



JOB DESCRIPTION

JOB DETAILS:

Job Title	Senior Staff Nurse
Pay Band	6
Hours of Work and Nature of Contract	37.5 per week
Division/Directorate	Children's Services
Department	North Wales Adolescent Service, Abergele. Nursing
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Ward Manager
Reports to: Name Line Manager	Ward Manager
Professionally Responsible to:	Service Manager

JOB SUMMARY/JOB PURPOSE:

To take a leadership role in the nursing team having particular supervisory responsibilities for a designated group of qualified Staff Nurses and Health Care Support Workers.

To have a lead in specialised areas which may include Safeguarding, Child Protection, or Therapies (including Dialectical Behaviour Therapy, Cognitive Behaviour Therapy or Systemic Family Therapy.)

To regularly take charge of the unit in the absence of the unit nurse manager.

To regularly provide nursing support for the staff on duty on the unit, being available either for advice or to take charge when situations demand.



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To provide individualised nursing care for young people who have severe mental health problems by having a Case Manager role.

To work closely and in conjunction with the young person's Care Coordinator to ensure transition is seamless.

To be an effective member of the multi-disciplinary team in the provision of comprehensive treatment packages.

To take an active role in the provision of a safe therapeutic environment.

DUTIES/RESPONSIBILITIES:

- To regularly take charge of the nursing shift and the therapeutic environment in the absence of the unit nurse manager.
- To regularly co-ordinate the activities of the nursing team, allocating nursing tasks to individuals and ensuring patient activities are adequately supported and supervised by nursing staff.
- To provide nursing support for the unit on a regular basis, being available to staff on duty for consultation or advice when the situation demands (i.e. crisis or emergency) that is beyond the remit or capacity of staff on duty to manage.
- To have a leadership role on the unit with particular responsibility for role-modelling, team support and promoting a unit culture that normalises, avoids institutionalisation, promotes independence, and is flexible, responding positively to new developments and change.
- In liaison with the Nurse Manager to ensure the planning of effective duty rotas that facilitate individual care.
- To set and monitor standards of care with the Service Manager and Ward Manager by use of regular audit.
- To provide effective clinical supervision to junior members of staff.



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- To provide appraisals to junior members of staff.
- To oversee and supervise the work of staff nurses and health care support workers on the Unit
- To be team leader for a designated group of nurses having responsibility:
 - a) To cascade information from Service Manager or Ward Manager to all team members.
 - b) To ensure that all team members are meeting minimum standards of care delivery.
 - c) To ensure the Service Manager and Ward Manger are made aware of support, training or clinical supervision needs of individual team members.
 - d) To be an initial problem solving resource for team members.
 - e) To provide leadership for quality/standards initiatives undertaken by team or team members.
- To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care.
- To carry out all relevant forms of care in accordance with established nursing principles and Unit philosophy and to maintain a high standard of professional care.
- To report to ward Manager/ Care co-ordinator any significant change in a patient's condition or circumstances and to provide the multidisciplinary team with a weekly summary of progress for identified patients as per Mental Health Measures.
- To develop and maintain skills and competencies and to participate in the continuing development of nursing practice on the Unit, working with the Service Manager and Ward Manager to ensure that all care on the Unit is based on sound research.
- To be able to act in situations of crisis and to be familiar with emergency procedures.



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- To communicate with relatives and visitors to the unit on aspects of care as required.
- To communicate with other agencies as required and to work co-operatively with them.
- To participate in the Unit's therapeutic day programme of group work and unstructured activity.
- To participate in the management of challenging behaviour in accordance with the Unit's procedures and philosophy. (This may include the use of non-aversive holding techniques as per Restrictive Physical (RPI) training.
- To participate in and supervise off-unit individuals or group activities with young people (patients).
- To provide nursing care/patient escort off-unit when necessary. (This will be necessary only to address situations of a temporary nature such as attendance at A&E, or the process of care transfer.)
- To participate in the delivery of individual development and performance reviews.
- To teach and assess qualified and unqualified staff, including pre and post-registration students as appropriate and to participate in the educational development of other staff within the Unit.
- To participate in the creation and maintenance of an environment in which teaching, learning and research are encouraged and practiced. This should be achieved by introduction of relevant topics and active participation in discussions both in structured forums and informally on the Unit.

PERSON SPECIFICATION

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Must be first level registered Mental Health Nurse or Paediatric Nurse Post registration qualification in Child and Adolescent Mental Health	Teaching and assessing qualification	Application form Application Form
Experience	Experience of working in in-patient Adolescent Mental Health work Evidence of continuing professional development relating to Child and Adolescent Mental Health Nursing	Evidence of working in Adolescent Mental Health Services (eg community services)	Application form and interview
Aptitude and Abilities	Ability to generate effective therapeutic relationships with	Ability to speak Welsh	Interview/ references

	<p>young people (patients)</p> <p>A clear understanding of the nursing process and the Mental Health Measures and how they relate to children and young people with mental health problems</p> <p>Ability to communicate with multi-disciplinary team colleagues and other professionals, both verbally and in writing</p> <p>Ability to be assertive and to take a leadership role in teams</p> <p>Sound knowledge of child development and factors that are likely to contribute to mental health difficulties in children and young people who have mental health problems</p> <p>Experience of service evaluation and audit and a good knowledge of the components of clinical governance</p>		<p>Interview</p> <p>Interview/ references</p> <p>Interview/ references</p> <p>Interview</p> <p>Interview</p> <p>Application Form/Interview</p>
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	<p>Sound knowledge of issues affecting the nursing of young people with mental health problems</p> <p>Ability to assess and manage risk, in particular being able to identify risk factors relating to mental health problems in young people and to implement appropriate risk management strategies.</p> <p>Group work skills</p> <p>Ability to provide and engage in effective clinical supervision</p> <p>Ability to work cooperatively with other agencies and disciplines</p> <p>Ability to participate in training in non-aversive holding techniques including restrictive physical intervention training</p> <p>Ability to remain calm in the personal management of challenging situations</p> <p>Knowledge of teamwork and team dynamics and an</p>		<p>Interview/References</p> <p>Interview/References</p> <p>Interview/References</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
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	<p>ability to work in teams and in a multidisciplinary setting</p> <p>Good reflective ability and an understanding of its importance in the context of interpersonal working</p> <p>Ability to organise and plan work activities for nursing team</p> <p>Ability to work flexibly and to adapt clinical approach to needs of clients, working in Interview partnership with client and parents/carers</p>		<p>Interview</p> <p>Interview/References</p> <p>Interview</p>
	<p>A good and developing level of self-awareness and how one's own experiences may impact upon one's attitudes and interactions. Self-awareness which includes demonstrable qualities and values beneficial to the role eg care, compassion,</p>		<p>Interview/References</p>

	<p>courage and commitment.</p> <p>Have a desire to develop both professionally and personally</p> <p>Be able to exercise appropriate professional boundaries</p> <p>Be able to recognise limits to personal skills and competencies</p> <p>Have appropriate strategies for coping with stress</p> <p>Be supportive of other colleagues</p> <p>Be able to work with other disciplines</p> <p>Have a desire to work with this client group in a team setting</p>		<p>Application form and Interview</p> <p>Interview/References</p> <p>Interview/References</p> <p>Interview/References</p> <p>Application Form/Interview</p> <p>Interview/References</p> <p>Interview</p>
Other	<p>Ability to travel within geographical area.</p> <p>Able to work hours flexibly.</p>		<p>Application form and interview</p>

GENERAL REQUIREMENTS

Include those relevant to the post 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:** To comply with the NMC code of conduct and the requirements of the 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. Mental Health Act and Child Protection training are essential.
- **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 children in the course of your normal duties. You will therefore be required to apply for a

Criminal Record Bureau Enhanced Disclosure Check as part of the Trust'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. Level 3 Child Protection Training is mandatory for this role.
- **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.

Appendix 1

Job Title: Senior Staff Nurse, NWAS

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.

