# Job Description

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| 1. **JOB IDENTIFICATION**
 | Job Title | Community Mental Health Nurse |
| Department(s)/Location | Blairgowrie Community Hospital |
| Number of Job Holders |  5 |
| CAJE | SC06 4190N |
| JOB PURPOSEAs part of a multidisciplinary team the post holder is responsible for managing a caseload of persons with severe and enduring mental health problems.To have responsibility for carrying out individualised assessments to determine comprehensive care packages within Community Mental Health care settings to develop, implement and evaluate the provision of that care as delivered to people, their relatives and/or carers.To act as a mentor for nurses in training.To act as rostered Duty Worker accepting, declining and prioritising written and verbal referrals, co-ordinating the multi-disciplinary team’s response to psychiatric emergencies and acting as health and safety Lone-Worker co-ordinator for the multi-disciplinary team, consulting with senior staff as necessary. |
| ORGANISATIONAL POSITIONSenior Charge Nurse Charge Nurse **Community Mental Health Nurse (This Post)**Community Support Worker |
| SCOPE AND RANGETo provide specialist community mental health nursing interventions to people experiencing a wide range of mental health problems.* Provide the above service to people who may have been transferred from the Secure Care Service.
* Individuals will be formal/informal with some subject to the provisions of the Mental Health Act.
* Support and Supervision of Community Support Workers.
* To act as a mentor for nurses in training.
* To undertake the role of rostered duty worker and health and safety lone-worker co-ordinator for a multi-disciplinary community mental health team.
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| 1. **MAIN DUTIES/RESPONSIBILITIES**

**Clinical*** To undertake specialist community mental health nursing assessments of the needs of people and to develop, implement and evaluate plans of care relating to those needs.
* To develop, deliver and evaluate specialist psychological and psycho-social interventions, for example, using cognitive behavioural approach, anxiety management, problem-solving skills, social skills training, stress management, and assertiveness training.
* To establish and maintain therapeutic nurse/patient relationships by planning programmes of therapeutic intervention, offering a wide range of recovery orientated and hope inspiring treatment strategies, on an individual or group work basis, using individual care plans and following the philosophy and objectives of the CMHN and CMHT team.
* To monitor and/or assess service users’ compliances with prescribed medications and to undertake the administration of those medications as necessary, understand complex drug regimes and common side effects and follows UK Nursing and Midwifery Council (UK NMC) Drug Administration guidelines.
* To undertake clinical procedures relating to the administration and monitoring of medications and to participate in training relating to these procedures (e.g. Venepuncture, E.C.G. monitoring).
* Individually develop and maintain good relationships with service users, carers, relatives and fellow health, social, voluntary agency, advocacy and welfare professionals who are involved in care delivery to affect the highest attainable good mental health care and to meet the specific needs of the individuals being cared for.
* Be responsible as key-worker for organising multi-disciplinary service user review documentation for presentation and discussion at community mental health team meetings in accordance with local and national guidelines (e.g. Clinical Standards for Schizophrenia).
* As key-worker be responsible for co-ordinating and monitoring multi-professional treatment plans for people and ensuring any action plans arising out of reviews of those treatment plans are implemented.
* Provide confidential, professional and possibly legally-binding written reports to outside agencies (for example Solicitors, Housing Department, Insurance Companies, Benefits Agency).
* Provide confidential and professional written communication with General Practitioners.
* In the absence of more senior nursing staff attend to any emergency or urgent clinical situations or referrals in collaboration with other community mental health team staff and in consultation with higher nursing line management as necessary.
* To act as rostered Duty worker of a multi-disciplinary CMHT accepting, declining and prioritising written and verbal referrals, co-ordinating the multi-disciplinary teams’ response to psychiatric emergencies and acting as health and safety Lone worker co-ordinator for the multi-disciplinary team.
* Provide support, education and signposting to services for people, carers, relatives and fellow health, social, voluntary agency, advocacy and welfare professionals.

**Management*** Provide effective formal management supervision for Community Support Workers.
* Provide effective informal guidance and supervision for Community Support Workers and pre-registration nurses in training.
* Participate in appraisal of designated staff and ensure development of appropriate personal development plans.
* In the absence of more senior nursing staff attend to the day-to-day running of the service in the defined geographical area in consultation with higher line management.

**Professional*** Review and reflect on own practice and performance through effective use of professional and clinical supervision and appraisal.
* Participate in regular management supervision of work with a more senior nurse.
* Agree with the senior nurse a personal learning plan on a yearly basis and participate in formal annual appraisal of performance.
* Ensure that up-to-date written and electronic records are maintained in accordance with UK NMC, NHS Tayside and local standards supervising support workers and student’s record-keeping as appropriate.
* Ensure documentation reflects an accurate record of patient information whilst maintaining confidentiality and dignity.
* Comply with relevant national legislation, e.g. Freedom of Information Act, Data Protection Act, Child Protection, Adult Support and Protection.
* Be aware of any responsibilities in relation to current Mental Health Act legislation ensuring legal requirements are met and the rights of service users are upheld.
* Practice within the legal and ethical framework as established by the UK Nursing and Midwifery Council, national legislation, including mental health, community care and child protection legislation to ensure patients’ interests and well-being are met.
* Report any non-compliance with UK NMC Code of Professional Conduct and all 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 those needs.
* Participate in the setting and monitoring of standards for the service in accord with the Clinical Governance and Patient Safety Agenda.
* Adhere to NHS Tayside policies and procedures.

**Educational*** Act as a mentor for nursing students to provide fair and objective student assessment, and develop the skills to achieve sign off mentor status.
* Participate in any programme of induction for new staff and students into the department
* Be able to utilise research-based knowledge so as to maintain an evidence based up-to-date clinical practice.
* Act as a mentor for newly qualified Community Mental Health Nurses participating in the Flying Start Programme.
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| 1. **COMMUNICATIONS AND RELATIONSHIPS**

The post holder will –* Encounter and deal effectively with unforeseen situations arising out of the process of community mental health nursing where people may become aggressive and/or develop severely challenging behaviour.
* Be required to receive and process information on a frequent and one-to-one basis that is highly sensitive and highly complex, for example, information regarding childhood sexual abuse, child abuse or domestic violence and/or other criminal activity.
* On a daily basis be required to engage in one-to-one contact with people, carers and relatives whose diagnosis and treatment plan may be contentious and to deal with any challenging behaviours arising out of these situations.
* Be required to communicate with and develop therapeutic relationships with people, relatives, carers who may be suffering loss of contact with everyday reality (psychosis) or be highly anxious, hostile or aggressive such that a high degree of persuasive, motivational and empathic skills are needed.
* Provide confidential, professional and possibly legally-binding written reports to outside agencies (for example, solicitors, housing department, insurance companies, Benefits Agency).
* Develop and maintain good communications and working relationships with people, carers, relatives and other health, welfare and social agencies as well as with care provision in order that an effective service can be provided for mental health service users and their families.
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* Registered Mental Nurse registered on Sub-Part 1: RN3 or RNMH of the UK NMC register.
* Experience of working as a registered nurse with individuals experiencing a wide range of mental health problems.
* Further develop competencies in the development, delivery and evaluation of specialist psychological and psycho-social interventions, for example, using a cognitive behavioural approach, anxiety management, problem-solving skills, social skills training, stress management and assertiveness training.
* Experience of recovery orientated approaches.
* A comprehensive induction period.
* Mandatory basic and yearly update training in Fire Risk Awareness, Cardio-pulmonary Resuscitation, load handling, infection control and de-escalation and breakaway.
* Flying Start Programme for all newly qualified staff.
* Knowledge of relevant local and national standards (e.g. Clinical Standards for Schizophrenia).
* Evidence of continuing professional development.
* Ability to be mobile on a day-to-day basis.
* Awareness and knowledge of the roles and responsibilities of all members of the multi-disciplinary team (including those who are not required to participate in the duty worker system e.g. Consultant, Mental Health Officer) in order to make safe and professional clinical judgements in the event of psychiatric emergencies.
* Knowledge of the NHS Tayside Psychiatric Emergency Plan and Business Continuity Plan.
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| 1. **SYSTEMS AND EQUIPMENT**
* Mobile phones
* Personal computer
* Equipment to administer I.M. medication
* Equipment to take bloods
* E.C.G. equipment
* E-Mail system communications
* Input into computerised activity systems (EMIS, TOPAS, Eexpenses, EMIS calendar, SSA)
* Computerised Risk Management Systems (I.R.I’s./A.I.M.)
* Lone worker system
* Personally generated patient notes
* Medical records
* Sphygmometer and cuff
* Thermometer
* Weighing scales
* Face mask for CPR
* Urinalysis equipment

**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**

**Physical skills*** Keyboard skills on a daily basis.
* Travel all the year round including in adverse weather conditions
* Co-ordination skills for giving of intra-muscular injections in peoples’ houses and at clinics.
* Moving and handling of confidential case files and equipment required to give I.M. injections (e.g. needles, syringes, medication, storage bins for sharps, sterile swabs).
* De-escalating and breakaway skills to deal with difficult behaviour, maintained by yearly update.
* Cardio-pulmonary resuscitation skills (Yearly).
* Hand-eye co-ordination required for phlebotomy and clinical observations (B.P., temperature).

**Physical Effort*** Travel for long periods in all weather conditions.
* Visiting several people in one day at different locations, carrying equipment or case notes.
* Accompanying people in social and recreational activities as part of treatment programmes (e.g. walking, shopping, and sports).

**Mental Effort*** Frequent concentration required listening and comprehending highly complex and sensitive issues in one-to-one sessions with people, carers and relatives often several times per day.
* On a daily basis required to remember and recall large amounts of highly sensitive information from several sources at once in order to maintain accurate medical records and maximise treatment activities.
* Working flexibly within a continuous arena of change.

**Emotional Effort*** Discussing highly sensitive issues such as sexual abuse, relationship problems, family conflict, domestic violence, substance misuse, as part of treatment programmes.
* Exposure to a wide range of emotional problems and behavioural difficulties requiring a wide repertoire of responses, skills and judgement.
* Lone working for much of the day.
* Often first point of contact or sole contact with mental health services for people, their relatives and carers, with severe and highly complex mental health problems and/or mild to moderate mental health problems.
* Participate in de-briefing session and reflective practice.

**Working Conditions*** Exposure to verbal aggression – often
* Exposure to physically aggressive and challenging behaviour owing to the nature of the client group.
* Exposure to all weather conditions on a frequent basis
* Exposure to (some) clients’ living conditions (e.g. fleas, dirt)
* Exposure to hazard of passive smoking in peoples’ own homes
* Occasional exposure to high-risk locations to fulfil treatment plans
* Occasional exposure to high risk bodily fluids (e.g. patient with HIV requiring blood sample to be taken)
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| 1. **DECISIONS AND JUDGEMENTS**

The post holder will: * On a day-to-day basis be able to plan, manage and prioritise their own caseload, deciding on the frequency of contact with people, their relatives and carers using their own judgement to adapt to any changed circumstances encountered (e.g. increased suicide risk).
* Work autonomously, usually on a one-to-one basis, with a delegated caseload of patients, their relatives and carers, undertaking assessments, formulating, implementing and evaluating treatment plans in discussion with senior nurses and the multi-disciplinary team.
* Undertake initial and subsequent risk management plans in relation to people, their relatives and carers, and any associated environmental factors so as to decide on the location and context of nursing interventions offered.
* Make a judgement as to when confidentiality may need not to be maintained in a person’s or others best interests.
* In the absence of more senior nursing staff attend to the day-to-day running of the service in consultation with higher line management as necessary.
* In the absence of more senior nursing staff attend to any emergency or urgent clinical situations or referrals, additional to own caseload, in consultation with higher line management as necessary.
* Make judgements regarding nursing students and more junior staff’s performance and report to the senior charge nurse when staff performance is not meeting the required standard and assist in any remedial action plan if appropriate.
* Freedom to comment on Draft versions of NHS Tayside policies and procedures, and participate in drawing up local guidelines and protocols.
* As rostered Duty worker for a Community Mental Health Team be able to judge the level of the multi-disciplinary teams’ necessary response (emergency/urgent/routine) to any written/verbal telephone referrals.
* As rostered Duty worker for a Community Mental Health Team be able to judge the level of the multi-disciplinary teams’ necessary response, based on an awareness of the roles and responsibilities of the different professions in the multi-disciplinary team, to any psychiatric emergencies and decide on the appropriate response, on behalf of the team, to crisis or other situations that occur.
* To be able to judge the level of response required to any multi-disciplinary team Lone Worker emergency alert when acting as rostered co-ordinator for that system. (For: example when to initiate police response).
* To be able to judge the level of response to potential risk factors as a Lone Worker.
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* To manage own caseload within a specified geographical area including involvement in the screening process of new referrals as the Duty Worker.
* To undertake initial clinical risk assessment with people and to decide in conjunction with the Community Mental Health Team as required on the basis of this assessment whether to offer treatment contact and, if offered, the form of that treatment and the location in which it will be carried out.
* Having to continually assess risk in relation to people experiencing mental health problems (e.g. suicide risk).
* Having to employ specialist skills to manage a succession of challenging encounters with people suffering from a wide range of complex mental health problems.
* Challenging beliefs and behaviours which are chronic and enduring (e.g. persistent self-harm).
* Developing and maintaining therapeutic relationships with people who are treatment resistant.
* In the absence of more senior nursing staff to deal with any urgent clinical situations or referrals, additional to own caseload, in consultation with higher line management as necessary.
* Achieving a balance between clinical and any other work (e.g. data collection for clinical governance standards) to maintain timely written documentation relating to patients’ progress/condition.
* Acting as rostered Duty worker for a multi-disciplinary team having to deal with a wide range of psychiatric emergencies and referrals within a limited response time.
* To be responsible for responding to Lone worker emergency alerts when rostered lone-worker co-ordinator for the multi-disciplinary team.
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| 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:** |