

**POST TITLE:** Staff Nurse (RGN)

**RESPONSIBLE TO:** Head of Care/Senior Staff Nurse

## **JOB DESCRIPTION**

### **Purpose and summary of job:**

To achieve the highest possible standard of care in a professional manner by providing direct nursing care to patients experiencing mental health problems / physical health care needs. Effective supervision of Staff, working within a Multi-Disciplinary Team to deliver needs based care.

To assist in providing high quality care and a safe and therapeutic environment. To take charge on a regular basis and to assist in the supervision and development of Junior Staff, Nurses, Support Workers and students. To support the development of evidence based practice.

### **MAIN RESPONSIBILITIES:**

#### **Care:**

1. Be responsible for the co-ordination, assessment, planning, implementation and evaluation of individual Patient programs of care. With a focus on risk assessment and risk management strategies, ensuring that the requirements of the Care Program Approach are met in a timely manner.
2. Ensure that all Staff contributes to the efficient running of the Hospital and the creation of an atmosphere conducive to the best interests of the Patients. Duties may include acting up for the Head of Care and/or the Hospital Manager in their absence.
3. Report any ill health amongst Patients and make requests for R.M.O / GP / Professional visits where necessary.
4. To support empowerment of Patients having regard for their dignity, rights and advice, whilst maintaining professional responsibility for individuals in our care.
5. Ensure that individual care plans are completed and maintained in conjunction with Patient, Relatives and other Health Care Professionals, and in accordance with NMC guidelines.
6. To participate in the planning, delivery and evaluation of specific therapeutic interventions.
7. Assess Patients in all aspects of their care needs to provide health supervision and attention through direct Nursing Care when needed.

# **JOB SPECIFICATION**



8. Assist social and health care needs of new Patients to maintain on-going assessment and review of all other Patients.
9. Carry out regular checks on Patients at intervals determined by the Head of Care or the Hospital Manager.
10. To support the development of the process and practices of My Path and Recovery.
11. Administer prescribed medicines and document the same in accordance with Cygnet Health Care procedure and Healthcare Commission guidelines.

## **Communication:**

12. Participate in Staff and Patient meetings and attend training sessions as required.
13. Understand and ensure the implementation of the Hospital's Health and Safety Policy, Emergency and Fire Procedures.
14. Establish and maintain good communication with Patients, Relatives and with the multidisciplinary team.
15. To assist in the maintenance of and promotion of effective communication with patients, relatives, staff and other agencies, whilst developing good relationships, promoting education and awareness of the role of the service.

## **Marketing:**

16. Actively market the Hospital and promote a positive personal / professional profile within the local community.

## **Training & Development:**

17. Supervise junior Staff in all aspects of their work and by example, teach and guide them. Attend any training sessions that may be organised.

## **Health & Safety:**

18. Report immediately to the Head of Care, or the Hospital Manager, or the person in charge, any illness of an infectious nature or accident incurred by a Patient, colleague, self or another.
19. Understand and ensure the implementation of the Hospital's Health and Safety Policy, Emergency and Fire Procedures.
20. Report to the Head of Care or the Hospital Manager, any faulty appliances, damaged furniture or equipment or any potential hazard.

### General:

21. Promote and ensure the good reputation of the Hospital / Unit. To act as a positive role model, maintaining professionalism and demonstrating a positive attitude towards patients, their families visitors and others.
22. Adhere to all appropriate NMC guidelines / regulations.
23. To demonstrate non-discriminatory practice in all aspects of work.
24. Maintain and improve professional knowledge and competence.
25. To act in a supervisory role and/or nurse in charge as required, co-ordinating the nursing and support team in the delivery of effective care within the agreed resources.
26. Maintain all logbooks and records as required by both the registering authority and the Directors of the Group.
27. To assist in ensuring quality targets are met in accordance with agreed standards.
28. Notify the Hospital Manager as soon as possible of the inability to report for duty, and also on return to work, from all periods of absence.
29. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties according to NMC guidelines.
30. Ensure the security of the Hospital is maintained at all times.
31. To participate in agreed systems of appraisal and individual performance review within the role of both employee and Manager.
32. Adhere to all Group policies and procedures, and protocols within the defined timescales, Healthcare Commission standards and guidelines, Department of Health guidelines and legislations, including the Mental Health Act and Code of Practice.
33. Undertake other duties, as required, by the Head of Care or Hospital Manager.

## PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

To do this job effectively a person will need:-

**Essential criteria for this post are shown in bold:**

### Knowledge

1. Fully conversant with the Mental Health Act 1983
- 2. Understanding of latest nursing practices and theories**
3. Knowledge of PSI
4. Knowledge of local and national agenda's and the impact these have on nursing practice and patient care.

### Skills

- 5. Ability to deputise in a clinical lead role.**
- 6. Report writing skills**
- 7. Capacity to maintain documentation and undertake audits**
- 8. Maintenance of staff rota's.**
- 9. Ability to undertake training**
- 10. Ability to network, establish and maintain relationships with PCT's/Healthcare Commission/Local Residents and representatives**
- 11. Good Communicator Written and Verbal**
- 12. Ability to set objectives**
- 13. Confident and Assertive**

### Qualifications

- 14. RGN with Current Pin Number**
- 15. Accredited Training / Courses**
16. Other relevant qualifications

# JOB SPECIFICATION



**Experience**

- 17. Mental health, rehabilitation, forensic, secure, inpatient or elderly care experience.
- 18. Evidence of functioning in a supervisory role as a clinician in a healthcare setting within a multidisciplinary team.
- 19. Proven ability and experience to manage and resolve crisis and conflict within the workplace.
- 20. Proven ability to lead set objectives and plan the development of staff within a staff team.
- 21. Evidence of leading a team, preferably within a Private Facility.
- 22. Evidence of developed skills in the assessment, planning, implementation and evaluation of multi disciplinary programmes of care for the patients group.

**NB Applicants must meet any age requirements set by the relevant regulatory body**

This Job Specification indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Specification.

Jobholder .....Signed ..... Date: .....

Manager .....Signed ..... Date: .....