

POST TITLE: Senior Staff Nurse (RMN/RNLD)

RESPONSIBLE TO: Head of Care

RESPONSIBLE FOR: Staff nurses and support workers

Purpose and summary of job:

To lead a team of Nurses and Support Workers to achieve the highest possible standard of professional care by providing leadership and supervision, including direct nursing care to patients experiencing mental health problems. To work effectively within a Multidisciplinary team to deliver consistent and collaborative needs-based care.

To assist in providing high quality care and a safe and therapeutic environment. To take charge on a regular basis and to assist in the supervision and development of Nurses, Support Workers and students. To support the development of evidence based practice and continuously monitor the quality of service provision and to undertake specific projects as requested by the Head of Care and Hospital Manager.

MAIN RESPONSIBILITIES:

Supervision and Leadership of staff

1. Supervise an allocated team of Nurses and Support Workers and ensure care and associated duties are allocated effectively and within team members' competence. To ensure that allocated care is completed to a high standard at all times.
2. Develop and monitor managerial and clinical supervision within the allocated team. Ensure that all staff in the allocated team have the opportunity to participate in supervision, that salient issues are addressed and that comprehensive monitoring and documentation is in place at all times.
3. Monitor staff rosters to ensure effective staffing on shifts with due regard to skill and gender mix. Inform the Head of Care of any shortfalls or issues that may affect patient care and safety.
4. Conduct Return to Work and Sickness interviews, at the request of the Head of Care. Ensure appropriate documentation is maintained.
5. Investigate incidents and accidents as requested by the Head of Care / Hospital Manager. Ensure Cygnet Health Care policies relating to incidents, accidents and investigations are followed and that any indicated actions are implemented and monitored,
6. Conduct appraisals with staff within the allocated team, as per Appraisal Matrix and utilizing appropriate documentation.

7. Conduct clinical audit, as requested by the Head of Care / Hospital Manager, and implement and monitor any indicated actions in conjunction with the Head of Care / Hospital Manager.
8. Develop and complete allocated projects as agreed by the Head of Care / Hospital Manager.
9. On call rotation, providing advice to staff as necessary and document highlighting serious concerns for the Manager.
10. Undertaking interviews of staff.
11. Undertaking disciplinary, grievance, performance management and attendance review meetings.

Care

12. Be responsible for the co-ordination, assessment, planning, implementation and evaluation of individual Patient programmes of care. With a focus on risk assessment and risk management strategies, ensuring that the requirements of the Care Programme Approach are met in a timely manner.
13. Ensure that all Staff contribute and are accountable for the efficient running of the Hospital and the creation of an atmosphere conducive to the best interests of the Patients. Duties may include acting up for the Head of Care and/or the Hospital Manager in their absence.
14. Report any ill health amongst Patients and make requests for RC / GP / Professional visits where necessary.
15. To support the empowerment of Patients, having regard for their dignity, rights and advice, whilst maintaining professional responsibility for individuals in the hospital's care.
16. Ensure that individual care plans are completed and maintained in conjunction with Patient, Relatives and other Health Care Professionals, and in accordance with NMC guidelines.
17. To participate in the planning, delivery and evaluation of specific therapeutic interventions.
18. Assess Patients in all aspects of their care needs to provide health supervision and attention through direct Nursing Care when needed.
19. Assist social and health care needs of new Patients to maintain ongoing assessment. Ensure that newly admitted patients are provided with comprehensive information regarding their care and the provision of the hospital and that all admission checklists are followed and documented accordingly.
20. Carry out regular checks on Patients at intervals determined by the Head of Care or the Hospital Manager.

21. To support the development of the process and practices of My Path and Recovery Programme.
22. Administer prescribed medicines and document the same in accordance with Cygnet Health Care Healthcare procedure and regulatory guidelines.

Communication

23. Participate in Staff and Patient meetings and attend training sessions as required.
24. Understand and ensure the implementation of the Hospital's Health and Safety Policy, Emergency and Fire Procedures, Buildings Risk Assessment and Ligature Risk Assessments.
25. Establish and maintain excellent communication with Patients, Relatives, the multidisciplinary team and all external agencies. Promote education and awareness of the role of the service whenever indicated.
26. To assist in the maintenance of and promotion of effective communication with patients, relatives, staff and other agencies.
27. Ensure that comprehensive clinical and non-clinical information is documented in accordance with regulatory and Cygnet Health Care requirements and that confidentiality is maintained at all times.

Marketing

28. Actively market the Hospital and promote a positive personal / professional profile within the local community.
29. Undertake projects, as agreed by the Hospital Manager, to actively promote the hospital and relationships with the local community and external agencies.

Training & Development

30. Supervise junior Staff in all aspects of their work and by example, teach and guide them. Attend any training sessions that may be organised.
31. Ensure that staff within the allocated team attend mandatory and other relevant training.
32. Take responsibility for own development and inform line manager of courses that may benefit own development, hospital development and improve patient care.

Health & Safety

33. Report immediately to the Head of Care, or the Hospital Manager, any illness of an infectious nature or accident / hazard which may affect a Patient, colleague, self or another.
34. Understand and ensure the implementation of the Hospital's Health and Safety Policy, Emergency and Fire Procedures, Buildings Risk Assessment and Ligature Risk Assessments
35. Report to the Head of Care or the Hospital Manager, any faulty appliances, damaged furniture or equipment or any potential hazard.
36. Lead the Daily Clinical Risk Assessment handover and ensure all clinical staff are aware of risks and risk management plans. Ensure this is documented effectively according to Cygnet Health Care policy.

General

37. Promote and ensure the good reputation of the Hospital / Unit. To act as a positive role model, maintaining professionalism and demonstrating a positive attitude towards patients, their families visitors and others.
38. Adhere to all appropriate NMC guidelines / regulations.
39. To demonstrate non-discriminatory practice in all aspects of work.
40. Maintain and improve professional knowledge and competence.
41. Maintain all logbooks and records as required by both the registering authority and the Directors of the Group.
42. To assist in ensuring quality targets are met in accordance with agreed standards.
43. Notify the Hospital Manager as soon as possible of the inability to report for duty, and also on return to work, for all periods of absence.
44. Ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties, as per NMC and Cygnet Health Care Healthcare guidelines.
45. Ensure the security of the Hospital is maintained at all times.
46. To participate in agreed systems of appraisal and individual performance review within the role of both employee and Manager.
47. Adhere to all Group policies and procedures, and protocols within the defined timescales, regulatory standards and guidelines, including healthcare legislation, e.g. Mental Health Act (1983) and Code of Practice.
48. Undertake other duties, as required, by the Head of Care or Hospital Manager.

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need:

Essential criteria for this post are shown in bold:

Knowledge

- 1. Fully conversant with the Mental Health Act 2007**
- 2. Fully conversant with the Mental Capacity Act 2005**
- 3. Understanding of latest nursing practices**
- 4. Knowledge of PSI**
5. Knowledge of local and national agendas and the impact these have on nursing practice and patient care.

Skills

- 6. Ability to deputise in a clinical lead role**
- 7. Excellent report writing skills and interpersonal communication skills**
- 8. Capacity to maintain documentation and undertake audits**
- 9. Supervision of staff rotas**
- 10. Ability to undertake training**
- 11. Ability to network, establish and maintain relationships with funding authorities, external clinical staff and regulatory organizations, local residents and representatives**
- 12. Ability to set objectives**
- 13. Confident and Assertive**

Qualifications

- 14. Registered Nurse (RMN/RNLD) - Current Pin registration**
- 15. Accredited relevant training / courses**
16. Other relevant qualifications

JOB SPECIFICATION



Experience

- 17. Evidence of functioning in a supervisory role as a clinician in a mental health/learning disabilities setting within a multi disciplinary team.
- 18. Proven ability and experience to manage and resolve crisis and conflict within the workplace.
- 19. Proven ability to lead set objectives and plan the development of staff within a staff team.
- 20. Evidence of developed skills in the assessment, planning, implementation and evaluation of multi disciplinary programmes of care for the patients group.

NB Applicants must meet any age requirements set by the relevant regulatory body

This Job Specification indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Specification.

JobholderSigned Date:

ManagerSigned Date: