
JOB DESCRIPTION

POST TITLE:	Staff Nurse
BASE:	Prospect Park Hospital, Reading
BAND:	5
LINE MANAGER:	Ward Manager
PROFESSIONAL ACCOUNTABILITY:	Head of Service

OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

- You will be clinically responsible for the co-ordination and implementation of effective nursing care on a Mental Health ward. You will liaise with other Professional Teams and with those providing support services
- Occasionally as part of your professional development plan, take charge of the ward under the supervision of more senior qualified nursing staff member/colleague
- You will ensure that the clinical, environmental and social needs of the patient are met by assessing, developing, implementing and evaluating programmes of care, seeking guidance and direction from senior nursing staff working in the unit where necessary
- To be the best you can be, you'll access our professional clinical and leadership development to ensure you are up to date, feel confident and develop as a nurse and leader, and manage and supervise a team of junior staff

Below are some of the responsibilities you'll undertake. We will constantly review these to ensure we offer the best care and continuously learn lessons and adopt best practice at Berkshire Healthcare NHS Foundation Trust.

RESPONSIBILITIES

1. To be the best you can be, individually and as part of a multi-disciplinary team
2. To be fully aware of the Berkshire Healthcare NHS Trust Nursing Strategy and to use it as guidance for nursing practice.
3. To co-ordinate and direct effective nursing care.
4. To provide and maintain the highest possible standards of care.
5. To undertake physical health monitoring.
6. To act as Key/Associate worker to a group of patients.
7. To ensure that wherever possible the patients' expectations are met.
8. To continue self-development in clinical and management practice.
9. To be aware of personal responsibilities in relation to the NMC Code
10. To liaise with members of other professions and with those providing support services.
11. To provide a role model by attitude and example.
12. To ensure that the requirements of all Mental Health Legislation are met.
13. To provide an environment in which the educational needs of all learners are met.
14. To demonstrate procedures to and supervise qualified or unqualified staff.
15. To ensure that agreed Berkshire Healthcare NHS Foundation Trust policies and Procedures are implemented and to assess and evaluate their effect.
16. To advise the Ward Manager of developments in nursing practice in accordance with health needs and change in care practices.

17. To provide statistical information as required.
18. To be aware of the need for quality assurance in the Ward environment.
19. Initiate and participate in agreed research projects and to use research findings where appropriate to the benefit of the service, ensuring that clinical practice is evidence based.
20. To be aware of the need for the secure and effective management of finance and to implement agreed financial procedures.
21. To respond to all emergency calls such as personal alarms, fire and cardiac arrest, in accordance with Trust policies.
22. To be involved in the administration and recovery of patients receiving ECT treatment.
23. To act up as the Duty Senior Nurse in the absence of a charge nurse or ward manager within the ward / hospital in exceptional circumstances, following appropriate training.

GENERAL

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

INFECTION CONTROL

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When

you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential or Desirable	Interview Essential or Desirable	Selection Tool
<p>1. Education/Qualifications/ Training</p> <ul style="list-style-type: none"> • Registered Mental Health Nurse • Evidence of continuing professional development and portfolio of evidence available • IT literate • Mentorship qualification 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>-</p> <p>E</p> <p>-</p> <p>-</p>	
<p>2. Continuous Professional Development</p> <ul style="list-style-type: none"> • Desire to undertake further training and self-improvement to support patient experience 	<p>E</p>	<p>E</p>	
<p>3. Previous Experience</p> <ul style="list-style-type: none"> • Demonstrable understanding of an Acute Mental Health environment • Previous experience working in a mental health care setting • Clinical Governance 	<p>-</p> <p>E</p> <p>D</p>	<p>E</p> <p>E</p> <p>D</p>	
<p>4. Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> • Good oral and written communication 	<p>E</p>	<p>E</p>	

<ul style="list-style-type: none"> • Ability to take on and complete tasks designated by Deputy Ward Managers such as ward audits • Mental Health legislation, which includes the Mental Health Act, Mental Capacity Act and DOLs • The supervision of junior staff • Team working and the ability to play an effective part in the wider MDT • Able to work effectively with colleagues • Able to work under pressure • Ability to work in a stressful environment 	<p>-</p> <p>E</p> <p>-</p> <p>E</p> <p>-</p> <p>-</p> <p>-</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>Additional Requirements</p> <ul style="list-style-type: none"> • Ability to travel to multiple sites • Honest, trustworthy, reliable • Understand the limits of your abilities 	<p>D</p> <p>-</p> <p>-</p>	<p>-</p> <p>E</p> <p>E</p>	