

## Job Description

<b>Job Title:</b>	<b>Registered Nurse</b>
<b>Reports To:</b>	<b>Clinical Team Leader</b>
<b>Responsible to:</b>	<b>Clinical Lead Manager</b>

### Role Summary

Under the supervision and direction of Clinical Team Leader, is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care and with assessments.

### Main Responsibilities

- In partnership with, and in support of the Clinical Team Leader, participate as an active multi-disciplinary team member, making an appropriate contribution to team processes through the use clinical assessment tools.
- Complete factual and consistent records using a problem solving approach, which demonstrate an accurate account of treatment, care planning, delivery and evaluation for allocated patients
- In managing ward activities, ensure daily plan is followed to meets the requirements of patients and staff undertake tasks for which they have been fully briefed
- Recognise, prevent and resolve potential areas of conflict.
- Contribute to the reviews of incidents to learn lessons and share information. Ensure that post incident debriefing occurs.
- Undertake return to work interviews as directed
- Act up for Clinical Team leader during absences as directed
- Abide by guidelines and hospital policies and procedures
- Contribute to the development and review of ward manual and philosophy

### Clinical and professional

- Act as a primary nurse of care for allocated patient(s) by planning, assessing and evaluating patient programmes of care.
- Prepare for and participate in ward rounds and other multi-professional meetings.
- Ensure a high standard of nursing in the application of clinical nursing procedures and treatments
- Adhere to medicines management requirements including storage and administration of medicines; ensuring prescriptions and forms are in date and meet professional standards
- Ensure patients are aware of their rights and these are maintained and protected as required by legislation.
- Follow all Cygnet hospitals policy, procedures and protocols.
- Complete all relevant documentation for patients, staff and untoward events as directed
- Provide support for patients in all aspects of their care and treatment

- Receive supervision and attend reflective practice groups
- Understanding of all safeguarding requirements and reporting

### **Responsibility for Staff**

- Support the CL / CTL in ensuring that staff follow policies/procedures and complete 'read & sign' forms
- Ensure staff understand requirements of legislation (e.g. Mental health Act); provide explanation as required.
- Ensure all patients have care plans which are reviewed as stated.
- Undertake RAG reviews for Mental Health Support Workers as directed.
- Provide supervision and training to Mental Health Support Workers
- Support the induction process of new staff
- Support the process of staff debrief at the end of each shift

### **Communication**

- Always act in a dignified and responsible manner with patients, visitors, and colleagues, using appropriate language and communication skills, which acknowledge cultural differences.
- Communicate effectively, both in writing and verbally, with other health care professionals, disseminating information related to the delivery of care.
- Refer to other health care professionals and seek guidance where there are limitations in personal knowledge, skills and competence on specific issues relating to the delivery of care.
- Ensure that key information is communicated to staff and patients, utilising feedback to generate best practice solutions

### **Training**

- Act as role model for all staff in relation to security requirements
- Maintain a professional knowledge and skills base using current research and evidence based approaches to care, acting as a resource to others.
- Identify personal areas for improvement and discuss with supervisor / manager
- Teach new staff (including MDT) and Mental Health Support Worker through demonstrations and explanations.
- Promote and maintain good public relations by educating the public in matters relating to forensic mental health.
- Ensure own and others statutory and mandatory training is maintained
- As part of personal development identify personal areas for improvement and discuss with supervisor / manager

### **Confidentiality**

- All employees of Alpha Hospitals Ltd must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

**Security**

- Take all possible precautions to safeguard the welfare and safety of staff, patients, visitors and the public by implementing all policies and procedures relating to security.
- Be mindful of emergency and critical incident procedures.
- Participate in security audits and ensure that procedures are complied with.
- Integrate relational and other security protocols with dynamic clinical practice.

**Health and Safety**

- Take reasonable care for the health and safety of self and others who may be affected by acts or omissions at work.
- Cooperate with any requirements and adhere to statutory or other safety regulations.
- Be familiar with all fire and similar regulations including evacuation procedures and act in accordance with them in any emergency situation
- Ensure that all working practices and procedures comply with statutory regulation, codes of practice and safety guidance in force
- Ensure that environmental risk assessments are developed and reviewed out in order to identify and minimise actual or potential risks
- Ensure that all emergency equipment is checked
- Ensure staff comply with accident / incident and health & safety

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the Clinical Services Manager that are within the competence of the post holder and compatible with the expectations of the post.

I confirm receipt and acceptance of this job description

Signed.....

Name (print).....

Date.....

### Registered Nurse - Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Registered Nurse, RN3 mental health	<ul style="list-style-type: none"> <li>Evidence of current CPD / formal post registration education</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>Good attendance record</li> <li>Ability to undertake duties and training relevant to role</li> </ul>	<ul style="list-style-type: none"> <li>Motivated</li> <li>Flexible</li> <li>Enjoys team working</li> </ul>
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>Ability to deliver and delegate tasks.</li> <li>Able to demonstrate effective inter-personal/communication skills</li> <li>Evidence of good time management skills</li> <li>Work within the culture of improving working lives</li> <li>Ability to demonstrate ethical values and attitudes within a culture of equality and diversity</li> <li>Ability to recognise and respond to behaviour that challenges.</li> <li>Ability to facilitate therapeutic and recreational groups and activities</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of leadership/management skills and qualities</li> <li></li> </ul>
<b>General requirements</b>	<ul style="list-style-type: none"> <li>A broad understanding of relevant policy, legislation drivers and their application to clinical and service area, e.g. Mental Capacity Act</li> <li>An understanding of relevant clinical practice/standards within identified clinical area</li> <li>Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to manage daily operations and maintain a safe working environment</li> <li>Working knowledge of policies and procedures</li> <li>Ability to accept new ways of working and assist others manage change</li> </ul>

## Task List

Registered Nurse - Adult Services
Take handover from previous shift and in absence of CTL - handover to CNM when they arrive on duty
Ensure written and verbal communication is clear and factual
Check staff rosters - manage staffing plans in absence of CTL
If in charge of the ward - check ward diary at start of shift prepare daily plan and staff allocation for breaks / escorts / meetings as needed in absence of CTL
Support the CTL in the preparation of the following for checking by CNM <ul style="list-style-type: none"> <li>- reports</li> <li>- documentation - seclusion / incident report / MVA forms</li> <li>- staff / skill mix / ratio</li> <li>- observations</li> <li>- ward rota including holiday dates</li> <li>- Escorts / TTOs / leave plans</li> <li>- Reception are informed in advance of date and time of arrival of patients and /or professional visitors</li> <li>- Rooms for visitors are booked in advance with Reception</li> </ul> Forward all information to administration as required / instructed
Understand role as primary nurse - engage with patients / provide 1:1 sessions / develop and review care plans with patients / Prepare reports for CPA in timely way / Ensure risks are checked before and after escorts
Ensure all preparation is up to date for weekly MDT meeting
Ensure therapeutic timetable occurs / patients attend therapy sessions as required for individual patients
When incidents occur - maintain patients dignity at all times - complete all documentation AT THE TIME of the incident Facilitate debrief sessions - with CTL / CNM (or Night CTL) - or in their absence
Teaching (Clinical) to MHSWs to ensure standards of practice are maintained if delegating duties to MHSW ensure they understand their role - particularly in relation to patient observation and escorts.
Provide support for colleagues - - RNs / MHSWs / Audit process and Link Nurses / other MDT members
Support CNM and CTL in checking Standards - CQC / CQUIN / Low Secure / Women Participate in meeting targets as required

<p>Ensure safe medication management and clinic room checks are carried out</p> <p>Ensure patients are compliant with medication regime</p> <p>Check prescriptions / T2 / T3 / Patient allergies / Medication stock</p> <p>As required checked that TTOs are order and ready for leave of absence</p>
<p>Ensure that all daily checks are carried out</p> <p>- Clinical Room / Security / risk items (e.g. cutlery) / Infection Control</p>
<p>Read and sign policies and procedures and ensure MHSW also undertake this</p>
<p>Attend regular supervision for yourself; report difficulties / seek ways of improving practice / Participate in the completion of RAG documents</p> <p>Provide supervision for MHSWs</p>
<p>Support the CTL with back to work interviews as instructed</p>
<p>Check model of care And ensure you are meeting objectives and providing evidence for Contracts Compliance.</p>
<p>Ensure own training if up to date - gain approval to attend from Manager</p> <p>Reflect of areas of achievement and areas for improvement. Seek ways to continually improve knowledge / skills and practice</p>

I confirm receipt and acceptance of this task list

Signed..... Name (print).....

Date.....