / protocol.  Delegate responsibilities appropriately within the ward team.  Co-ordinate day-to-day activities as delegated.  **Research and Practice Development**  Contribute to research and/or audit projects relevant to clinical area; assist with disseminating findings at local level.  Broaden research and development skills through participation in local audit and research projects.  Assist with the dissemination and implementation of relevant research findings to optimise patient care and treatment delivery thereby reducing the theory practice gap. | | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Contribute to the maintenance of agreed communication networks within the ward environment.  Establish and maintain communications with patients, families / carers, multi-disciplinary team, external agencies and others.  Ensure effective communication is maintained with SCN and Line Managers.  Provide verbal and written reports e.g. SBAR.  Monitor the effect of communication strategies for patients who have barriers to communication.  On a shift basis communicate highly sensitive information to patients and families / carers requiring empathy and reassurance skills.  Convey information of a highly sensitive and emotive nature when it is contradictory to patient and families/carer expectations and desires.  Maintain the effective two-way flow of communication within the ward respecting patient and staff confidentiality. | | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Be a Registered General Nurse or Registered Mental Health Nurse (RMN) 1ST Level.  **Registered Nurse with valid UK NMC Registration**  Develop a working knowledge of national guidelines/legislation relating to care of older people.  Develop and practice extended roles/skills of the nurse.  Possess competent computing skills.  Have an understanding of the principles of the Mental Health Care and Treatment Act 2003; the Adults with Incapacity Act 2000; and the Adult Support and Protection Act 2007  Be willing to participate in additional leaning and training with a specific focus given to Dementia and care of the older adult. | | | |
| 1. **SYSTEMS AND EQUIPMENT**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Contribute to the maintenance of accurate patients records in accordance with NMC and local guidelines.  Examine any equipment required for the job prior to and during use, as per training and ensure that all staff does the same.  Ensure staff are aware of the correct use of equipment and follow the reporting systems for faults.  On a regular basis instruct other members of staff on the safe use of equipment.  Maintain the safe custody of controlled and other drugs in the area in accordance with NHS Tayside Policy.  Contribute to the effective ordering and use of all stock within the ward area.  Contribute to the maintenance of accurate patients records.  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | | |
| 1. **PHYSICAL DEMANDS OF THE JOB**   Within Perth and Kinross Psychiatry of Old Age the post holder will :  On a shift basis, frequently exert physical effort to manoeuvre equipment and patients with a mental health need.  Experience prolonged physical activity on a shift basis.  On each shift lift people and equipment using mechanical aids on a frequent basis, including patients who are unpredictable, i.e. confused, aggressive or agitated.  Frequently hand wash.  On each shift have exposure to bodily fluids.  On each shift will have frequent exposure to physical and verbal aggression whilst utilising de-escalation/breakaway and control/ restraint techniques.  Participate and adhere to NHS Tayside Patient Observation and Engagement Policy, involving observation of patients with Mental Health needs, including stress and distressed behaviour, for periods in excess of one hour.  Respond immediately to emergency situations, e.g. cardiac arrest, aggression.  Have frequent involvement with patients who can display emotive behaviours which can be challenging, e.g. verbal and/or physical aggression | | | |
| 1. **DECISIONS AND JUDGEMENTS**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Make decisions on a daily basis regarding patient care acknowledging the limits of the role and responsibilities.  Take control of an emergency situation ensuring the Senior Nurse for the hospital is alerted.  Practice autonomously as detailed within NMC Code.  Be accountable for own decisions and actions taken.  Contribute to service developments.  Be delegated roles as per the needs of the service and own personal skills and knowledge.  As a registered mental health nurse, practice clinical judgement and responsibility, i.e. Nurse’s Holding Power. | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Work with the SCN / CN to ensure team members provide high quality care.  Prioritise demands.  Participate in the introduction and consolidation of changes to practice.  Risk Assess report and manage working priorities. | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |