#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: Responsible to: Department: Directorate: Operating Division: Job Reference:No of Job Holders:Last Update:  | Community Mental Health Nurse – Band 5Senior Charge Nurse – Community Mental HealthAdult Mental Health Services Mental Health and Learning Disability ServicesHealth and Social Care Partnership – Fife wide divisionDecember 2020 |

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| 2. JOB PURPOSE |
| Provide a community mental health nursing service for a defined care group, to work in a multidisciplinary setting and be responsible for assessing, planning, implementing and evaluating the care of patients with a range of mental health problems under the supervision of a senior practitioner.The post-holder is required to carry a defined caseload, work as part of a team and liaise with a number of agencies in order to provide a comprehensive package of care. |

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| **3. DIMENSIONS** |
| The post-holder will provide a service to a defined group patients under the clinical / management supervison of a senior practitioner.  |

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| 4. ORGANISATIONAL POSITION |
| Nurse Team LeadBand 7**Nursing Assistants / Support Workers****Student Nurses****Community Mental****Health Nurse**Band 5Community Mental Health Charge NurseBand 6**Lead Nurse** **Community Mental Health****Nursing Service (CMHNS)****NB. Band 6 Community Mental Health Nurses and Nursing Assistants/Support Workers may not be established in all areas.** |

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| 5. ROLE OF DEPARTMENT |
| The Mental Health Directorate provides a comprehensive inpatient, outpatient, day patient and community mental health service to the people of Fife.Within the Directorate, the community mental health nursing service has principal responsibility for the delivery of prescribed care and treatment and for the assessment, planning, implementation and review of nursing care programmes across the various client group specialities within their family and community environment, and in conjunction with other agencies. |

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| 6. KEY RESULT AREAS |
| **The following Key Result Areas are carried out within a clinical / managerial supervision framework.*** Assess, plan, implement and evaluate programmes of care to meet the needs of individual patients.
* Take day to day responsibility for a defined group of patients from the CMHT caseload, working collaboratively with other members of the CMHT.
* Promote and maintain defined standards of care in line with the NMC Code of Professional Conduct, relevant legislation and NHS Fife policies, procedures and guidelines.
* Provide a range of therapeutic approaches including biopsycho-social interventions in order to meet the varying needs and circumstances of patients.
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| 6. KEY RESULT AREAS (continued) |
| * Prepare and administer medication, and monitor for efficacy and possible side-effects.
* Establish safe and therapeutic nurse / patient relationships.
* Give and receive clinical supervision and support colleagues in establishing and maintaining good and effective working relationships.
* Maintain and update skills and knowledge to promote personal, professional and service development.
* Supervise junior staff and provide appropriate induction for new staff, as required.
* Act as a source of professional advice, education and support on mental health issues for other disciplines, agencies, service users and carers.
* Possess and demonstrate the necessary skills and knowledge to interpret diagnoses and support and educate patients and carers accordingly, whilst remaining sensitive to their needs and circumstances.
* Act as Practice Supervisor/Assessor for learners in accordance with their clinical and educational objectives.
* Participate in in-service training for other groups of staff.
* Contribute to the development of clinical audit programmes.
* Report to senior practitioners all relevant matters relating to patient care or any significant issues.
* Take all reasonable measures to ensure the safety of patients and colleagues and report any factors which may cause undue risk.
* Ensure clear, concise, contemporaneous reports and accurate nursing records are maintained.
* Provide accurate and timely communications to GPs, Social Services and other referring agencies.
* Establish and maintain effective and meaningful communication with patients, their carers and other professionals*.*
* Ensure robust and effective risk assessment of patients.
* As appropriate, assume a care-co-ordinator role for patients registered on the Care Programme Approach.
* Plan, organise and provide care and treatment in specific mental health clinics such as; depot medication, physical healthcare, medication monitoring and psycho-education.
* In conjunction with the clinical team, contribute to the review and development of the service in order to initiate and develop ways to improve patient care.
* Be knowledgeable of legislation relevant to the service eg. *Mental Health(Care & Treatment )(Scotland) Act 2003, Adults with Incapacity (Scotland) Act 2000.*
* Take account of patients cultural and religious diversity and ensure that the care provided is sensitive to their individual needs.
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| 7a. EQUIPMENT AND MACHINERY |
| The post-holder is expected to be competent in the use of clinical and administrative equipment relevant to the post, examples of which include:* Computer and relevant software applications
* Mobile phone, IT Equipment
* Dictaphone
* Syringes and needles
* Sharps disposal boxes
* Sphygmomanometers, thermometers and other medical equipment.

The post-holder will normally be expected to drive a car in order to undertake their duties. |

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| **7b. SYSTEMS** |
| The post-holder will be familiar and knowledgeable with the application of systems, policies and procedures necessary for the effective delivery of care, examples of which include:* Personally generated notes and the maintenance of patients records
* Clinical rating and risk assessment tools
* Referral and discharge procedures
* Clinical activity monitoring and statistical returns
* Manual and computerised patient information management systems, e.g. MORSE, Trakcare
* The storage, transport and administration of medicines in the community in line with the Safe and Secure Use of Medication Policy (SSUMP)
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post-holder will be accountable to the Senior Charge Nurse for professional management, work review and formal performance appraisal, however, aspects of this may be delegated to another senior practitioner.
* On a day to day basis work will be self-directed based on caseload needs under the supervision of a senior practitioner.
* The post-holder will assign work to and supervise other junior members of staff as required.
* The post-holder is professionally accountable for their work and the care they provide.
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| **9. DECISIONS AND JUDGEMENTS** |
| * Plan and implement programmes of nursing care and be responsible for treatment plans and clinical decision-making within the framework of managerial / clinical supervision.
* Gathering and sharing information to inform clinical decision-making.
* Required to report and provide verbal and written assessments of patients / clients seen.
* Prioritise own workload, needs of patients and use objective judgement to make clinicalal decisions.
* Make sound professional judgements and take appropriate action in emergency / crisisis situations
* Assess clinical and operational risk on a daily basis
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Managing the demands of a clinical caseload with varied and complex patient needs.
* Managing the increasing demands of patient needs with limited resources
* Lone working
* Working collaboratively with other professionals
* Facilitating positive risk taking
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post-holder has an important role in maintaining effective communication and good working relationships with a wide range of personnel and agencies, examples of which include:**Internal*** Patients, service user groups and advocates
* Clinical and Health and Social Care Colleagues

External* Patient’s relatives and carers
* Council colleagues, e.g. housing
* Voluntary sector agencies
* Police and criminal justice professionals
* Clinical services from other health board areas
* Other healthcare providers such as General Practitioners and care homes

The nature of the work and patient group requires the post-holder to endeavour to establish good rapport and therapeutic relationships at the earliest opportunity in order to ensure effective assessment, care and treatment.The post-holder is involved in, and may be required to plan and organise, regular clinical meetings and case reviews. The post-holder is required to participate and contribute effectively in these meetings. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical* Regularly preparing and administering intra-muscular injections.
* Regularly using a computer keyboard
* Daily driving a car in all weather conditions
* Regularly coping with the varying demand and conditions of community locations e.g. stairs, farm lanes, etc.
* Variable requirement for moving and handling of patients depending on caseload composition – ranging from minor physical assistance and control to use of hoists and other mobility equipment

**Emotional*** Regularly discussing sensitive issues such as sexual abuse, relationship problems, bereavement and other complex trauma.
* Working daily with individuals who are distressed, depressed, anxious, thought disordered or memory impaired
* Regularly required to support colleagues and foster a mutually supportive environment for staff, colleagues and others
* Regularly dealing with patients with challenging behaviour

Mental* Regularly composing and writing/dictating reports
* High level of concentration and alertness delivering group and individual sessions on a daily basis
* Regular use of clinical and analytical skills to complete mental health and risk assessments
* Calculating drug dosages daily
* Coping with frequent interruptions e.g. telephones, unexpected distractions and visitors in individuals homes which may result in the need to terminate or suspend and reschedule therapeutic sessions

**Environmental*** Often entering situations where potential risk is not known
* Often undertaking work in disdavantaged and problematic communities
* Occasional exposure to verbal and/or physical aggression with no immediate/available support.
* Regular exposure to unpleasant/hazardous domestic settings eg. cigarette smoke, unhygienic conditions, illicit drug and alcohol use
* Daily requirement to travel in rural and urban areas in all weather conditions
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * First level Registered Mental Nurse

The post-holder will require:* Good written and verbal communication skills
* Professional and personal maturity with good interpersonal skills
* The ability to adapt to working in community and domestic settings
* Good time management and personal organisational skills
* The ability to work effectively within a multi-disciplinary and multi-agency environment
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| **14. JOB DESCRIPTION AGREEMENT** |
| Job Holder’s Signature:Line Managers Signature: | Date:Date |

RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade**: Community Mental Health Nurse - Band 5**

Department/Ward: Community Services – Central Fife

Directorate Mental Health

Date: September 2020

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Previous exposure to working in a community environment, including as a nurse learner. | Relevant post registration experience in a mental health settingCase load managementAssessment and care planning of diverse cases | Application & Interview  |
| **Qualifications/****Training** | First level registered mental health nurse. (RMN) | Community related qualification or studyRelevant post-graduate qualification or equivalent level of skill gained through experience | Application & Interview |
| **Knowledge** | Understanding of the needs of those experiencing mental health issuesTeam working Relevant Legislation, e.g. *Mental Health (Care & Treatment) (Scot) Act 2003, Adults with Incapacity (Scot) 2000* | Multi agency workingAssessment skillsCare planning | Interview |
| **Skills** | Interpersonal, organisational and communication skillsProblem solving skills IT skillsTime management | Presentation skillsTraining and education skillsSupervision  | Interview |
| **Aptitude** | Ability to work within supervision frameworkInitiativeTeam workingDemonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife. | Lone working | Interview |
| **Other** | Ability to work flexiblyCollaborative workingAbility to travelDemonstrates ethics, values and personal qualities/ behaviours consistent with the vision, culture and values of NHS Fife | Able to contribute to the wider mental health and health picture | Interview |

# Key

1. Does not meet minimum requirements. 2. Meets minimum requirements.

3. Above average 4. Very good