



### Job Description

<b>Job Title:</b>	Inpatient Registered Nurse
<b>Band:</b>	5
<b>Division:</b>	Integrated Mental Health Service
<b>Job Evaluation Reference No:</b>	1261/JE/23
<b>Responsible to:</b>	Ward Manager
<b>Responsible for:</b>	Health Care Assistants

### Overview

The post holder will work as a Registered Nurse within the Acute Inpatient Service, upholding professional standards of practice and behaviour at all times in accordance with the Nursing and Midwifery Council (NMC) Code and the nursing competencies for Band 5 positions. The post holder will demonstrate a commitment to working flexibly, including if required at other locations within Manx Care, providing the highest standards of evidence based, patient-centred care and support to people with complex mental health problems.

### CARE

In Manx Care we pride ourselves on being Committed & passionate, Accountable & reflective, Respectful & inclusive, and Excellent & innovative. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

### Job Purpose

The post holder will work as a Registered Nurse, working in the Integrated Mental Health Service, Acute Inpatient Service, having responsibility and accountability for safe, compassionate, person centred, evidence based care of patients presenting with a range of mental health problems.

The post holder will not be expected to routinely take the role of the Shift Coordinator/ Nurse In Charge on the ward, although they can do in the absence of senior staff. They will work with supervision with the ability to refer to a senior practitioner when required, delivering high quality nursing care to patients experiencing mental illness & cognitive impairment.

The post holder will work as part of a multidisciplinary team, with responsibilities to assess, plan, deliver, and evaluate specialised nursing care; ensuring effective risk management at all times whilst communicating effectively with patients/carers/families and other agencies/organisations as needs identify.

For newly qualified Nurses, a named preceptor will be allocated for twelve months post qualification / registration and the post holder will be expected to produce a portfolio at the end of their first 12 months, containing evidence of clinical and professional development during this period.



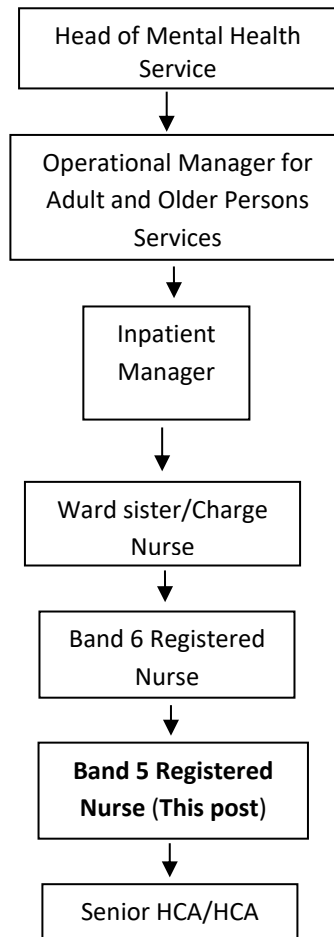
## Duties and Responsibilities

- ♥ Responsibility for a delegated caseload of patients ensuring that following comprehensive mental health assessment, individualised care plans are developed, implemented and reviewed in collaboration with the patient and their carers where appropriate.
- ♥ Provision of 24 hour inpatient care to a caseload of patients with acute mental health needs. The post holder will be expected to work shifts which involves unsocial hours, including night duties. Have knowledge of and work within relevant legislation, including the Mental Health Act 1998, Health & Safety at Work Act 1974, Human Rights 2001 and General Data Protection Regulation 2018.
- ♥ Work within the requirements of safeguarding procedures for adults and children.
- ♥ Provide high quality, recovery-focused evidence based care, treatment and support to patients and their families / carers presenting with complex mental health needs.
- ♥ Work as a member of the multidisciplinary team, communicating effectively with carers, families and other care agencies as required.
- ♥ Actively support patients with personal care as required, ensuring physical health care needs are assessed and managed effectively.
- ♥ Effectively manage risk through the continuous assessment, monitoring and evaluation of individuals, individual situations and environments involving patients and carers/family, ensuring any issues that compromise safety are prioritised and addressed.
- ♥ Ability to communicate with and advocate for patients, families and carers. This includes those experiencing mental illness/social isolation and those who have differing levels of understanding/perception of their condition and whose physical and emotional needs fluctuate frequently, under the supervision of the band 6 nurse.
- ♥ Work collaboratively with nursing and medical colleagues, allied health professionals and other statutory and voluntary organisations.
- ♥ Record information/data accurately and clearly in patient records, adhering to the Nursing & Midwifery Council Standards of Record Keeping and Department policies / procedures ensuring compliance with GDPR.
- ♥ Attend case conferences, ward rounds and multidisciplinary meetings to participate/make suggestions in future care planning and discharge planning of patients with complex needs.
- ♥ Support and educate student nurses patients and their carers about health promotion, illness, treatment options and relapse prevention.
- ♥ Support and educate patient/carers/families in promoting independence in their care and rehabilitation as appropriate.
- ♥ Promote a culture of innovation, quality and safety at all times.
- ♥ Ensure sufficient clinical supplies/equipment is available to meet the needs of the patient, and order/refer to other agencies as required following induction.
- ♥ Demonstrate ability to prioritise and delegate workload appropriately according to patient need, risk and resource availability, under supervision of Band 6 nurse.
- ♥ Ensure awareness of and compliance with Infection Prevention & Control policies and procedures.
- ♥ Ability to manage challenging emotional situations e.g. distressed patients and their families/carers within the scope of the role.
- ♥ Participate in regular clinical supervision, clinical governance initiatives and the annual appraisal system.
- ♥ Undertake dynamic risk assessment and management plans when care needs change regarding the nature and degree of risk and level of observation / supervision warranted, supported by the Band 6.
- ♥ Effectively manage and report incidents in accordance with the Incident Reporting and Learning Policy.
- ♥ Support and participate in the training/development of junior staff.
- ♥ Participate in the induction of new staff.
- ♥ Create opportunities and develop therapeutic interventions and activities to promote wellbeing and recovery such as: art and relaxation therapy and assisting with home assessments.
- ♥ Engage in induction and Preceptorship Programme, continually striving to develop skills, experience and competencies.
- ♥ Remain up to date with all mandatory training.



## Organisational Structure

A copy of the organisational structure and its relevance to this role is shown below.



## Communication and Relationship Skills

- ♥ Ability to communicate professionally at all times using both verbal and nonverbal interpersonal skills, demonstrating awareness of environmental factors which may impact negatively on communication.
- ♥ Develop and maintain therapeutic, professional, boundary-focussed relationships with patients, carers and other staff, remaining considerate of the values and beliefs of others.
- ♥ Record and report in a sensitive, professional and confidential manner to other multi-disciplinary agencies and stakeholders.
- ♥ Facilitate and be actively involved in 1:1 sessions and therapeutic groups with patients. Participate in de-briefing sessions following serious incidents.
- ♥ Participate in positive mental health promotion, addressing inequality, stigma and discrimination.
- ♥ Use various strategies and approaches to communicate effectively and have an awareness of the barriers that may affect communication with patients such as ill health, impaired capacity and sensory impairment.
- ♥ Produce accurate and informative reports for multi-disciplinary agencies, within an agreed or accepted timeframe under the supervision of Band 6.
- ♥ Communicate information that may be distressing in a calm, supportive and compassionate manner.



### **Knowledge, training and experience required to do the job**

The essential knowledge, training and experience requirements of this role are:

- ♥ Minimum qualification of First Level Registered Nurse in Diploma / Degree in Nursing (Mental Health) with current Nursing and Midwifery Council (NMC) registration.
- ♥ The ability to impart knowledge.
- ♥ Knowledge of legislation relevant to the position; including the Mental Health Act 1998, Health & Safety at Work Act 1974, Human Rights 2001 and General Data Protection Regulation 2018 and the application of common law.
- ♥ Knowledge of mental capacity and consent.
- ♥ Knowledge of current mental health issues and treatments, including psychiatric medication and their side effects, with knowledge of common physical health issues and treatments and their impacts on mental health and or to be learnt on the job.
- ♥ Demonstrate knowledge and application in practice of:-
  - Recovery philosophy
  - Effective risk management, including assessment and review
  - Care planning
- ♥ Demonstrate commitment to continued professional development and revalidation with the NMC.

### **Analytical and Judgement Skills**

The analytical and judgement skill requirements of this role are:

- ♥ Under supervision, assist in making decisions regarding observational levels dependant on presenting factors and safety of patients. Implement clinical risk management plans with patients who could be a risk to themselves and/or others.
- ♥ As a nurse of the 'Prescribed Class' make an immediate decision, based on clinical risk / mental health presentation, to implement Section 5(4) of the Mental Health Act.
- ♥ Ability to assess mental capacity, acting in patient's best interests at all times.
- ♥ Ability to assess and work with individuals to develop recovery focussed person-centred care plans based on clinical knowledge of options and resources available.
- ♥ Exercise own judgement in emergency/crisis situations and the management of risk, initiating first responses and reporting effectively to relevant persons.
- ♥ To know the boundaries and limits of own knowledge and practice, and know when to seek help & guidance.
- ♥ Make suggestions to changes in care and treatment of individuals, liaising with other professionals and agencies appropriate.

### **Planning & Organisational Skills**

The planning and organisation skill requirements of this role are:

- ♥ Ability to prioritise workload allowing for changing demands and risks.
- ♥ Effectively manage situations where patients may become distressed and increasingly agitated.
- ♥ Demonstrate the ability to organise/coordinate case conferences, family meetings and multi-agency meetings.
- ♥ Develop plans of care, review plans of care and evaluate the effectiveness of treatment plans.
- ♥ Organise and assist other staff to improve standards of practice and implement training programmes for same.
- ♥ Organise therapeutic sessions and groups for individuals within their care.



### Physical Skills

The physical skill requirements of this role are:

- ♥ Working at the computer, sending and receiving emails, producing reports, letters on a daily basis with support from Band 6.
- ♥ Application of the Prevention & Management of Violence and Aggression (PMVA) techniques.
- ♥ Assist patients with personal care as required, applying safe movement & handling practice.
- ♥ Giving depot injections as required

### Patient/Client Care

The patient/client care requirements of this role are:

- ♥ Ensure the physical health; social and spiritual needs of patients are met, as far as is possible.
- ♥ Demonstrate competence in undertaking physical health assessments / observations, reporting concerns in accordance with identified escalation processes.
- ♥ Maintain high standards of record keeping, patient assessment, risk assessment and care planning to ensure the development and regular review of high quality patient information.
- ♥ Work collaboratively with patients and carers, seeking views which may influence service provision / development.
- ♥ Demonstrate the ability to communicate complex, contentious and sensitive information to patients and their carers.
- ♥ Promote a culture of recovery and wellbeing.
- ♥ Ensure medication is managed in accordance with policy and administration is completed in a safe manner, seeking support from other registered nurses when required.
- ♥ Assist patients with personal care when appropriate, promoting independence, self-care and recovery wherever possible.

### Policy and Service Development

The policy and service development requirements of this role are:

- ♥ Demonstrate ongoing awareness of and compliance with all Departmental / Service policies and procedures.
- ♥ Actively contribute by giving suggestions to senior nurses regarding Mental Health Service policies.
- ♥ Promote a culture of safety at all times, adhering to health and safety legislation / regulations, professional and Departmental policies.
- ♥ Demonstrate innovative thinking and practice, actively contributing to service improvement.
- ♥ Participate in service and service user reviews using both qualitative and quantitative methodology.
- ♥ Participate in clinical benchmarking activities within the service.

### Financial and Physical Resources

The financial and physical resource requirements of this role are:

- ♥ Report and action faults with equipment or building defects e.g. telephone system; IT system, patient equipment (hoist, wheelchair etc.).
- ♥ Effectively manage personal equipment required to fulfil the role, e.g. mobile phone, laptop.
- ♥ Manage patient property and valuables in accordance with IOM Government Financial Regulations and local policy and procedure.



### Human Resources

The human resource requirements of this role are:

- ♥ Contribute to the identification of training and development needs and assist where appropriate with the planning and implementation of educational programmes for nurses, students and healthcare assistants.
- ♥ Participate in the induction programme for new staff as required.
- ♥ Participate in regular clinical supervision in line with policy.
- ♥ Report staff absence to the line manager or nurse in charge as per policy.
- ♥ Demonstrate awareness of appropriate establishment levels and the maintenance of same, reporting concerns in a timely manner to the nurse in charge.
- ♥ Record all additional hours and extra duties worked in accordance with Financial Regulations.

### Information Resources

The information resource requirements of this role are:

- ♥ Develop skills and competencies with regard to Information Technology, including the use of RIO, Medway, Windows and Outlook.
- ♥ Ensure compliance with the identified Minimum Data Set and assist with collecting other statistical information as directed by the Mental Health Service.
- ♥ Demonstrate a working knowledge of and compliance with the Caldicott Principles.
- ♥ Demonstrate a working knowledge of and compliance with General Data Protection Regulation.

### Research and Development

The research and development requirements of this role are:

- ♥ Attendance at Corporate and Local induction in accordance with standards identified in Departmental, Divisional and Service Induction Policy.
- ♥ Attend mandatory training as determined by Mental Health Service policy and service area risk assessment.
- ♥ Participation in reflective practice through clinical supervision and self-evaluation via the individual Performance and Development Review process with designated appraiser.
- ♥ Remain up to date with relevant clinical research, legislation and policies related to area of practice.
- ♥ Participate in Public health promotion activities, events and forums organised by the Mental Health Service and/or other parts of the Department.
- ♥ Participate in small scale research studies, surveys and data collection exercises as directed by the Service Manager; for example, measuring service activity, treatment outcomes, service provision to residential/nursing homes.
- ♥ Participate in service related audits and support the management in the implementation of associated action plans.

### Freedom to Act

The freedom to act requirements of this role are:

- ♥ Be accountable for interpreting professional and ethical guidelines and principles in order to reach a sound clinical decision, seeking support or supervision as necessary from Band 6 or other senior colleagues.
- ♥ To promote quality initiatives and change within their role and responsibilities and give contribution to the service developments and initiatives.
- ♥ Assist the manager to address challenges to the service, outcome of audits undertaken, and student issues.



♥ Challenge practice that falls below expected standards / compromises patient safety, ensuring incidents are recorded / reported in accordance with policy.

### **Confidentiality**

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

### **Health & Safety**

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

### **Safeguarding**

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.



## Job Description Appendix 1

### Physical, mental and emotional demands of the job and working conditions

#### Physical Effort

- ♥ Follow manual handling guidelines and principles utilising all aids and applying physical effort when dealing with patients and equipment on a daily basis.
- ♥ Attending annual updates to maintain and improve knowledge of moving and handling equipment.
- ♥ Due to the unpredictability of the client group, the physical demands require personal fitness and agility appropriate to the demands of the role; for example, responding to attack alarms and missing person's procedures.
- ♥ Have appropriate levels of physical agility and fitness to undertake Prevention & Management of Violence and Aggression (PMVA) training, to include breakaway and restraint techniques, implementing when required.

#### Mental Effort

- ♥ Assess and monitor patients' presentation, responding to the changing needs of the individual.
- ♥ Produce in depth reports reflecting all aspects of the clients care based on information gathered from the patient, relatives and carers and professional observation and assessment
- ♥ Continually respond to the changing environment within mental health services
- ♥ Constant need to reassess clinical risk and action accordingly.
- ♥ The need for concentration when checking legal documents whilst subject to frequent interruptions.
- ♥ Make frequent decisions which require sustained mental effort, which reflect the complexities of treatment and medication for the patient.

#### Emotional Effort

- ♥ Can be exposed directly to highly emotional, volatile and rapidly changing situations. The post holder is often the person on the front line who may receive complaints/grievances which should be communicated to the service manager to ensure they are addressed

#### Working Conditions

- ♥ Ability to respond rapidly and efficiently manage potentially violent incidents / medical emergencies / acts of self-harm / emergency referrals & admissions / Police admissions under the Mental Health Act.
- ♥ Work within a shared office environment; requiring high levels of concentration, sensitivity and diplomacy to ensure patient and staff confidentiality is maintained at its optimum level.
- ♥ Contact and exposure to patients/ carers who may potentially behave in a verbally abusive or aggressive manner e.g. due to cognitive problems, alcohol abuse on average once weekly.
- ♥ Risk of exposure to hospital acquired infections; e.g. MRSA.
- ♥ Managing increases in clinical risk whilst maintaining the ward routine and community nursing duties.
- ♥ Risks of needle stick injuries.
- ♥ Unsociable shift patterns.



**Agreement of above description**

I have read and agree with the above description

**Job Holder's Name** (please print) \_\_\_\_\_

**Job Holder's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Line Manager's Name** (please print) \_\_\_\_\_

**Line Manager's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



Person Specification		
<b>Job Title:</b>	Inpatient Registered Nurse	
<b>Department:</b>	Manx Care	
<b>Division:</b>	Mental Health Service	
<b>Band:</b>	5	
Attributes	Essential (E) or Desirable (D)	Method of Assessment
<b>Qualifications</b> ♥ Registered Nurse with current NMC registration	E	CV/Pre-employment checks
<b>Experience</b> ♥ Skills in maintaining accurate clinical records and aware of legalities of same ♥ Basic knowledge of current approaches and interventions in mental health and awareness of the use of research ♥ Basic knowledge of relevant mental health legislation and its application ♥ Awareness of quality assurances strategies and their implementation ♥ Evidence of clinical/professional development ♥ Effective presentation and report writing skills ♥ Awareness of relevant mental health service policies and procedures	E E E E E D D	CV/Interview
<b>Attributes</b> ♥ Show commitment to personal and service development ♥ Professional and approachable, relates well to other team members ♥ Broad knowledge base of acute and chronic conditions	E E D	CV/Interview
<b>CARE</b> ♥ Ability to show COMMITMENT to working together, demonstrating pride and determination in all that you do ♥ Showing APPRECIATION by welcoming staffs opinions and listening to others views ♥ Demonstrate RESPECT by having trust in the service and is trusted to deliver on promises; act with integrity and is ethical in everything you do ♥ Show the ability to continuously develop; encourage others to develop; embrace change and thrive on EXCELLENCE	E E E E	Interview
<b>Circumstances and Interests</b> ♥ Pleasant, friendly disposition ♥ Have a genuine desire to care for adults with mental health problems ♥ Satisfactory Police Check	E E E	CV/ Interview CV/ Interview Pre-employment checks