



MANX CARE

MENTAL HEALTH SERVICE

JOB DESCRIPTION

Job Title:	In-Patient Registered Mental Health Nurse
Location:	Manannan Court
Accountable to:	Operational Manager Acute Services
Reports to:	Inpatient Manager / Sister / Charge nurse
Pay Band:	6
Job Evaluation Reference No:	0969v3/JE/2017
Organisation Chart: (attached)	See Below
<u>JOB PURPOSE</u> • To work as a member of the inpatient mental health service as a registered nurse providing person centred nursing care and support to patients, their families and carers. • The role is to work flexibly and as an effective part of a multi-disciplinary team, without direct supervision. This is to deliver high quality nursing care to patients experiencing mental illness and cognitive impairment. • It is a standard condition that all staff may be required to serve at any location within Manx Care.	



KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Registered Nurse with current NMC registration
- Relevant post registration experience in mental health care.
- Demonstrate commitment to continued professional development and revalidation with the NMC.
- Knowledge, awareness and implications to practice with regard to relevant legislation; for example, Mental Health Act 1998, Data Protection Act 2018, Human Rights Act.
- Knowledge and understanding of the diverse range of mental illnesses, treatments and associated social problems.
- Demonstrate knowledge and application in practice of:-
 - Recovery philosophy
 - Effective risk management, including assessment and review
 - Care planning
- Pertinent knowledge of current mental health treatments, including psychiatric medication and their side effects, with knowledge of common physical health issues and the impact on mental health.
- Knowledge and experience of clinical observations and relapse signatures, including relevant signs, symptoms and behaviours; for example, disorientation, lowering of mood, sleep disturbance, increased activity.
- Knowledge and experience of therapeutic interventions; for example, Cognitive Behavioural Approach, Validation, anxiety management and DBT
- The Post Holder will keep up to date through attendance at mandatory Training as determined by Manx Care, Divisional and Service policy and additional training appropriate to the post.
- Understanding and awareness of the assessment and management of risks and care planning within the care programme approach (CPA)
- The Post Holder will develop and possess competencies in the use of Information Technology systems utilised by Manx Care, Division and Service.

MAIN DUTIES & RESPONSIBILITIES

- Comply with all policies, procedures, clinical protocols, standards and guidelines based on legislation, evidence based nursing practice and NMC guidelines for conduct and professional practice.
- Provide high quality, recovery-focused evidence based care, treatment and support to patients and their families / carers presenting with complex mental health needs
- Participate in the development of clinical Governance.
- Provide high quality care to patients in partnership with family and carers.
- To undertake the role of Nurse In Charge for co-ordination and efficient shift management.
- To liaise with the nurse in charge/sister throughout the duration of a shift to ensure effective communication between team members
- Work collaboratively and communicate effectively as a member of the multidisciplinary team including carers, families and other care agencies as required.
- Be cost effective in the use of resources and management of staff to ensure the service needs and identified staffing ration is maintained.
- 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.
- To ensure incidents are reported correctly via the DATIX system
- To effectively escalate any clinical or professional concerns following the appropriate procedure within the line management of the service
- Work within the requirements of safeguarding procedures for adults and children.
- Record information/data accurately and clearly in patient records, adhering to the Nursing & Midwifery Council Standards of Record Keeping and Manx Care policies / procedures ensuring compliance with GDPR.
- Attend case conferences, ward rounds and multidisciplinary meetings to participate in future care planning and discharge planning of patients with complex needs.
- Support and educate nursing colleagues/patients and their carers about health promotion, illness, treatment options and relapse prevention, promoting independence within their care
- Promote a culture of innovation, quality and safety at all times.
- Contribute innovatively to the development of services and Manx care's transformation programme, whilst remaining up to date with regard to evidence-based practice and recommendations from local/national guidance and initiatives.
- Support and participate in the training/development of other staff, including student nurses.
- Participate in the induction of new staff.
- Create opportunities and develop therapeutic intervention and activities to promote wellbeing and recovery.

CLINICAL

- To undertake comprehensive mental health assessments with patients who have mental health problems using clinical and analytical skills. This is to formulate, develop and implement plans of care that are evidence based and meet individual patient need.
- Undertake dynamic risk assessment and management plans when care needs change regarding the nature and degree of risk and level of observation / supervision warranted.
- Engage in specific individual and group therapies and specific approaches i.e.: cognitive behavioural approach, DBT, stress management, anxiety management, confidence building and self-esteem programmes.
- Contribute to the multi-disciplinary team in planning treatment and discharge planning, coordinating care from other agencies and dissemination of confidential information
- Maintain safe custody and administration of medicines in accordance with Nursing & Midwifery Council and local guidelines.
- Demonstrate ability to prioritise and delegate workload appropriately according to patient needs, risk and resource availability.
- Ensure awareness of and compliance with Infection Control policies and procedures
- To undertake non-medical prescribing if suitably qualified following completion of the non-medical prescribing course.

PROFESSIONAL

- At all times act in accordance with Nursing & Midwifery Council Code for Nurses and Midwives
- Work with the agreed Manx Care policies and procedures.
- To advocate for patients and cares within their professional, legal and employment frameworks.
- To be an effective role model, clinical practitioner and resource for all staff with a high standard of nursing practice.
- Maintain an awareness of clinical and professional developments in nursing and participate in nursing research to enhance patient care
- To take personal responsibility for continuing professional development to meet the requirements for re-validation and maintenance of professional nursing standards
- To conduct practice in a professional manner as to promote confidence.
- Actively participate in the CPD and Clinical Supervision.
- Attend staff meetings, training sessions and courses as required.
- To undertake supervision with junior staff in line with local policy.

TRAINING, EDUCATION & RESEARCH

The Post Holder will take responsibility for their own professional development through:-

- Attendance at Corporate and Local induction in accordance with standards identified in Manx Care, Divisional and Service Induction Policy.
- Attending mandatory training as determined by Mental Health Service policy and service area risk assessment.
- Attendance at other in-service and external training as identified by individual and team training needs analysis.
- Participation in self-evaluation and the individual Performance and Development Review process with designated appraiser.
- Remaining up to date with relevant clinical research, legislation and policies related to area of practice.
- Documenting and recording all education and training in a professional electronic portfolio
- The Post Holder will participate in the support and education of others via:-
- Assisting with the induction of staff new to the Team/Service.
- Mentoring new staff and students; for example, Health care assistants, Pre-registration students.
- Providing education, information and training regarding mental health care to others, including relatives, carers, Manx Care colleagues, students, external service providers, residential and nursing home staff.
- Various health promotion activities, including supporting patients with smoking cessation, healthy eating, understanding the importance of complying with prescribed medication, anxiety management/relaxation techniques.

PLANNING & ORGANISATIONAL SKILLS

- To request and arrange case conferences, family meetings, professional meetings, multi-agency meetings and any other patient centred meetings which are identified from their assessment and need.
- To organise and plan case load management, review plans of care and evaluate effectiveness of treatment plans.
- Evaluate and review the effectiveness of care plans in conjunction, where appropriate with Care Coordinator, multi-disciplinary colleagues and other involved care agencies, making and/or recommending changes where required.
- Take responsibility for organising their own clinical supervision.

COMMUNICATION

- To provide, receive and document sensitive and confidential information in a professional manner with other agencies.
- To communicate with relevant multi-agency and multi-disciplinary team members. To facilitate and participate within any professional meetings and ensure that outcomes are effectively communicated, identifying any outstanding tasks.
- To facilitate de- briefing sessions following significant incidents which could be distressing for both staff and patients, identifying any lessons learned through reflective practice.
- To communicate effectively with patients/carers demonstrating awareness of sensitive information.
- To discuss treatment and encourage patients to engage with treatment programmes, especially where there are significant barriers to understanding communication, for example: cognitive hearing or sight impairment, using effective communication skills
- To communicate using appropriate methods on individual basis who may have a range of barriers to engagement.
- Be fully conversant with and able to interpret, analyse and respond to verbal and non-verbal communication; for example, tone of voice, facial expression, eye contact, mannerisms.
- Participate in the accurate and comprehensive verbal handover of patient information on a daily, individual basis and in Team meetings.
- Ensure that patient consent is sought wherever possible prior to the Post Holder carrying out any interventions.
- Maintain accurate, contemporaneous electronic and written records of care and interventions, adhering to Professional, Divisional and Service policies on records and record keeping.
- To complete any required reports for patients in a clear and concise manner within the designated templates, i.e. tribunal reports.

MANAGERIAL/LEADERSHIP

- To undertake the role of the Named Nurse to individual patients, this includes planning, implementing and evaluating Care.
- The Nurse in Charge will have overall responsibility for the smooth running of the ward and ensure that there is a safe and efficient delegation of duties and effective communication throughout the shift

This includes:

- The NIC from the existing shift and the NIC from the incoming shift will complete joint
- Low level observations, to ensure the location of all the patients within the ward.
- Ensure there is visible reference on the information board for who is the nurse in charge and team members per shift for the patients and staff
- Ensure adequate staffing numbers are on duty following sudden staff sickness and absence.
- Co-ordinate staff meal breaks ensuring all staff are allocated a break.

- To organise and identify the tasks for each shift, completing the allocation form for each shift which includes identify which staff are completing all levels of therapeutic observations, and medication administration
- To allocate staff to engage with patients and have an active conversation during the shift, which is recorded on RIO.
- Ensure all appointments & ward diary duties are allocated
- Be a point of contact for information for that shift. Other staff can deal with issues/spend time with patients but to report back to the NIC so they have a full picture of what is happening
- Formally handover to all the staff of the next shift using Rio, taking into account when each was last on duty.
- Check that all patients have an entry on Rio and these have been validated.
- Ensure staff are allocated to liaise with any medics, visiting professionals.
- Manage any queries regarding potential admissions and discharges
- If there is an increase in observation levels that warrants an increase in staff, coordinate arranging for additional staff.
- Contact the on call manager in appropriate situations as per policy

CLINICAL GOVERNANCE

- Contribute and work to implement Clinical Governance Action Plans
- Adhere to Manx Care/Mental Health Service Policies, Procedures, Standards and Protocols, and contribute/assist in their formulation.
- Ensure that all new practices/interventions are evidence or research based and cooperate with any research undertaken in the clinical area.

SYSTEMS & EQUIPMENT

- Utilises effective Information Technology systems to access patient records, access email communication, and gather information/research.
- Ensure all equipment is used/stored within manufacturer's and Manx Care guidelines.
- Understand and comply with personal safety systems; for example, personal alarm/alert systems, building alarms, location boards.

DECISIONS & JUDGEMENTS

- Make clinical decisions as an accountable practitioner.
- Make decisions for increasing and decreasing observational levels dependant on presenting factors, safety of patients and staff based on clinical assessment. Implement clinical risk management plan with patients who are presenting as a significant risk to themselves or others.
- Make an immediate decision, based on clinical risk, mental health presentation, to implement
- Section 5(4) Mental Health Act, Nurses Holding Power, to legally detain a patient against their wishes for up to 6 hours.
- Recognise the boundaries and limits of own knowledge and practice, and know when to seek help & guidance.
- To demonstrate effective decisions
- Making in emergency situations i.e. violent incidents, use of restraint, use of seclusion, fire, cardiac arrest.

LEGISLATION

- To have an in depth knowledge of the Manx Mental Health Act 1998.
- To understand and use of Section 5'4 Mental Health Act, Nurses Holding Power, when the emergency situation arises.
- To support staff involved in the application of the Manx Mental Heath Act
- To have in depth knowledge of Human Rights Act.

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/Security

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.

CARE

In Manx Care we pride ourselves on commitment and passion, accountability and reflection, respect and inclusion and excellence and innovation. 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.

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Job Holder's Signature:

Line Manager's Name (please print)

Date:

Line Manager's Signature:

Date:

JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental 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 a level of personal fitness and agility appropriate to the demands of the role; for example, responding to attack alarms and missing person's procedures.
- Possess the appropriate level of physical agility and fitness to undertake Prevention & Management of Violence and Aggression (PMVA) & Breakaway training, 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 also the main support for staff, patients, families & other professionals.
- 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
- The role can require facilitating de-briefs for both staff and patients

Working Conditions

- Ability to respond rapidly and efficiently manage violent situations / 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 be verbally abusive or aggressive e.g. due to cognitive problems, alcohol abuse on average once weekly.
- Risk of exposure to hospital acquired infections; e.g. MRSA or COVID
- 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:

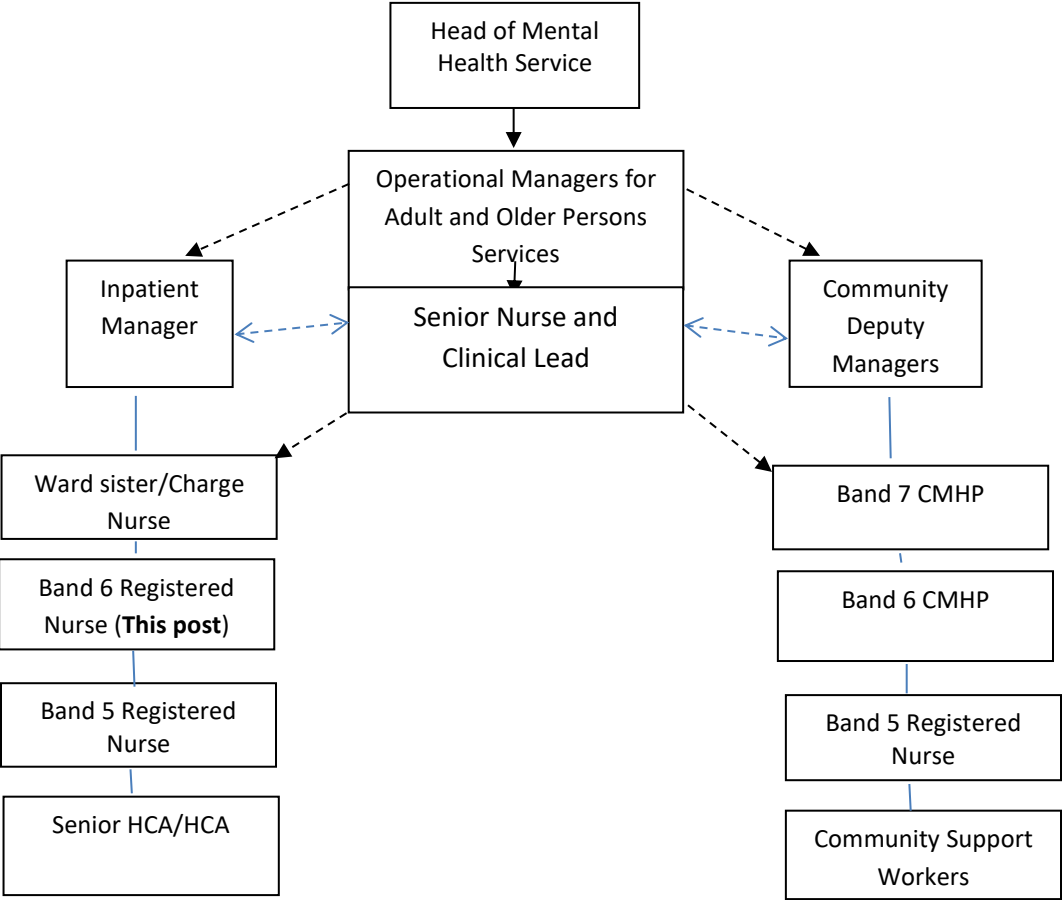
Line Manager's Name (please print)

Line Manager's Signature:

Date:

Manx Care
Mental Health Service – MANANNAN COURT

Organisation Chart (This post)





MANX CARE

MENTAL HEALTH SERVICE

REGISTERED MENTAL HEALTH NURSE

PERSON SPECIFICATION

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
QUALIFICATIONS	Registered Nurse with current NMC registration.	Appropriate teaching/assessment qualification. Further post basic qualification or Statement of Competence or demonstrable skills acquired through relevant experience.	Pre-employment checks CV Interview
KNOWLEDGE & EXPERIENCE	Skills in maintaining accurate clinical records and awareness of legalities. Knowledge of current approaches and interventions in mental health and awareness of the use of research. Knowledge of relevant mental health legislation and its application. Awareness of quality assurances strategies and their implementation. Evidence of clinical/professional development. Understanding of scope of professional practice.	Effective presentation and report writing skills. Awareness of all relevant mental health service policies and procedures.	CV Interview

SKILLS & ABILITIES	Skills in developing and maintaining effective therapeutic relationships. Able to co-ordinate all aspects of care for a designated group of patients. Good oral and written English. Ability to communicate complex, sensitive information in a highly emotive and demanding setting.	IT knowledge and appreciation.	CV Interview
PERSONAL ATTRIBUTES	Show commitment to personal and service development. Professional and approachable, relates well to other team members. Reliable.		CV Interview
OTHER RELEVANT REQUIREMENTS	Satisfactory Police Check.	Full, valid driving licence and access to own vehicle.	Pre-employment checks