



**JOB DETAILS:**

<b>Job Title</b>	Community Psychiatric Nurse
<b>Pay Band</b>	6
<b>Hours of Work and Nature of Contract</b>	
<b>Division/Directorate</b>	
<b>Department</b>	
<b>Base</b>	

**ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	
<b>Reports to:</b>	
<b>Professionally Responsible to:</b>	

**Job Summary/Job Purpose:**

The post holder is required to work within an integrated MDT focusing on older adults suffering with a wide range of mental health problems. The post holder will hold a caseload, being responsible for assessing patients' needs, planning and implementing the plan of care.

The post holder will provide supervision, guidance and support to junior members of staff.

**DUTIES/RESPONSIBILITIES:**

CAJE Reference/Date:

1. To provide comprehensive psychiatric nursing services by being involved in the discussion and allocation of referrals to the Community Mental Health Team.
2. To be responsible for the care coordination of a designated caseload of clients with both organic and functional mental health problems.
3. To ensure that Care and Treatment Plans and Care Management Protocols are adhered to and that standards are met in line with the Mental Health (Wales) Measure 2010.
4. As Care Coordinator, responsibility for making evidence based assessment of client's physical, psychological, spiritual and social needs, taking into account and respecting ethnicity, for a defined caseload.
5. To ensure that a comprehensive risk assessment is completed and documented for all actual or potential areas of risk, i.e. harm to self or others, neglect, exploitation and vulnerability. Inform and liaise with other professionals (where appropriate) in order to positive risk manage and maintain the client's maximum independence.
6. As care coordinator, responsibility for formulating and developing standard and complex, outcome focused Care plans in collaboration with clients and in accordance with the Mental Health (Wales) Measure 2010.
7. To coordinate and facilitate, in conjunction with the care plan, appropriate resources (e.g. Welfare Rights, Housing Agencies, Voluntary Agencies, Day Services etc) to effectively implement effective packages of care, recoding and reporting any unmet needs.
8. To ensure effective lines of communication are maintained with in-patient facility to promote good working practices and ensure that client information is passed on appropriately between Community and In-patient Unit.

9. To be responsible for the care coordination of reviews in accordance with Mental Health (Wales) Measure 2010, incorporating statutory requirements under the Mental Health Act 1983, and ensuring dissemination of documentation as appropriate.
10. In the role of care coordinator, provide written and verbal reports and attend Mental Health Review Tribunals/Appeals as legislated under the Mental Health Act 1983.
11. To maintain accurate clinical documentation in line with Health Board policies.
12. To coordinate, arrange and attend case conferences within the community.
13. To work in an autonomous capacity within the community on a daily basis responding to changing need and risk within the boundaries of safe working practice.
14. To offer advice guidance and support as necessary to community hospitals in our area.
15. Ensure that effective communication is established and maintained with clients and (when appropriate) carers/relatives, offering support and guidance to carers.
16. Maintain and foster communications with the primary health care teams, social services and all other community services. Establish and maintain links with the relevant voluntary agencies.
17. To be conversant with clinical governance issues and of the need to be applying these to practice and to be conversant with and adhere to Divisional and Health Board policies.
18. Through modernization of the Community Mental Health Team in Conwy the team covers an 8.00 am – 8.00 pm service five days a week, with qualified nurses being on call over weekends for a total of 7.50 hours.

19. Through modernization and adhering to NICE guidelines the CMHT in Conwy will integrate with memory clinics to provide a seamless service to our clients.

**MANAGERIAL RESPONSIBILITIES**

1. To offer professional and clinical support and supervision to junior staff and students.
2. To be the responsible case manager to clients on Band 5's caseload.
3. To act up in team leader's absence.
4. To participate in promoting and developing the community services for older adults.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<p>NMC registered Nurse (Part 3 or Part 13)</p> <p>Up to date working knowledge of the Mental Health Act (1983)</p> <p>Up to date working knowledge of the Mental Health Wales Measure 2010.</p> <p>Knowledge of and application of Clinical Governance</p> <p>Evidence of continuing professional development</p> <p>Up to date knowledge and application of consent, data protection, patient confidentiality and risk management with health and safety issues</p> <p>Knowledge of national strategies related to sphere of nursing</p> <p>Knowledge of Information, technology and application</p>	<p>Evidence of further relevant professional development</p> <p>Diploma or degree in relevant clinical/professional subject</p>	<p>Application form and Pre-employment checks</p> <p>Certificate</p> <p>Portfolio</p> <p>Evidence of registration with NMC</p> <p>Interview</p>
<b>Experience</b>	<p>Significant post registration experience at Band 5 or above</p> <p>Post registration experience required at postgraduate level</p>	<p>Experience within relevant and varied clinical areas</p>	<p>Application form and interview</p>
<b>Aptitude and Abilities</b>	<p>Excellent communication skills</p> <p>Enhanced assessment skills e.g. ACEIII, GDS, Risk assessing</p> <p>Counselling skills</p> <p>Ability to work in a multidisciplinary team</p> <p>Able to work autonomously</p> <p>Participate in Clinical</p>	<p>Ability to speak Welsh</p> <p>Research skills</p> <p>Audit skills</p> <p>Evidence of people management and leadership skills</p> <p>Demonstrate the ability to care and</p>	<p>Professional Portfolio</p> <p>Interview</p>

CAJE Reference/Date:

	<p>Supervision</p> <p>Evidence of good organisational skills, including time management</p> <p>Evidence of analytical skills</p> <p>Effective problem solver</p> <p>Understanding of the psychological needs of individuals</p> <p>Ability to use own initiative in complex situations</p>	<p>communicate an advanced understanding of the psychological needs of individuals</p> <p>Advanced clinical skills</p> <p>Ability to formally and informally impart knowledge, skills to registered/ non-registered nurses and students, together with medical and other clinical staff</p>	
<b>Values</b>	<p>Be a team player</p> <p>Be industrious, motivated and with flexible approach</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Other</b>	<p>Ability to travel in a timely manner.</p> <p>Fitness and willingness to use de-escalation and where required safe holding, breakaway techniques, as appropriate, subject to relevant training according to Health Board policy.</p>	<p>Act as a positive role model by influencing others and sharing skills and knowledge</p>	<p>Application form and interview</p>

## **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or

on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the Health Board's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

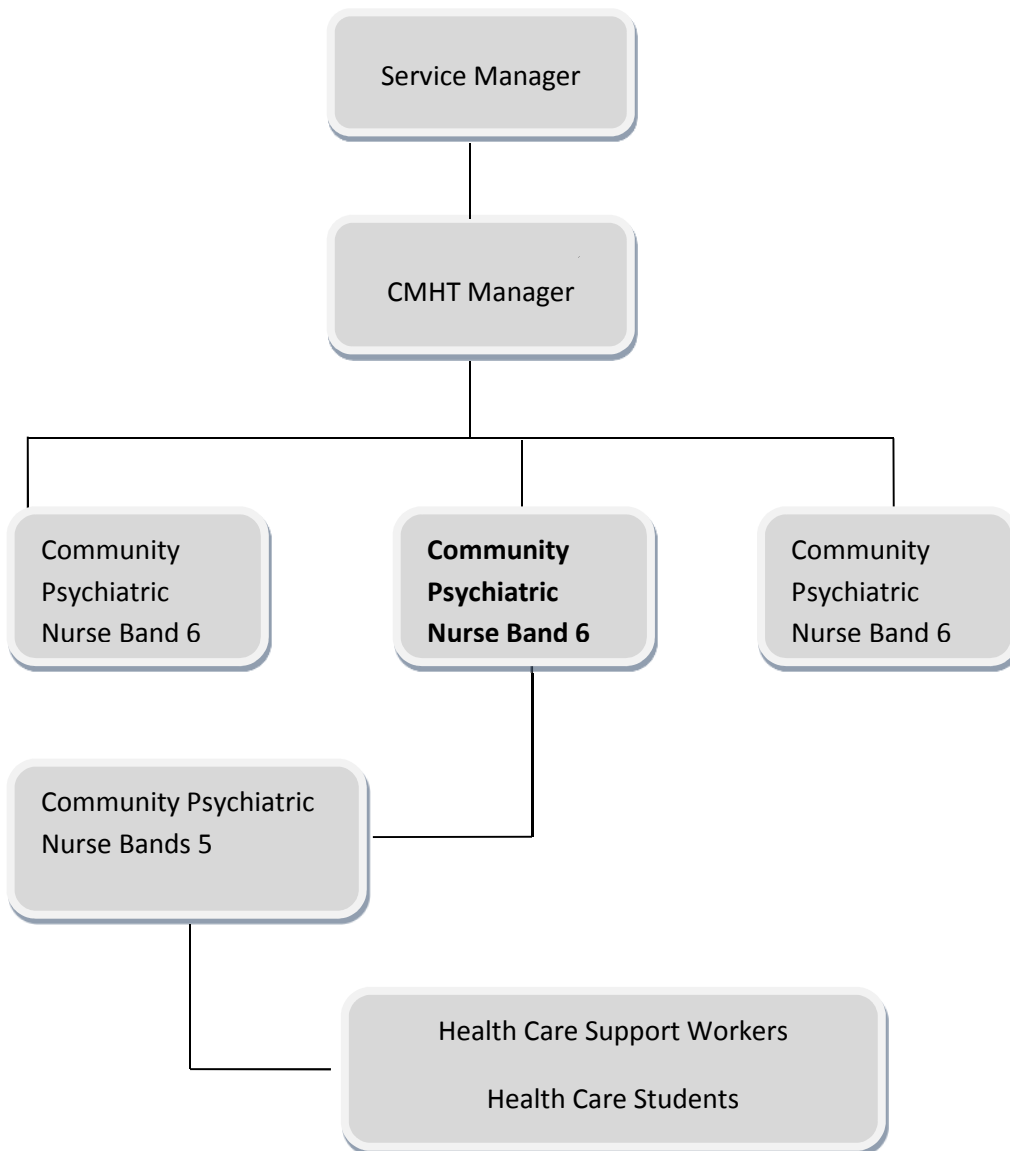
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: \_\_\_\_\_ Community Psychiatric Nurse \_\_\_\_\_

### Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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**Supplementary Job Description Information**

**Physical Effort**

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
There will be a requirement for a combination of sitting, standing, bending, walking and driving as the post requires that the person will work in the community at the patient's own home.	<b>Daily</b>	<b>As required</b>	
The post holder is required to undertake tasks involving careful dexterity and excellent hand to eye coordination including ECG's, Venepuncture, Blood Pressure monitoring, Blood Glucose Testing and TPR monitoring	<b>Weekly</b>	<b>As required</b>	
The post holder is required to visit patients in daily their own homes and to transport them as required to various locations or appointments, driving in all adverse weather conditions.	<b>Daily</b>	<b>Up to an hour at a time</b>	
Some patients may require physical handling when helping them in and out of the car and around the different environmental settings.	<b>Daily</b>	<b>Short interventions</b>	

CAJE Reference/Date:

## Mental Effort

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
<p>The post holder is required to engage daily with patients who require a lot of support, encouragement, sensitivity and care in resolving problems based on the patients' illness and cognitive deficits. These interactions are prolonged and will involve multiple and complex problems including mental health problems, physical health problems and illnesses and frequently carer stress.</p>	<p><b>Daily</b></p>	<p><b>3-4 hours</b></p>	

CAJE Reference/Date:

## Emotional Effort

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
The post holder will be required to deal frequently with distressing and emotional circumstances, including complex and difficult family dynamics and challenging home environments.	Daily	3-4 hours	

CAJE Reference/Date:

## Working Conditions

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
The post holder will frequently be required to work safely and conduct interventions in highly unpleasant working conditions where patients live in unhygienic home environments and where there might be exposure to both human and animal urine and faeces, animal fleas, rotting and decaying food, foul linen and used sanitary products e.g. incontinence pads etc.	Daily	3-4 hours	
Continuous concentration is required for driving throughout the day to visits appointments, groups and meetings.	Daily	3-4 hours	
Exposure to potential aggressive behaviour from patients and relatives	Monthly	hour	

### **Submission of documents for job evaluation**

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to [BCU.JobEvaluation@wales.nhs.uk](mailto:BCU.JobEvaluation@wales.nhs.uk)

CAJE Reference/Date: