

JOB DESCRIPTION

Job Title: Registered Nurse

Responsible to: Registered Home Manager

Date: October 2018

PURPOSE OF THE POST:

- To contribute to the development of the highest standard of clinical and professional practice within the service.
- To ensure compliance with National Standards and work progressively towards achieving the necessary requirements.
- To be responsible for assessing risk, personal development planning and direct work with clients.
- To assist in creating an environment conducive to the care, recovery, support and management of individuals with mental illness.
- To provide support, guidance and advice to the staff team, and to ensure an effective team spirit and adherence to policies and procedures.
- To construct and maintain professional and effective working relationships with other health professionals.

KEY RESPONSIBILITIES:

- To act as a named nurse for a small group of individual clients and to maintain personal development plans, support plans, risk assessments and records in excellent order.
- To assess, plan, implement and evaluate personal development plans based on the needs of clients and evidence-based practice. To produce appropriate documentation to support each stage of the recovery process.
- To organise and participate in team meetings, social functions and individual programmes.
- To report changes in clients' condition and mental state, and to provide prompt and effective interventions necessary to adjust treatment and personal development plans according to need.
- To maintain therapeutic and professional relationships with clients, their families and other staff.
- To conduct groups and individual sessions with clients.

- To communicate, support and advise clients and others as necessary.
- To be proactive in the introduction and implementation of new ideas and initiatives within the area of work.
- To maintain accurate clinical records and be aware of the legal implications of these documents. To involve clients in the formation of their records, where possible.
- To organise clients' reviews. To liaise with medical staff and relevant others in maintaining and supporting clients.
- To monitor and maintain the safe use, storage and records of medication administration. To have knowledge of all medication being dispensed with awareness of possible contraindications, side-effects and therapeutic doses.
- To be aware of one's own role as a client advocate and role model whilst maintaining professional boundaries at all times.
- To be familiar with safeguarding of vulnerable adults, to ensure that staff are aware of this and report any concerns immediately.
- To facilitate, welcome and sensitively handle feedback, including concerns and complaints, in line with the Complaints Policy.
- To support clients to maintain social networks and to access social and educational facilities within the community.
- To undertake domestic duties when supporting clients. For example, cooking and/or cleaning.

TEAM LEADERSHIP

- To effectively manage staff within the sphere of responsibility. To ensure they are given support in their role, are aware of their responsibilities and any areas of concern are assessed and addressed as they arise, and the manager is kept informed.
- To provide clinical supervision to a small group of named staff and to support staff through a period of duty.
- To lead a shift and ensure that adequate nursing and ancillary cover is maintained at all times.
- To establish and maintain good communication with other staff and the multi-professional team.
- To prioritise and plan administrative duties, supervise and deploy the staff team to achieve maximum performance.
- To exercise professional accountability and responsibility in all aspects of care.
- To participate in the training of staff, including planning and co-ordinating induction programmes for new staff.
- To monitor, supervise and support learners.

- To work with the management and colleagues in developing quality standards/targets within clinical area and evaluate quality of care delivered within the overall framework of the National Standards.
- To take the role of Fire Controller, as required.

HEALTH AND SAFETY

- To contribute to the maintenance of a safe and secure environment. This includes taking the appropriate action in the event of an emergency.

QUALITY

- To work with the management and colleagues in developing quality standards/targets within clinical area and evaluate quality of care delivered within the overall framework of the National Standards.
- To design systems for monitoring standards, supporting their implementation and ensuring staff are trained in this area.
- To audit, monitor and record standards of achievement against specific quality criteria.

ORGANISATIONAL RESPONSIBILITIES

- To ensure that you are familiar with and comply with all organisational policies, procedures and legislative requirements governing the organisation.
- To work in accordance with health and safety legislation ensuring you are aware of your personal responsibility for health and safety.
- To be committed to improvements, innovation and advances in supporting practices and approaches in mental health.
- To work within confidentiality applying the principles of data protection and record-keeping and data-sharing, and compliance with the Data Protection Act.
- To promote the organisation and its values and beliefs at all times to maintain its good reputation.
- To attend and complete all mandatory training, adopting up to date and relevant knowledge within the working practice.
- To take responsibility for your own personal and professional development.
- To offer suggestions, advice and comments towards continuous improvement in a structured and constructive way.
- To carry out any other duties commensurate with the role, as required.

PERSON SPECIFICATION

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>METHOD OF ASSESSMENT</i>
EXPERIENCE	<p>Experience of support planning and risk assessing.</p> <p>Experience of problem-solving approaches.</p> <p>Demonstrates a professional approach and awareness of maintaining boundaries.</p>	<p>Conflict resolution.</p> <p>Working in a multi-agency framework.</p> <p>Experience of leading a team.</p>	<p>Application Form</p> <p>Interview</p>
QUALIFICATIONS	<p>RNM Qualified Nurse with NMC Registration</p> <p>Demonstrates continuous professional development</p>	<p>Post registration training in relevant field.</p> <p>Mentorship training.</p>	<p>Application Form</p> <p>Interview</p> <p>Evidence of Qualifications</p>
SKILLS	<p>Ability to work to deadlines.</p> <p>Ability to use assessment skills.</p> <p>Confident in communicating in a variety of settings.</p> <p>Able to present factual information.</p> <p>Able to deal with sensitive issues with tact and diplomacy.</p> <p>Able to develop effective interpersonal relationships with colleagues.</p> <p>Excellent time and workload management.</p> <p>Ability to identify and minimise risks effectively.</p> <p>Computer literate with knowledge of Microsoft Office</p> <p>Evidence of a caring, compassionate and empathetic nature</p> <p>Competent to support clients in a person-centred manner with excellent communication skills</p> <p>Courage to do the right thing for clients whilst respecting their individuality, dignity and personal choice</p> <p>Commitment to supporting clients on their pathway to independence and wellbeing</p>	<p>Good report-writing skills.</p> <p>Good presentation skills.</p> <p>Able to delegate effectively.</p> <p>Awareness of budgeting and resources.</p>	<p>Application Form</p> <p>Interview</p>
OTHER	<p>Knowledge of Recovery Model, Mental Health Act (1983), Mental Capacity Act, Deprivation of Liberty and Safeguarding of Vulnerable Adults.</p> <p>Able to work weekends and shifts.</p> <p>Able to take on call.</p>	<p>Full driving licence.</p>	<p>Application Form</p> <p>Interview</p>

Signed:

Dated: