

## JOB DESCRIPTION

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<b>Post Title:</b>	<b>Staff Nurse (Capital Nurse Foundation Programme)</b>
<b>Department:</b>	<b>Nursing</b>
<b>Responsible to:</b>	<b>Clinical Nurse Manager / Ward Manager</b>
<b>Accountable to:</b>	<b>Clinical Nurse Manager / Ward Manager</b>
<b>Key Relationships:</b>	<b>Clinical Nurse Manager/ Ward Manager, Clinical team Leaders, Senior Nurse Managers, Modern Matrons, Multidisciplinary team, Nursing Staff, Site Management, Unit Coordinators</b>
<b>Grade:</b>	<b>Band 5</b>

### Trust Values

- 1. Togetherness:** Ensure teamwork, mutual respect and trust sit at the heart of everything we do here. Our service users and their carers are an integral part of the team
- 2. Responsibility:** Ensure when we say we're going to do something, we do it. We don't leave it to someone else to do. Our service users are responsible for engaging in their treatment.
- 3. Excellence:** Ensure we strive for excellence in everything we do. 'Good enough' is simply not good enough. Excellent is better. The safety of our service users and our team is our number one priority.
- 4. Caring:** Ensure caring means more than showing compassion to our service users and each other. It's also about having a can-do attitude, stepping up and caring to be the best we can. Because we care, we give praise when it's due.

### Job Summary:

The 18-month Capital Nurse Foundation Programme will provide the post holder with experience in three different clinical areas. Each rotation will be for a 6 month period.

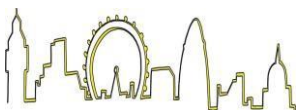
The post holder's main focus will be to co-ordinate all aspects of the patient's care from admission to recovery and transfer/discharge.

The post holder will be able to form therapeutic, meaningful relationships with patients, ensure they are actively involved in both the planning and delivery of their care in the spirit of true service user involvement within a secure environment.

Responsible for leading and co-ordinating shifts, managing crisis and complex situations, supervising band 2, 3 and 4 nurses / support staff in a supportive, enabling way.

Demonstrate a deep sense of vocation, an ability to empathise and understand how their attitude and approach can impact on others, and have the ability to work with a patient group that are often aroused, distressed and can articulate their feelings in a confrontational, challenging manner.

Excellent communication and de-escalation skills and the ability to remain calm and mature during difficult situations will be fundamental in the role.



The post holder will be an active and equal member of the MDT who will maintain boundaries and be considered and compassionate in their care delivery. They will spend a minimum of 70% of their time in direct care time with patients, including face-to-face contact, group and individual work, therapeutic, leisure, vocational and educational activities. Such work will be documented and subject to periodic audit.

The post holder will maintain a safe and secure environment by working proactively to the three principles of Security: Physical, Procedural and Relational, and ensure high standards of environmental cleanliness and safety.

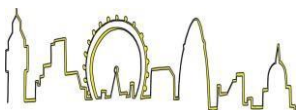
**Key Result Areas and Performance:**

- To establish and maintain communication with individuals or groups of patients, carers and staff, about difficult or complex matters, overcoming any problems in communication.
- To develop own knowledge and skills and contribute to the development of others.
- To monitor and maintain health, safety and security of self and others in own work area.
- To contribute to the implementation of services.
- To contribute to quality improvement.
- To promote people's equality, diversity and rights.
- To assess the care needs of people whose needs are relatively stable and consistent with others in the ward.
- To plan, deliver and evaluate programmes of care to address people's needs, which are relatively stable and consistent with others in the ward.
- To participate in partnership working with individuals, groups, communities and agencies.
- To lead others in the development of knowledge, ideas and work practice.
- To plan, allocate, assess and provide feedback to team members.
- To maintain and support the efficient use of physical and/or financial resources.

**Communication**

This involves communicating with people in a manner which:

- is consistent with their level of understanding, culture, background and preferred ways of communicating
- acknowledges the purpose of the communication
- is appropriate to the context
- encourages their participation
- Responds to communication of any kind from them.
- Improving communication through:
  - changing the environment
  - changing the methods of communicating
  - modifying the content and structure of communication
  - confirming that you have accurately interpreted communications
- Providing feedback to other staff on their communication at appropriate times
- Maintaining accurate patient records, and staff records as required
- Maintaining confidentiality during communication consistent with Trust policy and legislation; gaining any necessary authorisation for releasing information prior to doing so.



### **Personal Development and Development of Others**

This involves:

- Taking responsibility for own continuing professional development and performance and maintaining own portfolio in accordance with re-registration requirements
- Identifying own development needs in relation to current practice and future plans; setting personal development objectives in the context of the Trust appraisal system
- Attending relevant courses and in-house learning opportunities
- Mentoring student nurses and junior staff. Helping others to identify:
  - their current level of knowledge and skills
  - their learning needs and preferences
  - good practice
- Reflecting on application of knowledge and skills by seeking/providing informal and formal feedback through:
  - Clinical Supervision
  - Reflective practice and/or action learning sets/groups
  - Management Supervision

### **Health, Safety and Security**

This Involves:

- Identifying and assessing the potential risks involved in work activities and how best to manage these risks
- Undertaking work activities and related training as defined in Trust's health and safety policies and procedures; and legislation
- Assisting in maintaining a safe working environment for self, colleagues, patients and others
- Making sure that colleagues know where you are during work hours
- Summoning immediate help for any emergency and taking the appropriate action to contain it
- Reporting any issues/incidents in the workplace that may put health, safety and security at risk.
- Supporting others in maintaining health, safety and security.

### **Service Development**

This involves:

- Applying legislation and the Trust's policies and procedures correctly in own work
- Identifying:
  - how to contribute effectively to service evaluation
  - own potential role within evaluations
- Evaluating own and team work as agreed accurately completing the relevant documentation (e.g. clinical audits, patient satisfaction surveys etc.)
- Making constructive suggestions as to how services can be improved in own area of work; initiating projects, implementing and evaluating progress
- Seeking appropriate support to make changes that are beyond own role or competence.

### **Quality**

This involves:

- Understanding your role and its scope and identifying how this may develop over time
- Prioritising own workload and organising and carrying out own work effectively; identifying and managing any risks to quality
- Keeping up-to-date with developments in quality in own and associated areas



- Evaluating the quality of own and others' work and making necessary improvements
- Raising quality issues and related risks with relevant people
- Leading others in understanding how their practice should change to improve quality and supporting them in doing so
- Re-evaluating quality following change to ensure changes have been made.

### **Workforce**

- Suggesting workforce requirements that meet needs and legal requirements
- Assessing and selecting individuals for posts using agreed methods and based on objective assessments against agreed selection criteria
- Communicating clearly with team members and providing them with opportunities to:
  - contribute to the planning and organisation of work
  - assess individual and team work
  - to respond to feedback
  - make suggestions for improvement
- Ensuring that work plans:
  - are consistent with their team's objectives
  - are realistic and achievable
  - take full account of team members' abilities and development needs
- Allocating work:
  - to make best use of the team and the abilities of all its members
  - to provide team members with suitable learning opportunities to meet their personal development objectives
  - consistent with the team's objectives, and the objectives, policies and values of the Trust
- Objectively assessing the work of the team and individuals within it and providing clear constructive feedback
- Agreeing with team members courses of action to address issues with work
- Implementing disciplinary and grievance procedures in a fair, impartial and timely way consistent with Trust policy and the law.

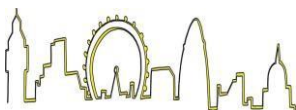
### **Financial**

Giving those who use resources, opportunities to provide information on the resources that are needed. Making and presenting to the relevant people recommendations on resource use and its improvement that:

- take account of relevant past experience
- take account of trends and developments
- are consistent with team objectives and Trust policies
- Giving people opportunities to take responsibility for the efficient use of resources
- Monitoring the use and quality of resources under your control at regular intervals
- Ensuring that people for whom you are responsible use resources efficiently and in a sustainable and environmentally-friendly manner
- Identifying problems with resources and resource use promptly and recommending corrective action
- Accurately maintaining the necessary records of resource use.

### **Partnerships**

- Co-ordinating team meetings
- Acting consistently with joint decisions taking individual responsibility for joint decisions
- Providing sufficient information on work in progress to enable individuals, groups, communities and agencies to understand progress and issues



- Addressing and handling any issues constructively
- Offering help, advice and support to others when they ask for it consistent with own role
- Sharing and taking account of own and others' knowledge and skills, and differences in practice
- Participating appropriately in jointly agreed work
- Sharing information with others consistent with agreements made and consistent with own role.

### **Equality, Diversity and Rights**

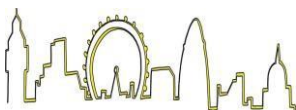
This involves:

- Interpreting the rights and responsibilities of people consistent with the letter and spirit of the law, the Trust's policies and professional standards
- Generating and sustaining relationships that maintain and promote human dignity, rights and responsibilities
- Challenging behaviour, which infringes the rights of others and supporting those who need assistance in exercising their rights
- Identifying and taking action to address discrimination and oppression
- Recognising dilemmas in the promotion of rights and developing appropriate ethical solutions
- Reflecting on and challenging assumptions and ways of working by self and others.

### **Assessment of Individuals' Care Needs**

This involves:

- Carrying out individual risk assessments of patients and re-evaluating risk to measure treatment outcome
- Explaining clearly to people:
  - own role and its scope
  - own responsibilities
  - own accountability
  - the information that will be obtained and stored in records
  - with whom this information might be shared
  - what is involved in the assessment
- Respecting individuals' privacy, dignity, wishes and beliefs, minimising any unnecessary discomfort and encouraging full participation in the assessment
- Obtaining:
  - informed consent to the assessment process
  - information on people's needs and the overall context in which they live
- Using assessment methods and processes of reasoning which:
  - balance additional information against the overall picture of the individual's needs to confirm or deny developing hypotheses
  - are capable of justification given the available information at the time
  - are likely to result in the optimum outcome
- Interpreting all of the information available and making a justifiable assessment of people's health and well-being, related needs and risk consistent with level of accountability and relevant legislation
- Referring people to other practitioners when their needs are beyond own role or scope of practice
- Appropriately collating and structuring data on health and wellbeing and related needs and making it available to relevant people.





### **Addressing Individuals' Care Needs**

This involves:

- One to one therapy, facilitation of group therapy
- Identifying:
  - goals that are appropriate to the needs, circumstances and wishes of the people concerned
  - the nature of support that people need
- Developing plans of care that are appropriate to the people concerned and consistent with:
  - the outcomes of assessing their health and wellbeing needs
  - the risks that need to be managed
  - agreed goals
- Preparing appropriately for the different interventions
- Supporting people throughout encouraging them to promote their own health and wellbeing and to express their interests and concerns
- Undertaking interventions in a manner that is consistent with:
  - evidence-based practice
  - own scope of practice
  - legislation
- Evaluating the effectiveness of the interventions in meeting the agreed goals and making any necessary modifications consistent with initial agreements
- Rigorously reviewing all aspects of the plan of care and identifying when it is not effective in addressing people's needs
- Improving the effectiveness of plans of care to better meet people's needs.

### **Leadership**

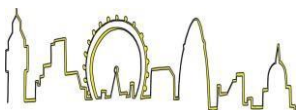
This involves:

- Identifying clearly the wider benefits that developing knowledge, ideas and work practice will bring
- Establishes with others goals and methods for developing knowledge, ideas and work practice
- Inspiring others with one's own values and vision for developing knowledge, ideas and work practice
- Challenging those whose views and actions are not consistent with developing knowledge, ideas and work practice
- Supporting and encouraging others to:
  - understand their contribution
  - offer suggestions, ideas and views
  - take an active part in developing knowledge, ideas and work practice
  - share achievements
  - challenge tradition and take risks
- Accepting joint responsibility for any arising problems and tensions and using these to inform future practice
- Making recommendations for future resourcing to develop knowledge, ideas and work practice.

### **Management of People**

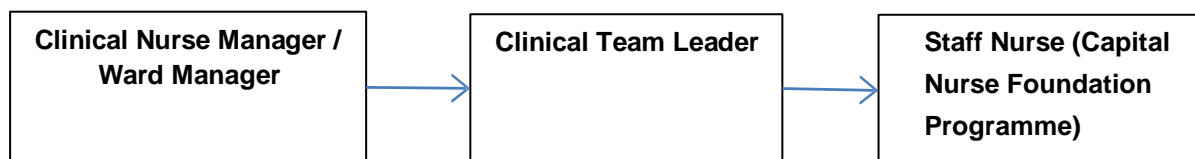
This involves:

- Suggesting workforce requirements that meet needs and legal requirements



- Assessing and selecting individuals for posts using agreed methods and based on objective assessments against agreed selection criteria
- Communicating clearly with team members and providing them with opportunities to:
  - contribute to the planning and organisation of work
  - assess individual and team work
  - to respond to feedback
  - make suggestions for improvement
- Ensuring that work plans:
  - are consistent with their team's objectives
  - are realistic and achievable
  - take full account of team members' abilities and development needs

### Structure Chart



### General Information

#### Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within the Trust as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.

#### General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

#### Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.



### **Data Protection Act**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Code of Confidentiality.

All staff has an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

### **Continuous Improvement**

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

All employees are required to participate in the annual Personal Development Review activities and any associated training and/or learning opportunities.

### **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

### **Health and Safety**

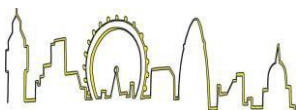
All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, patients and the general public.

### **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your





manager will be able to advise you on which, if any, professional body of which you must be a member.

- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

### **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

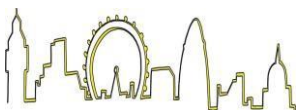
Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other



financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding and Duty of Candour**

All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines.

All Trust staff have a Duty of Candour to inform their line manager as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

### **Standards of Business Conduct**

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust, with colleagues and all those who have dealing with the Trust including patients, relatives and suppliers.

### **Valuing Diversity and Human Rights**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

All employees have responsibility to ensure their practice adheres with both legislation and policies. West London Mental Health Trust and its staff have legal duties under the Human Rights Act 1998. All public authorities have a legal duty to uphold and promote human rights in everything they do. It is unlawful for a public authority to perform any act which constitutes discrimination.

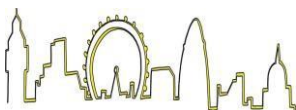
### **No smoking policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

### **Waste disposal**

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

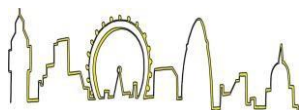


## PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	Registered Mental Health Nurse on the NMC Register	Diploma / Degree in Nursing  Mentorship in Practice  NVQ Assessor  Relevant post registration health care qualifications  Leadership & Coaching qualification
Experience	Experience in mental health nursing via pre-registration training or equivalent	General life experience / skills  Previous experience in mental health at Band 5 or equivalent  Experience of forensic mental health nursing  Evidence of being an inspirational leader
Knowledge	Able to demonstrate knowledge and skills in mental health nursing practice and current trends within mental health nursing  Act in such manner as outlined in the Code of Professional Conduct and which meets the requirements of the Mental Health Act  Maintain and demonstrate awareness of professional and organisational developments	
Personal Qualities	Emotional resilience  Clear personal and interpersonal boundaries  Able to deal with complex inter-related information and activities  Excellent team player and ability to facilitate partnership working  Motivated and committed to maintain and promote high	Display a leadership and role model style that is consistent with organisational expectations and values and which secures the conditions under which clinical staff do their best work  Displays an ability to work with complexities, ambiguities and situations in the clinical arena that may not be resolved immediately, but is able to work towards resolution in an appropriate time



	<p>standards of nursing care</p> <p>Ability to impart knowledge; supervise and direct the work of others</p> <p>Ability to work on own initiative and work as a team member</p> <p>Able to assess priorities and identify patients' needs</p> <p>Effective communication and positive interpersonal skills</p> <p>Ability to build rapport</p> <p>Excellent verbal and written skills</p> <p>Recognise own abilities and limitations</p> <p>Experience of receiving and providing clinical supervision</p> <p>Receptive to feedback</p> <p>Be aware of and maintain standards of organisational conduct</p> <p>Realistic attitude on the outcome of treatment for personality disorders</p> <p>Ability to challenge non-confrontationally</p> <p>Good attendance record</p> <p>Ability to undertake training and duties compatible with the role</p> <p>Responsible and caring attitude</p> <p>Interest in personal and professional development</p> <p>Works in an ethical manner</p>	<p>frame</p> <p>Experience of providing management supervision</p> <p>Embraces contributions made by other staff</p>
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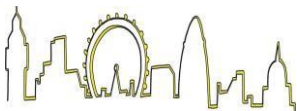


**Promoting hope  
and wellbeing  
together**

West London  
Mental Health  
NHS Trust



Post Holder's name/s: .....  
Post Holders' Signature/s: ..... Date: .....  
Manager's Name: .....  
Manager's Signature: ..... Date: .....



**CAPITAL nurse**