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Saturday 8 September - The Maudsley Hospital

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Oxleas = Oxleas Foundation Trust  
SLAM = South London and Maudsley NHS Foundation Trust  
SWLSTG = South West London and St George's NHS Mental Health Trust
JOB TITLE: COMMUNITY MENTAL HEALTH NURSE FOR NEURO-DEVELOPMENTAL DISORDERS including ADHD

BAND: 6

DIRECTORATE: CHILDREN AND YOUNG PEOPLE SERVICES

HOURS OF WORK: 30

RESPONSIBLE TO: NEURO DEVELOPMENTAL TEAM MANAGER

ACCOUNTABLE TO: CAMHS SERVICE MANAGER

PROFESSIONALLY ACCOUNTABLE TO: CAMHS NURSE CONSULTANT

LIAISES WITH: PATIENTS & CARERS, CAMHS STAFF, STAFF FROM PARTNER AGENCIES, OTHERS AS REQUIRED

BASE: BROMLEY CAMHS

OVERVIEW OF THE POST:

The post holder will work as a specialist CAMH practitioner being able to case manage clients with a neurodevelopmental disorder also assessing, planning and implementing programmes of care and treatment for clients with ADHD referred to Tier 3 of the Child & Adolescent Mental Health Service (CAMHS) under the care of the consultant psychiatrist.

The post holder will offer liaison, advice and support and clinical input to clients with a neurodevelopmental disorder and co-morbid disorders and their carers and also to colleagues, both internally and externally to the Trust as required.

The post holder will be a member of a multi-disciplinary team and will contribute to the borough ADHD services and to overall service delivery as required.

KEY TASKS AND RESPONSIBILITIES:

- To case manage clients with a diagnosis of ADHD that have been stable on medication for a minimum of six months with support from the clinical nurse specialist and one of the CAMHS medical team
- To care co-ordinate and manage a defined caseload of clients with a neurodevelopmental and co-morbid disorders with a view to promoting the management of the disorder in a community setting.
- To co-ordinate and deliver individualised care packages / programmes for clients with ADHD and their families and evaluate these programmes, ensuring high standards of practice in accordance with national guidelines and trust policy.
- To engage therapeutically with clients and their carers in a variety of settings as appropriate to the needs of the client and to be able to assess the risk of working in particular areas.
- To be able to plan and facilitate appropriate therapeutic intervention including group work for the specialist client group and their families and carers.
- To be able to assess and manage high risk clients and assess the risk to the client and others on an ongoing basis within the role as care co-ordinator.
- To effectively and appropriately communicate these risks often under difficult, highly charged and emotional circumstances to medical staff, other professionals and families involved in the care of the client.
- To act as an autonomous practitioner with an understanding of own limitations and recognition of when to seek support.
- To contribute to overall service delivery and development as required.
- To offer joint work and specialist advice within the specialist team and to outside agencies.
- To implement appropriate training packages for parents and carers in conjunction with colleagues.
- To provide training and consultations in specialist areas to other professionals within the trust and to outside agencies, e.g. Social Services, voluntary sector.
- To ensure that own practice remains within legal, ethical and professional parameters and is open to scrutiny from relevant professionals.
- To possess IT skills in order to effectively communicate in writing with colleagues, other professionals and families in accordance with trust policies e.g. writing of comprehensive report.
- To store statistical data in accordance with trust policies e.g. RIO and audits.
- To have analytical and judgemental skills to consider the wider implications of decisions made in regards to clients care, taking into account the young persons developmental stage.
- To be able to demonstrate the ability to make appropriate decisions under pressure taking into consideration the risks to clients, self and others and to be able to assess the often complex situations of these clients and their families within the context of their social environment.
- To demonstrate the ability to make appropriate decisions with regard to the confidentiality of clients and their families taking into considerations the risks to clients, self and the wider public.
- To participate in multi agency working to best meet the needs of the client.
- To represent CAMHS and nursing on Directorate and Trust committees as required and to be able to effectively communicate information relevant to CAMHS.
- To liaise with other colleagues in CAMHS and participate in different clinical groups in order to share best practice and discuss current and future professional and clinical developments e.g. The Neuro developmental clinical meetings, case review meetings and the CAMHS NEC forum.
- To liaise independently and effectively with external partner agencies, co-ordinating meetings and participating case discussions between teams involved in the care of clients with ADHD and co-morbid disorders.
• To liaise closely with the Clinical Nurse Specialist for ADHD to aid and promote the development of the specialist neuro developmental team
• To liaise closely with the head of profession to promote good, effective and safe practice within the CAMHS nursing establishment.

MANAGEMENT RESPONSIBILITIES

• To participate in the development and implementation of policies and procedures within own speciality and the neuro developmental service and to ensure that other professionals are aware of these

LEADERSHIP

• To take responsibility as agreed with the line manager and the service manager for the training and personal development of junior staff

CLINICAL SKILLS

• To demonstrate the ability to work as an autonomous specialist practitioner in relation to the specialist area and in particular the ADHD clinic which will include the reading and recording of the clinical observations of each child and the ongoing assessment of the effectiveness of treatment packages.
• The ability to report, analyse and discuss information gained from the ADHD clinic in the neurodevelopmental team meetings or sooner if needed with a member of the specialist team.
• To carry own caseload and take responsibility for the assessment, planning and evaluation of care for clients in the specialist area.
• To demonstrate the ability to develop specialist programmes of care for the specialist client group and their families in accordance with Trust and national standards, policies and guidelines and appropriate professional codes of conduct.
• To contribute in the delivery of specific therapeutic interventions, including CBT
• To take case management responsibilities when appropriate in clinical meetings, giving clear clinical advice with regard to assessment, Risk Assessment, formulation and treatment of identified clients.
• To demonstrate the ability to teach in informal and formal settings, e.g. carers at home, students on specialist placement
• To respond to the needs of clients and their carers in an honest, non-judgemental and open manner, which respects the rights of individuals and groups.
• To demonstrate a commitment to equal opportunities for all people.
• To understand the impact of social & cultural diversity on patients’ and carers’ needs and on their experiences of mental illness and mental health services.
• To respond to the diverse needs of the specialist client group and their carers sensitively with regard for age, developmental stage, gender, ethnicity, religion, disability and the need for their privacy and dignity
• To have an up to date knowledge of appropriate medication and its management and to be able to review administration of prescribed medication where necessary in accordance with local policy and liaise with relevant staff (e.g. pharmacy and psychiatry) to give appropriate feedback with regard to possible side effects.
• To have knowledge of culture race and ethnicity and how it relates to mental health.
• To understand the rights of clients and carers and to assist them in exercising those rights, where appropriate.
• To undertake Carers assessments and devise an appropriate care plans.
• To have knowledge of appropriate legislation and it’s relevance to the specialist area
• To take responsibility for the decision to discharge clients from care when agreed treatment programmes have been completed.
• To participate in individual and group supervision with colleagues in the specialist areas.
• To offer supervision to junior staff in agreement with the CAMHS service leads.
• To ensure that documentation is up to date, clear, concise, comprehensive and complies with Trust and national record keeping standards
• To take responsibility to record own supervision in case notes or in supervision records in order to be able to reflect on the supervision process.

RESEARCH

• To participate in clinical audit meetings and in the planning, development and implementation of audit and research initiatives within the service

COMMUNICATION SKILLS

• To demonstrate the ability to listen and engage in therapeutic practice.
• To demonstrate a high degree of competence in communicating complex information both verbally and in writing.
• The ability to speak in public and address formal and informal meetings with colleagues both internally and externally to the Trust as required.
• To demonstrate the ability to write analytical reports and present these to outside agencies.
• To demonstrate the ability to communicate therapeutically with families from a range of backgrounds.
• To effectively communicate acquired and existing knowledge in order to facilitate the client and carers’ understanding of complex issues in relation to their presenting current situation and future treatment.
• To participate in the PDR process according to Trust guidelines

On call/unsocial hours

There will be an expectation to work flexibly (on occasion and where appropriate to client/service needs). This post will also require participation in an on call out of hours rota.

Confidentiality:

*In the course of your employment with Oxleas NHS Trust you may handle confidential personal information concerning either patients or staff that may be held by the Trust. You must not read, discuss, disclose or pass on confidential information unless it is necessary in the pursuance of your legitimate duties.*
Unauthorised disclosure of such information will be treated as a serious disciplinary matter. In addition, it is important that you realise that if this confidentiality is breached, this may result in civil proceedings or a criminal prosecution.

This confidentiality must continue at all times and this agreement will continue beyond your period of work with Oxleas NHS Trust.

Health and Safety:

You are required to make positive efforts to maintain your own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. You are also required to be aware of and comply with Trust policies on health and safety, etc.

Equal Opportunities:

The aim of the Trust’s policy is to ensure that no job applicant or employee is discriminated against on the grounds of race, colour, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs. The policy also applies to staff working within the Trust.

Line manager sign: Date:

Post holder sign: Date:
OXLEAS NHS TRUST  
CAMHS/LD DIRECTORATE  
PERSON SPECIFICATION

- RMN  
- Specialist training in CAMH

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<tr>
<th>Requirement</th>
<th>Document</th>
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| At least 2 years post registration experience in a mental health setting  
Experience in specialist area | Application form  
Application form / registration documents |
• Ability to assess, plan, implement and evaluate care plans to meet the needs of clients.
• Ability to work to standards for quality within the Service.
• Ability to work as a member of a multi-disciplinary team and demonstrate awareness of MDT functioning.
• Ability to maintain and manage own caseload and work autonomously within the specialist area.
• Able to provide receive and process highly sensitive and contentious information.
• Willingness and ability to develop specialist knowledge of clinical aspects of child & adolescent mental health.
• Ability to recognise own limits & seek support re supervision as appropriate.
• Ability to work in changing environments.
• To have developed computer skills to enable input of relevant data and typing of summaries and reports etc.
• The ability to supervise, teach and develop the skills of student nurses and junior staff as appropriate.
• Excellent written & verbal communication skills.
• Good interpersonal skills & demonstrable ability to work with others.
• Ability to analyse risk and respond appropriately, seeking support as necessary.

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<th>Interview / references</th>
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• Demonstrable ability to work under pressure and respond to emergency situations as appropriate.
• The ability to engage and work with clients in differing environments in line with the needs of the service.
• A flexible approach to client intervention and to be able to work flexibly to meet client needs.

| Interview |
| Application / interview |
| Interview |
| • Understanding of equality of opportunity & related policies & procedures. | Interview |
| • Knowledge of recent legislation affecting the NHS | Interview |
| • Ability to demonstrate working knowledge of the Mental Health Act 1983/2007 & the Children Act 1989 | Interview |
| • Car driver. | Application |
OXLEAS NHS FOUNDATION TRUST JOB
DESCRIPTION

JOB TITLE: CAMHS Crisis Nurse
GRADE: Band 6
DIRECTORATE: Children and Young People
HOURS OF WORK: 37.5 hours per week
RESPONSIBLE TO: CAMHS Crisis Pathway Manager
ACCOUNTABLE TO: Service Director Children and Young People
LIAISES WITH: Multi-professional Team, other crisis teams, Inpatient and community mental health teams, statutory & non – mental health services.
BASE: Oxleas Sites

Job summary
The CAMHS crisis nurse is responsible for supporting the crisis team in implementing Directorate and Trust initiatives at service level and for playing a key role in monitoring and evaluating the quality of care delivered locally.

The post holder must be a good team worker and be able to work within a crisis team managing complex and high risk children and young people. The post holder will be responsible for working independently and managing a caseload of clients, ensuring safe and effective clinical practices.

Crisis Pathway Overview
The trust has three borough-based multidisciplinary crisis pathway across Bromley, Bexley and Greenwich. The crisis pathway will operate between 08.00-10pm seven days a week to individuals in mental health crisis with the principal aim of providing an effective alternative to inpatient care. This involves intensive clinical work over short periods of time to prevent the need for admission or facilitate safe early discharge from acute and CAMHS inpatient hospitals. The crisis pathway will comprise of nurses, psychologists and other CAMHS professionals, a consultant psychiatrist and the crisis manager.

The crisis pathway will work in close collaboration with the specialist community CAMHS services; Mental Health Liaison service local authorities and emergency services.

The post holder will have the opportunity to work a varied work pattern including both early and late shifts.
**Main responsibilities of post**

To carry out effective bio psychosocial assessments of individuals in crisis referred to the team from community mental health teams, GPs and other sources.

To gatekeep all referrals to inpatient services to test their suitability for home treatment as an alternative to admission

To carry out effective risk assessment and management, seeking advice from multi-disciplinary colleagues and other teams where needed

To assess patients on the inpatient wards for early discharge and home treatment

To provide a range of agreed clinical interventions to service users and their relatives at home aimed at increasing the individual’s psychological stability

To develop effective crisis plans with individuals which will improve their future resilience

To provide phone advice to people in crisis as part of the CAMHS advice line

To assess the welfare of people discharged from inpatient wards in a timely manner

To carry out assessments of mental capacity as required to do so.

To liaise collaboratively with hospital and community based mental health services, both within Oxleas and elsewhere, also with emergency services and non-statutory bodies.

To maintain comprehensive and timely clinical records in accordance with Trust standards

To work extended hours within a two shift system over seven days per week

**Other nursing tasks and responsibilities**

To hold continuing accountability for the nursing care and management of all patients under the care of the crisis team on a shift basis.

To carry out assessments of mental capacity.

To work collaboratively with carers

To be accountable for one’s own practice and that of junior colleagues for whom one has supervisory responsibility.

To identify clinical need, prioritizing and deploying resources, within budgetary parameters.

To promote and utilize evidence-based care.

To be an effective communicator, observer & listener.
To maintain patient confidentiality at all times.

To ensure that all organisational, policies, procedures and guidelines are adhered to as well as contributing to the development of local ones.

To ensure good teamwork and working relationships with patients, carers, relatives, other professionals and the public.

To provide supervision, mentorship & leadership for junior staff and students within the team.

To ensure that clinical supervision is used to reflect upon and modify own and others practice.

To ensure that own practice and that of junior staff remains within legal, ethical and professional parameters and is open to scrutiny from peers.

To hold a current, valid first level registration with the Nurses & Midwives Council.

Management responsibilities

To co-ordinate the activities of the team on a shift basis, accepting and appropriately delegating all referrals for assessment.

To participate, and where required to do so, take a lead in agreed clinical and strategic projects associated with the provision of the assessment service. This will include planning, implementing, reviewing and revising these projects as necessary in line with Trust and commissioner targets and requirements.

To participate in the collection of robust data relevant to the activity of the team.

To assist the team manager in identifying and dealing with potential areas/events/situations, which may have an impact on the financial expenditure of the team.

To take responsibility for ensuring that staff within the team are deployed to meet prioritised needs.

To demonstrate the ability to analyse, respond and lead staff through difficult situations as appropriate.

To contribute to the strategic targets of the Directorate.

To work with colleagues to develop and promote the service’s philosophy, framework of care delivery and strategic objectives, taking responsibility for specific areas of policy and strategy delivery as required by management.

To report all incidents on Datix in accordance with trust procedures.

To ensure that all complaints are addressed effectively according to trust policy.

To demonstrate an understanding of disciplinary and other Human Resource processes.

To manage human and financial resources effectively in line with the budget holder.
**Leadership**

To provide mentorship and supervision for junior nursing staff and students within the team.

To take responsibility for ensuring the timely completion of own Personal Development Reviews and those for whom you have supervisory responsibilities.

To identify own training needs and those of staff for whom the post holder has supervisory responsibilities.

To hold responsibility for performance management of junior staff and students within the team.

**Clinical**

To demonstrate competence in the mental health and risk assessment of individuals referred to the team, and be accountable for one's professional practice.

To demonstrate competence in the formulation of cases and the devising of appropriate management plans to effectively meet the needs of individuals assessed.

To demonstrate knowledge and understanding of the Mental Capacity Act 2008 and its application.

To demonstrate competence in the assessment of mental capacity.

To have a good understanding of the Mental Health Act 2007, in particular sections 136, 5(2), 5(4), 2, 3 & 4, and their relevance and application in both mental health and non-mental health settings.

To remain accountable for own practice at all times.

To remain competent, safe and effective within the relative autonomy of the role.

To recognise own scope of competence and to remain within its boundaries.

To actively seek professional development in order to ensure ongoing competence in all aspects of the post.

To utilise a wide variety of evidence-based clinical skills which appropriate to the needs of individual patients and the clinical setting in which they are required to be seen.

To promote evidence-based practice in line with NICE guidelines

To ensure that the potholder and other staff within the team actively engage with patients in the provision of holistic, needs-led care, which takes account of the physical, psychological, emotional, social and spiritual needs of individuals and groups.

To demonstrate competence in the development of therapeutic relationships incorporating limit & boundary setting and therapeutic confrontation of patients' behaviours.

To demonstrate competence in the utilisation of problem solving approaches to the management of patients with substance misuse problems.

Ensure adherence to all aspects of patient confidentiality, documentation and record keeping according to trust local and national guidelines.
To actively involve service users and their carers / support network in the assessment and care planning process.

To facilitate others’ understanding of the rights of patients and carers and to assist them in exercising those rights, where appropriate.

To demonstrate competence in the safe and therapeutic management of violence and aggression.

To provide a consultation-liaison service to clinicians and clinical teams within the general hospital. This will include giving specialist advice on a range of care, treatment and patient management issues.

To have a good knowledge of local teams and resources and their referral processes.

To demonstrate clinical excellence and high standards of nursing practice to other staff.

To act as a role model in demonstrating the ability to work collaboratively with other professionals and managers to deliver high quality services for patients.

To demonstrate professional self-awareness and the ability to assist colleagues to explore and manage personal values and beliefs in mental health settings.

To work with colleagues to develop clinical expertise and high standards of nursing practice, as defined by the Nursing and Midwifery code of professional conduct (2002).

To facilitate junior staff and student’s knowledge of the various explanatory models of mental health, and the evidence that underpins them.

To participate in structured clinical supervision in accordance with Trust policies and procedures. You may also be expected to take participate in the supervision of nurses and others in non-mental health settings working with patients with mental health problems.

To refuse any gift, favour or hospitality, which might be interpreted as seeking exert undue influence or obtain preferential treatment.

**Research & Quality**

To demonstrate commitment to the personal development of skills in research and audit.

To facilitate junior staff and students within the team in the development of research and audit skills.

To demonstrate an understanding of evidence-based practice and its relevance to the workings of the team.

To participate in audit / research projects relevant to the practice of the team and the promotion of best care.

To demonstrate competence in the application of research / audit findings to modify and improve practice.

To work in conjunction with the audit department to monitor standards of care.
Communication

To recognise the importance and demonstrate high standards of communication at all times, utilising all aids to communication effectively.

To take responsibility for ensuring that one’s own communication and observational skills are of a high standard.

To ensure systems are in place to promote effective communication both within the team and with other teams and outside agencies.

To demonstrate the ability to develop and maintain good working relationships within the team and the mental health trust and the acute service.

To ensure clear lines of communication with the team manager, and to ensure that the team manager is made aware of all issues relating to quality of care, safety and effectiveness within the team.

To demonstrate a high level of interpersonal skills, self-awareness and empathy in all communications.

To demonstrate the ability to communicate clearly and sensitively in situations that are contentious and/or hostile.

To demonstrate the ability to receive, analyse and give complex clinical details clearly, with clients, carers and colleagues under direction of the Data Protection and the Freedom of Information Acts.

To attend meetings as required to do so.

Terms and Condition

The postholder is subject to the terms and conditions of OXLEAS NHSFT.

This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The postholder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

Risk Management

The postholder will ensure compliance with the Trust’s risk management policies and procedures. These describe the Trust’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.
Equality, Diversity and Human Rights

The postholder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/AIDS status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS Staff’.

Safeguarding Children

Safeguarding children is everyone’s responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of Oxleas staff who have contact with service users, or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staff are also required to attend mandatory safeguarding children training.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust’s Policy relating to the Financial Management and Control of Resources’.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.
## PERSON SPECIFICATION

**POST: Crisis Pathway Nurse- Band 6**

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<td>Registered Nurse Diploma or degree</td>
<td>Application form</td>
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<td>Active registration</td>
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<td>Teaching / Assessment / Mentorship qualification</td>
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<td>Evidence of ongoing professional development relevant to area of practice.</td>
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<th>EXPERIENCE</th>
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<td>Experience of working within a multi-disciplinary team.</td>
<td>Application form &amp; interview</td>
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<td>At least 2 years post registration experience in acute child mental health setting.</td>
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<td>Experience in carrying out mental health assessment.</td>
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<td>Experience in risk assessment / management</td>
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<td>Experience of participating in clinical audit</td>
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<th>SKILLS</th>
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<td>Thorough knowledge of mental illness and therapeutic interventions.</td>
<td>Interview</td>
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<td>Competence in taking a patient history and mental state examination.</td>
<td>References</td>
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<td>Competence in the assessment of risk and safety planning.</td>
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<td>The ability to apply a bio psychosocial model to the assessment of individuals with mental health problems.</td>
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<td>Specialist knowledge of issues relating to self-harm/mental health crisis and the ability to competently assess the mental health and risk of individuals seen within the pathway.</td>
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<td>Specialist knowledge of mental health disorders as well as their relationship to physical disorders.</td>
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<td>Knowledge of the Mental Capacity Act 2008 and its application to children and young people.</td>
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Knowledge of issues and approaches utilised in the treatment of substance misuse.

Competence in independently formulating management plans for individuals assessed.

The ability to recognise one's own limitations as outlined in “Scope in Practice” (NMC 2005)

Effective verbal and written communication skills.

The ability to engage challenging and/or acutely distressed patients in potentially hostile and/or antagonistic situations and use de-escalation techniques effectively.

Knowledge of the Mental Health Act 2007

Knowledge of the NSF for Mental Health and NICE guidelines relevant to the practice of the team.

Competence in the supervision of learners / junior colleagues.

The ability to effectively supervise the practice and performance of junior staff and learners within the team.

Ability to clearly present verbal and written information effectively and within set deadlines.

Ability to collate appropriate data required to evidence and detail service activity.

Good IT skills
| PERSONAL | The ability to perform and take day-to-day decisions safely and effectively with the minimum of supervision.  
An understanding of the needs and rights of people with severe mental health problems.  
A demonstrable ability to work & lead others under pressure.  
A positive, flexible approach to client care.  
The ability to frequently work under pressure and maintain intense concentration, particularly in unpredictable situations where there will be exposure to highly distressed and/or disturbed patients, often exhibiting challenging behaviours and the risk of physical violence.  
The ability to meet deadlines  
To have an ongoing commitment to own professional development.  
To be willing to work in any one of the Trust’s three CAMHS boroughs  
Ownership of car and drivers license | Application form  
Interview References |
| --- | --- |
| OTHER | Having a good understanding of the demands of working with people with mental health problems | Application Form  
Interview References |
OXLEAS NHS FOUNDATION TRUST JOB DESCRIPTION

JOB TITLE: CAMHS Specialist Nurse/ OT/Social Worker (Senior Practitioner) Greenwich CAMHS Adolescent Team

BAND: 6

DIRECTORATE: Children and Young Person’s Services

HOURS OF WORK: 37.5 hours per week. Flexible working is required.

RESPONSIBLE TO: Adolescent Team Manager

ACCOUNTABLE TO: Greenwich CAMHS Operational Manager

PROFESSIONALLY ACCOUNTABLE TO: Head of Profession (dependent on professional background)

LIAISES WITH: Multi-Disciplinary Team, Young people, parents and carers, partner agencies and others as required.

BASE: Greenwich CAMHS, Highpoint House and other community sites

Job Summary

The CAMHS specialist role is responsible for supporting the Adolescent team in implementing Directorate and Trust initiatives at service level and for playing a key role in monitoring and evaluating the quality of care delivered locally.

The post holder must be a good team worker and be able to lead in areas of clinical practice and development and will be responsible for working independently and managing a caseload of clients, ensuring safe and effective clinical practices.

The post holder will work within the multi-disciplinary team developing a mentalisation-based approach to working with adolescent’s with complex mental health presentations. The service operates from 8am – 7pm Monday to Friday.

Service Description

Greenwich CAMHS Adolescent team is a mental health service (working at the interface between Tier 3 and Tier 4) for young people and families between 12-18 years of age, experiencing a broad spectrum of severe, complex, pervasive and persistent mental health difficulties. The service provides rapid assessment and treatment of young people presenting in crisis through the accident and emergency department at the local hospital. The Adolescent team is a multidisciplinary team, which includes nurses, child and adolescent psychiatrists, clinical psychologists, administrative staff, family therapists and social workers.
The team works in collaboration with multi-agency partners and this is crucial to help the young person and families achieve optimal functioning and emotional well-being. The Adolescent team works with young people who have serious mental health problems, such as psychotic illnesses and severe and persistent self-harm.

**Working Environment**

Working within a setting involving unavoidable frequent and direct exposure to verbal aggression and exposure to the hazard of physical aggression by clients, parents, carers and relatives. Work involves sitting in a constrained position for long periods of time in order to carry out therapeutic work.

**KEY TASKS AND RESPONSIBILITIES:**

- To be trained and confident in the use of CYP IAPT principles, evidence based interventions and routine outcome measures.
- To care co-ordinate and manage a defined caseload of children and young people presenting with emotional health and wellbeing difficulties in schools and the community.
- To co-ordinate and deliver individualised care packages / programmes for children and young people and evaluate these programmes, ensuring high standards of practice in accordance with national guidelines and trust policy.
- To provide specialist mental health advice, consultation and signposted using an outcome based triage model, to school based and community staff e.g. Health Visitors, G.P's.
- To provide training to school based and community staff e.g. Health Visitors, G.P's.
- Within schools actively promote the whole school based approach to developing and maintaining emotional health and well-being.
- To contribute to the Early Help and prevention service within Bexley, focussing on parents with ill health, substance misuse or domestic violence.
- To be aware of and take a role in the CYP Directorate participation programme.
- Train and mentor students and less experienced members of the discipline.
- To engage therapeutically with clients and their carers in a variety of settings as appropriate to the needs of the client and to be able to assess the risk of working in particular areas.
- To be able to plan and facilitate appropriate therapeutic intervention including group work for the specialist client group and their families and carers.
- To be able to assess and manage risk in children and young people and to do this on an on-going basis within the role as care co-ordinator.
- To effectively and appropriately communicate risks often under difficult, highly charged and emotional circumstances to medical staff, other professionals and families involved in the care of the client.
- To act as an autonomous practitioner with an understanding of own limitations and recognition of when to seek support.
- To contribute to overall service delivery and development, with a particular focus on the CAMHS care pathway, as required.
- To work closely with the school based and community health professionals, carrying out joint assessments when appropriate.
- To implement appropriate training and education packages for parents and carers in conjunction with colleagues.
• To ensure that own practice remains within legal, ethical and professional parameters and is open to scrutiny from relevant professionals.
• To possess IT skills in order to effectively communicate in writing with colleagues, other professionals and families in accordance with trust policies e.g. writing of comprehensive report.
• To store statistical data in accordance with trust policies.
• To ensure live registration with appropriate professional body, e.g. NMC.
• Actively identify personal training needs and participate in training programmes as required and identified in PDP
• To demonstrate the ability to make appropriate decisions with regard to the confidentiality of clients and their families taking into considerations the risks to clients, self and the wider public.
• To represent CAMHS on Directorate and Trust committees as required and to be able to effectively communicate information relevant to CAMHS.
• To liaise with other colleagues in CAMHS and participate in different clinical groups in order to share best practice and discuss current and future professional and clinical developments e.g. case review meetings and professional fora
• To liaise independently and effectively with external partner agencies, co-ordinating meetings and participating in case discussions between teams involved in the care of clients.

MANAGEMENT RESPONSIBILITIES

• To participate in the development and implementation of policies and procedures within own speciality and the generic service and to ensure that other professionals are aware of these
• To advise service and professional management on operational and professional issues with monthly reporting on service targets.

LEADERSHIP

• To take responsibility as agreed with the line manager and the service manager for the training and personal development of junior staff

CLINICAL SKILLS

• To demonstrate the ability to work as an autonomous specialist practitioner in relation to the specialist area and in clinic which will include the reading and recording of the clinical observations of each child and the ongoing assessment of the effectiveness of treatment packages.
• To carry own caseload and take responsibility for the assessment, planning and evaluation of care for clients in the specialist area.
• To demonstrate the ability to develop specialist programmes of care for the specialist client group and their families in accordance with Trust and national standards, policies and guidelines and appropriate professional codes of conduct.
• To take case management responsibilities when appropriate in clinical meetings, giving clear clinical advice with regard to assessment, Risk Assessment, formulation and treatment of identified clients.
• To recognise responsibility and act according to Trust and national guidelines in safeguarding children and adults.
• To demonstrate the ability to teach in informal and formal settings, e.g. carers at home, students on specialist placement
• To respond to the needs of clients and their carers in an honest, non-judgemental and open manner, which respects the rights of individuals and groups.
• To demonstrate a commitment to equal opportunities for all people.
• To understand the impact of social & cultural diversity on patients’ and carers’ needs and on their experiences of mental illness and mental health services.
• To respond to the diverse needs of the specialist client group and their carers sensitively with regard for age, developmental stage, gender, ethnicity, religion, disability and the need for their privacy and dignity
• To understand the rights of clients and carers and to assist them in exercising those rights, where appropriate.
• To undertake Carers assessments and devise an appropriate care plans.
• To have knowledge of appropriate legislation and it’s relevance to the specialist area
• To take responsibility for the decision to discharge clients from care when agreed treatment programmes have been completed.
• To participate in individual and group supervision with colleagues in the specialist areas.
• To offer supervision to junior staff in agreement with the CAMHS service leads.
• To ensure that documentation is up to date, clear, concise, comprehensive and complies with Trust and national record keeping standards
• To take responsibility to record own supervision in case notes or in supervision records in order to be able to reflect on the supervision process.

COMMUNICATION SKILLS

• To demonstrate the ability to listen and engage in therapeutic practice.
• To demonstrate a high degree of competence in communicating complex information both verbally and in writing.
• The ability to speak in public and address formal and informal meetings with colleagues both internally and externally to the Trust as required.
• To demonstrate the ability to write analytical reports and present these to outside agencies.
• To demonstrate the ability to communicate therapeutically with families from a range of backgrounds.
• To effectively communicate acquired and existing knowledge in order to facilitate the client and carers’ understanding of complex issues in relation to their presenting current situation and future treatment.
• To participate in the PDR process according to Trust guidelines

On call/unsocial hours
There will be an expectation to work flexibly (on occasion and where appropriate to client/service needs).

Confidentiality
In the course of your employment with Oxleas NHS Trust you may handle confidential personal information concerning either patients or staff which may be held by the Trust. You must not read, discuss, disclose or pass on confidential information unless it is necessary in the pursuance of your legitimate duties.

Unauthorised disclosure of such information will be treated as a serious disciplinary matter. In addition it is important that you realise that if this confidentiality is breached, this may result in civil proceedings or a criminal prosecution.

This confidentiality must continue at all times and this agreement will continue beyond your period of employment with Oxleas NHS Trust.
The post holder will ensure compliance with the Trust’s risk management policies and procedures. These describe the Trust’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**Infection Control**
All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**Equality, Diversity and Human Rights**
The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

**Health & Safety**
All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

**Professional and NHS Codes of Conduct**
You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS Staff’.

**Safeguarding Children**
Safeguarding children is everyone’s responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of Oxleas staff who have contact with service users, or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staffs are also required to attend mandatory safeguarding children training.

**Financial Management and Control of Resources**
All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staffs are required to act in accordance with the rules and regulations as described in the Trust’s Policy relating to the Financial Management and Control of Resources’.

**Customer Care**
It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**
All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

No Smoking
Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

Equal Opportunities
The aim of the Trust’s policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, sex, marital status, disability, age, Nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs. The policy also applies to staff working within the Trust.

Service User and Carer Involvement
Oxleas is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

To be noted:
This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.

Terms and Conditions
The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST.

This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Signed by professional head 
Signed by post holder

Date        Date
Print Name      Print Name
OXLEAS NHS FOUNDATION TRUST
PERSON SPECIFICATION

Job Title: CAMHS Specialist Nurse/ OT/Social Worker (Senior Practitioner) – Adolescent Team- Greenwich CAMHS
Band: 6

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<thead>
<tr>
<th>Education &amp; Qualifications How Tested</th>
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<tbody>
<tr>
<td>• RN Mental Health</td>
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<td>• CQSW/CSS/DipSW or equivalent Social Work qualification/Dip or BSc OT</td>
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<td>• Specialist training in a subject/skill relevant to Child &amp; Adolescent Mental Health (0-18 years) together with CYP IAPT Dip in CBT/SFP/IPT-A</td>
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<td>• Registration with relevant Professional body</td>
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<td>Application form / registration documents</td>
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<th>Experience</th>
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<td>• At least 2 years post registration experience in a setting where mental health is the primary focus some of which should have been in a CAMHS setting.</td>
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<td>Application form / registration documents</td>
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<tr>
<th>Skills, Ability and Knowledge</th>
<th>Interview /references</th>
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<tr>
<td>• Ability to assess, plan, implement and evaluate risk/care plans to meet the needs of clients.</td>
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<tr>
<td>• Ability to work to standards for quality within the Service.</td>
<td>Interview /references</td>
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<td>• Ability to work as a member of a multi-disciplinary team and demonstrate awareness of MDT functioning.</td>
<td>Interview</td>
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<td>• Ability to maintain and manage own workload and work autonomously within the specialist area</td>
<td>Application /interview</td>
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<td>• Willingness and ability to develop specialist knowledge of clinical aspects of child &amp; adolescent mental health.</td>
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<td>• Ability to recognise own limits &amp; seek support re supervision as appropriate.</td>
<td>Interview</td>
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- To have developed computer skills to enable input of relevant data and typing of summaries and reports etc
- The ability to supervise, teach and develop the skills of student nurses/social workers/OT’s and junior staff as appropriate
  - Excellent written & verbal communication skills.
  - Good interpersonal skills & demonstrable ability to work flexibly and respectfully with others.
  - Ability to analyse risk and respond appropriately, seeking support as necessary

**Effort and Environment**

- Demonstrable ability to work under pressure and respond to emergency situations as appropriate
- The ability to engage and work with clients in differing environments in line with the needs of the service
- A flexible approach to client intervention and to be able to work independently and flexibly to meet client needs

**Other Requirements**

- Understanding of equality of opportunity & related policies & procedures.
- Knowledge of recent legislation affecting the NHS/Social Care and Education
- Ability to demonstrate working knowledge of the Mental Health Act, Mental Capacity Act and the Children Act.
- Flexible working
OXLEAS NHS FOUNDATION TRUST JOB DESCRIPTION

Job Title: Clinical Nurse, Greenwich CAMHS Learning Disabilities and Neurodevelopmental Team (LDND)

Band: 7

Directorate: Children and Young People Services

Accountable to: Director of Nursing

Responsible to: Greenwich CAMHS Operational Manager Via LDND/Generic Team Manager

Responsible for: Supervision of Trainee Nurses/ band 6 nurses

Liaises with: Multi-Disciplinary Team, Young people, parents and carers, partner agencies and others as required.

Base: Greenwich CAMHS Shooters Hill and other sites as required

Hours of Work: 1WTE. Flexible working is required.

The post holder will be a core nurse within the LDND pathway in Greenwich CAMHS, and will provide specialist assessment, consultation and therapeutic intervention through a school based outreach approach. The post holder will ensure both the physical and psychological well-being of the service users are maintained through a range of physical health interventions, where indicated.

The post holder will provide outreach support for clients experiencing a broad spectrum of severe, complex, pervasive and persistent mental health difficulties. They will be working into specialist schools providing training, consultation, assessment and intervention for children and young people with learning disabilities and neurodevelopmental disorders. This will enable Greenwich CAMHS to build working partnerships with schools by providing a service within the school setting which for the young person is a non-stigmatising environment which will improve access to mental healthcare and improve outcomes for this vulnerable group.

The LDND pathway works in collaboration with multi-agency partners and this is crucial to help the young person and families achieve optimal functioning and emotional well-being.

The post holder will promote therapeutic interventions which enable disabled children and young people and their families to live at home where possible. To assist service evaluation and recording families’ experience through use of routine outcome measures consistent with CYP IAPT.
Job Summary

The Clinical Nurse is responsible for supporting the LD/ND Team in implementing Directorate and Trust initiatives at service level and for playing a key role in monitoring and evaluating the quality of care delivered locally in line with specific requirements of the transformation planning.

The post holder must be a good team worker and be able to lead in areas of clinical practice and development and will be responsible for working independently and managing a caseload of clients, ensuring safe and effective clinical practices.

The post holder will work within the multi-disciplinary team and have the opportunity to develop and contribute to supporting young people with their physical health needs through health clinics.

Key tasks and responsibilities:

• To care co-ordinate and manage a defined caseload of children and young people, families and carers.
• To co-ordinate and deliver individualised care packages / programmes for adolescents and their families and evaluate these programmes, ensuring high standards of practice in accordance with national guidelines and trust policy.
• To develop and maintain therapeutic relationships with young people and their families/carers.
• To liaise with the young person’s professional network, keeping them informed of developments, changes in risk status and promoting multi agency collaboration. Liaison with Children’s Specialist Services, Educational services, independent sector mental health providers, counsellors and any other professional related to the child care.
• To involve the young person, and where appropriate, their families/carers in delivering programmes of care.
• To be able to assess and manage high-risk adolescent clients in a variety of settings, conducting risk assessments and formulating safety plans.
• To take part in the emergency duty rota, conducting a holistic nursing assessment and developing risk management plans in collaboration with clients who present to A+E in psychiatric emergency.
• To effectively and appropriately communicate these risks often under difficult, highly charged and emotional circumstances to medical staff, other professionals and families involved in the care of the client.
• To act as an autonomous practitioner with an understanding of own limitations and recognition of when to seek support.
• To play an active role in promoting mental health and well-being in young people and their families/carers.
• To take responsibility for the organisation and facilitation of multi-agency meetings. E.g. CPA Meetings, professional meetings, Clinical team discussions.
• To have analytical and judgement skills to consider the wider implications of decisions made in regards to clients care, taking into account the young person’s developmental stage.
• To be able to demonstrate the ability to make appropriate decisions under pressure taking into consideration the risks to clients, self and others and to be able to assess the often complex situations of these clients and their families within the context of their social environment. Understanding risk and resilience as well as protective factors.
• To demonstrate the ability to make appropriate decisions with regard to the confidentiality of clients and their families taking into considerations the risks to clients, self and the wider public.
• To offer joint work and specialist advice in relation to nursing practice within ACAN and to outside agencies.
• To provide training and consultations in specialist areas to other professionals within the trust and to outside agencies, e.g. Social Care, voluntary sector.
• To participate in individual and group supervision with colleagues in the specialist areas.
• To maintain clinical records in accordance with the NMC standards for record keeping and adhere to the NMC Code of Conduct. As well as Oxleas NHS Foundation Trust policy and procedures on Information Governance.
• To be aware of the statutory requirements of both the Children Act and Mental Health Act and use these to inform good nursing practice.
• To ensure that own practice remains within legal, ethical and professional parameters and is open to scrutiny from relevant professionals.
• To possess IT skills in order to effectively communicate in writing with colleagues, other professionals and families in accordance with trust policies e.g. writing of comprehensive report.
• To deliver evidence-based interventions and undertake routine outcome measures to monitor the quality of care provided, in keeping with the national CYPIAPT framework.
• To participate in the provision of training and information for other professionals as appropriate in order to promote effective practice in the specialist area.
• To liaise with other colleagues in CAMHS and participate in different clinical groups in order to share best practice and discuss current and future professional and clinical developments e.g. Adolescent clinical forums.
• To work in close collaboration with the team manager and ensure the health clinic is operating in adherence with good nursing practice guidelines. E.g. wound care, physical health monitoring, and monitoring medication side effects.
• To liaise closely with the head of profession to promote good, effective and safe practice within the CAMHS nursing establishment and participate in the development and promotion of the nursing role within CAMHS.

Management
• To record information on RiO, ensuring effective documentation of patient care is consistent with Trust standards.
• To implement and contribute to policy and service development as appropriate.
• To participate in the recruitment, induction, supervision, appraisal and development of staff, and to conduct formal and informal supervision of trainee nurses.
• To ensure that work is in keeping with both the Service and Trust policies and protocols.
• To collect and process relevant statistical data as required by the service.
• To take responsibility as agreed with the line manager and the service manager for the training and personal development of junior nursing staff.
• To be clinically accountable to CAMHS consultant nurse through line manager.
• To represent CAMHS and nursing on Directorate and Trust committees as required and to be able to effectively communicate information relevant to CAMHS.

Professional Development & Education

-To maintain and improve own professional and clinical, knowledge and skills by participating in all trust mandatory training programmes and further training and professional development identified through the appraisal process.
-To maintain high standards of professional practice and competence in keeping with the NMC code of conduct and the scope of professional practice.
To maintain a record of professional development by use of a personal profile and meet the requirements of PREP for continued registration. Identifying needs/goals through supervision, appraisal and development reviews. To work with the Oxleas NHS Foundation Trust process for supporting revalidation as per the NMC code of professional standards of practice and behaviour 2015.

- To be fully conversant with legislation relevant to current practice.
- To initiate/participate in developments and innovations within the Mental Health Directorate.
- To maintain an up to date knowledge of mental health care issues, safeguarding children practices, procedures and legislation.
- To actively contribute to the teams positive learning environment.
- To promote and develop research and innovation within nursing practice, ensuring that the team are kept abreast of developments within the speciality.
- Participate and deliver Clinical supervision to band 6 nurses, as per Trust policy.

LEADERSHIP

- To take responsibility as agreed with the line manager and the operational manager for the training and personal development of junior staff.
- Provide liaison and consultation to local specialist school and services on specialist nursing interventions delivered in the LDND team.

Clinical skills:

- To demonstrate the ability to develop specialist programmes of care for adolescents and their families in accordance with Trust and national standards, policies and guidelines and appropriate professional codes of conduct.
- To take case management responsibilities when appropriate in clinical meetings, giving clear clinical advice with regard to assessment, Risk Assessment, formulation and treatment of identified clients.
- To demonstrate the ability to teach in informal and formal settings, e.g. carers at home, students on specialist placement.
- To respond to the needs of clients and their carers in an honest, non-judgemental and open manner, this respects the rights of individuals and groups.
- To have an up to date knowledge of appropriate medication and its management and to be able to assess and give appropriate feedback with regard to possible side effects.
- To have up to date knowledge of medicines management, wound care and physical health monitoring.
- To understand the rights of clients and carers and to assist them in exercising those rights, where appropriate.
- To undertake Carers assessments and devise appropriate care plans.
- To have knowledge of appropriate legislation and its relevance to the specialist area.
- To take responsibility for the decision to discharge clients from care when agreed treatment programmes have been completed.
- To take responsibility to record own supervision in clinical records or in supervision records in order to be able to reflect on the supervision process.

Research and audit:

- To participate in clinical audit meetings and in the planning, development and implementation of audit and research initiatives within the service.

Communication skills:
- To demonstrate the ability to listen and engage in therapeutic practice.
- To demonstrate a high degree of competence in communicating complex information both verbally and in writing.
- The ability to speak in public and address formal and informal meetings with colleagues both internally and externally to the Trust as required.
- To demonstrate the ability to write analytical reports and present these to outside agencies.
- To demonstrate the ability to communicate therapeutically with families from a range of backgrounds.
- To effectively communicate acquired and existing knowledge in order to facilitate the client and carers’ understanding of complex issues in relation to their presenting current situation and future treatment.

**On call / unsocial hours**
There will be an expectation to work flexibly to increase service user engagement. This will require working between 8am-7pm.

**Terms and Conditions**
The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST.
This Job description gives an outline of the post and is subject to review in consultation with the post holder.

**Confidentiality**
The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

**Risk Management**
The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**Infection Control**
All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**Equality, Diversity and Human Rights**
The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/AIDS status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

**Health & Safety**
All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

**Professional and NHS Codes of Conduct**
You are required to act at all times in accordance with the NMC Code of Professional standards of practice and behaviour for nurses and midwives (including, where applicable, those for Board Members). In addition, all management staff must comply
with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS Staff’.

**Safeguarding Children**
Safeguarding children is everyone’s responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of Oxleas staff who have contact with service users, or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staff are also required to attend mandatory safeguarding children training.

**Financial Management and Control of Resources**
All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust’s Policy relating to the Financial Management and Control of Resources.

**Customer Care**
It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**
All staff should have a personal development plan (PDP) and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**No Smoking**
Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

Sheena Gohal- Greenwich CAMHS Operational Manager
Jacqui Pointon- CAMHS Nurse Consultant

Signed by Line Manager   Signed by post holder
Date   Date

Print Name   Print Name
# Job Title:
LDND Clinical Nurse

## Department:
Greenwich CAMHS LDND Team

## Band:
7

### Education & Qualifications

<table>
<thead>
<tr>
<th>How Tested</th>
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<tr>
<td>Application form</td>
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- RN Mental Health, Peadiatric or Learning Disabilities
- Specialist training in a subject/skill relevant to Child and Adolescent Mental Health. (0-18 years)

### Experience

<table>
<thead>
<tr>
<th>Application form / registration documents</th>
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<tbody>
<tr>
<td>At least 3 years post registration experience in a setting where mental health is the primary focus.</td>
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### Skills, Ability and Knowledge

<table>
<thead>
<tr>
<th>Interview /references</th>
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</thead>
<tbody>
<tr>
<td>Ability to assess, plan, implement and evaluate risk/care plans to meet the needs of clients.</td>
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<td>Ability to work to standards for quality within the Service.</td>
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<tr>
<td>Ability to work as a member of a multi-disciplinary team and demonstrate awareness of MDT functioning.</td>
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<tr>
<td>Ability to maintain and manage own caseload and work autonomously within the specialist area</td>
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<tr>
<td>Willingness and ability to develop specialist knowledge of clinical aspects of child &amp; adolescent mental health.</td>
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<td>Ability to recognise own limits &amp; seek support re supervision as appropriate.</td>
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<td>To have developed computer skills to enable input of relevant data and typing of summaries and reports etc</td>
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<tr>
<td>The ability to supervise, teach and develop the skills of student nurses and junior staff as appropriate</td>
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<tr>
<td>Excellent written &amp; verbal communication skills.</td>
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<tr>
<td>Good interpersonal skills &amp; demonstrable ability to work with others.</td>
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<td>Ability to analyse risk and respond appropriately, seeking support as necessary</td>
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### Effort and Environment

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<tr>
<th>Interview</th>
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<tr>
<td>Demonstrable ability to work under pressure and respond to emergency situations as appropriate</td>
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<tr>
<td>The ability to engage and work with clients in differing environments in line with the needs of the service</td>
</tr>
<tr>
<td>A flexible approach to client intervention and to be able to work flexibly to meet client needs</td>
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### Other Requirements
- Understanding of equality of opportunity & related policies & procedures.
- Knowledge of recent legislation affecting the NHS/Social Care and Education
- Ability to demonstrate working knowledge of the Mental Health Act 1983 & the Children Act 1980
- Flexible working – likely to include some evenings
- Hold a full driving license and have access to a vehicle

| Understanding of equality of opportunity & related policies & procedures. | Interview |
| Knowledge of recent legislation affecting the NHS/Social Care and Education | Interview |
| Ability to demonstrate working knowledge of the Mental Health Act 1983 & the Children Act 1980 | Interview |
| Flexible working – likely to include some evenings | Interview |
| Hold a full driving license and have access to a vehicle | Application |
JOB DESCRIPTION & PERSON SPECIFICATION

OXLEAS NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE: Specialist Systemic Psychotherapist (Family Therapist) - Bexley CAMHS
GRADE: 7
DIRECTORATE: Child and Adolescent Mental Health
HOURS OF WORK:
RESPONSIBLE TO: Team Manager
(Line manager)
PROFESSIONALLY RESPONSIBLE TO: Head of Systemic Psychotherapy (CAMHS)
ACCOUNTABLE TO: Clinical Director (CAMHS), via Head of Discipline
(Director)
RESPONSIBLE FOR: Family Therapy Trainees
LIAISES WITH: Other multi-disciplinary team members and all members of the wider CAMH service; NHS professionals in primary, secondary and tertiary services (GPs, hospital clinicians, health visitors, community paediatricians, A&E Depts. and specialist clinics); colleagues working within the Trust; external agencies, including those in neighbouring Trusts responsible for a patient's care; colleagues from the education system (educational psychologists, education welfare officers, school heads, inclusion officers, special education needs co-ordinators, behaviour support teams and school nurses), social workers, and children services (Child Protection Services). The Head of Systemic Psychotherapy, and the Systemic Psychotherapy Service in the Trust.

BASE: Bexley CAMHS Memorial Hospital, Shooters Hill London SE18 3RG and Queen Mary’s Hospital, Sidcup DA14 6LT

Overview of the Post

This post holder is situated within Bexley CAMHS Service.

- To provide the CAMHS team with a high quality, evidence based systemic psychotherapy service to children, their families, carers and professional networks, in keeping with CYP-IAPT principles.
- To provide specialist systemic assessment and therapy to families with children and adolescents who are referred to CAMHS.
Specialist Systemic Psychotherapist – Bexley CAMHS

- To provide specialist advice and consultation regarding diagnoses and treatment to CAMHS colleagues, external agencies, working autonomously within professional guidelines and within a multi-disciplinary team, contributing to overall service delivery as required.
- To contribute to the development, implementation and audit of services for families with children presenting to the Service.

Key Task and Responsibilities

Clinical:

1. To provide a specialist systemic assessment of referrals of a significant and complex nature in order to formulate and implement plans for the treatment and/or management of a child’s or adolescent’s mental health problems, based upon an appropriate conceptual framework and employing methods based upon evidence. To use routine outcome measures as laid down by the Trust.

2. To assess children, adolescents and their families as part of a risk assessment.

3. To consult to parents/carers (including foster parents) as part of a treatment plan.

4. To work in ways which are sensitive to and appropriate for the needs of families from a wide range of racial, cultural and religious backgrounds. This includes abilities to understand and offer therapeutic interventions to a variety of family forms including single parents, same sex couples and their wider family networks, accommodated children and their network of care, children with learning difficulties, and children who are on the ‘Child Protection Register’, and parents with mental health difficulties. Competence is required in undertaking systemic therapy with families through the use of an interpreter where families do not yet have sufficient understanding of the English language.

5. To provide specialist systemic psychotherapy with clinical autonomy drawing on a range of models and wherever possible brief interventions. To practice in a way which is inclusive and considerate of the needs of each individual in the system including family members in their varying developmental stages and current emotional state.

6. To make highly skilled evaluations and decisions about treatment options taking into account highly complex factors concerning historical and developmental processes that have shaped the child, family or group, and their difficulties.

7. To be responsible for implementing a range of systemic psychotherapeutic interventions for children, adolescents and their families, including couples and groups, drawing upon different explanatory models and maintaining a number of provisional hypotheses in reaching a formulation and treatment plan. Interventions may include family therapy, individual work, chairing professionals and network meetings, liaising with other agencies, observations of patients in different settings, and the use of a range of systemic models.

8. To exercise full autonomous professional responsibility for the assessment, treatment and discharge of clients, and formulate effective care plans in collaboration with the client and family. To undertake risk assessment and risk management relevant to individual patients, including protective and risk factors present in the network of significant relationships, and to do this using the knowledge of the multi professional context that is a mental health service for the locality.
9. To work jointly and collaboratively with other team members in order to enhance and develop work with families by providing specialist knowledge and skills.

10. To provide specialist consultation, advice and guidance to other professionals at all levels working with families both within the service and in partner agencies. This will include liaison and working with professional networks involved with highly complex, emotive and often conflictual issues such as those involving child protection, deliberate self harm, violence, trauma, suicide risk, criminal offending behaviour, sexualised behaviour, and mental health problems of parents.

11. To maintain current knowledge of the operation of video equipment and promote ethical and effective use in line with Directorate policy. To introduce this practice to families in a sensitive way, and to advise and instruct clinicians in other disciplines and systemic psychotherapy trainees on the fitting and appropriate use of this therapeutic tool. To use video tape review to enhance the skills of colleagues and to help parents understand their family’s difficulties, dilemmas, and traumatic experiences.

12. To act as care coordinator, as required, taking responsibility for initiating, planning and review of care plans and giving consideration to the views of patients, their family, carers, referring agents and other professionals involved in the network of care. This includes organising complex professional network meetings.

13. To work in accordance with CAMHS and team objectives by adhering to Trust and Directorate policies, including risk assessment in all work, ensuring care plans are in place, recording up to date, attending and contributing a systemic view in case discussion and team meetings.

14. To be an active member of the Family Therapy Clinic.

15. To contribute to overall service delivery and development as required.

16. To attend monthly professional’s meetings and team meetings.

Management responsibilities (Contribution)

1. To contribute to the development, evaluation and monitoring of the team’s operational policies and services, through the development of systemic professional skills in research, service evaluation and audit.

2. To advise both service and professional management on all aspects of the service where systemic and/or organisational matters need addressing.

3. To lead on an agreed area of service development

Leadership

1. Directly responsible to:
   a) operationally: Bexley CAMHS Team Manager
   b) professionally: Lead Family Therapist (CAMHS), via Principle Systemic Psychotherapist.

2. Accountable to the Clinical Director (CAMHS), via Head of Discipline
3. To maintain and develop skills in the area of professional post-graduate teaching, training and supervision and to provide structured in house consultation and training to the multi-disciplinary team including junior doctors, psychologists and other mental health professionals, regarding work with patients, their families and professional networks.

4. To act as a specialist systemic psychotherapy resource by provision of systemic consultation and training to the multi-disciplinary team and other health and social care agencies.

5. To provide training and consultation to foster carers and their professional networks.

Research

1. To use theory, evidence-based literature and research to inform evidence based practice in work with individuals, families and their networks in line with current and best practice.

2. To undertake or participate in relevant clinical research, service evaluation and audit.

3. To provide research advice to other staff undertaking research within the team.

4. To initiate and implement project management, including complex audit and service evaluation, with colleagues within the services to help develop and improve service provision to clients, their families and their wider network.

Communication

1. Key working relationships are with other multi-disciplinary team members in CAMHS; all members of the CAMHS Team; NHS professionals in primary, secondary and tertiary services (GPs, hospital clinicians, health visitors, community paediatricians, A&E Depts. and specialist clinics); colleagues working within the Trust; external agencies, including those in neighbouring Trusts responsible for a patient’s care; colleagues from the education system (educational psychologists, education welfare officers, school heads, inclusion officers, special education needs co-ordinators, behaviour support teams and school nurses), social workers, and children services (Child Protection Services); the Head of Systemic Psychotherapy, and the Systemic Psychotherapy Service in the Trust.

2. To communicate effectively verbally and in writing; to provide reports including those for the Courts and Child Protection Conferences concerning highly complex circumstances.

3. Be prepared to attend Court hearings as requested.

4. To communicate complex clinical information in a skilled and sensitive manner information including assessment, formulation and treatment plans of patients and to monitor progress during the course of uni- and multi-disciplinary treatment.

5. To maintain the highest standards of clinical record keeping, including electronic data entry and recording, report writing through the exercise of professional
ethical standards and a continuing adherence to the professional codes of practice of the AFT and UKCP.

6. To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.

**Continuing Professional Development**

1. To receive clinical supervision in accordance with Trust clinical governance standards and the codes of practice and ethical guidelines of Association for Family Therapy (AFT) and United Kingdom Council for Psychotherapy (UKCP).

2. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programs, in consultation with the post holder's professional and service manager.

3. To contribute to the development of best practice in systemic psychotherapy by taking part in regular supervision and appraisal and maintaining awareness of current developments in the field.

4. To maintain UKCP registration.

**Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST.

This Job description gives an outline of the post and is subject to review in consultation with the post holder.

**Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

**Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**Equality, Diversity and Human Rights**

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/AIDS status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.
Health & Safety
All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Professional and NHS Codes of Conduct
You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS Staff’.

Safeguarding Children
Safeguarding children is everyone’s responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of Oxleas staff who have contact with service users, or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staff are also required to attend mandatory safeguarding children training.

Financial Management and Control of Resources
All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust’s Policy relating to the Financial Management and Control of Resources’.

Customer Care
It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training
All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

No Smoking
Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

Signed by Line Manager
Signed by post holder

Date
Date

Print Name
Print Name
**OXLEAS NHS FOUNDATION TRUST**

**PERSON SPECIFICATION**

**JOB TITLE:** Specialist Systemic Psychotherapist

**DEPARTMENT:** Child and Adolescent Mental Health Service

**GRADE:** 7

<table>
<thead>
<tr>
<th>Education/Qualifications</th>
<th>How measured</th>
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<tbody>
<tr>
<td><strong>Essential</strong></td>
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<tr>
<td><strong>Dual Qualification:</strong></td>
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<tr>
<td>a) Post-graduate qualification in relevant mental health/social welfare profession (e.g. social work, nursing, psychology, psychiatry, teaching) and demonstrable practice over a minimum of four years.</td>
<td>Interview, Application/CV</td>
</tr>
<tr>
<td>b) Masters or Doctorate level qualification in Systemic Psychotherapy, or equivalent.</td>
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<tr>
<td>The Maintenance of UKCP Registration by attendance on short or long training courses to meet CPD requirements.</td>
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<tr>
<td><strong>Desirable</strong></td>
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<tr>
<td>Training in teaching systemic psychotherapy</td>
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<tr>
<td>Breakaway training or equivalent</td>
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<table>
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<tr>
<th>Experience</th>
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<tbody>
<tr>
<td><strong>Essential</strong></td>
<td>Interview, Application/CV</td>
</tr>
<tr>
<td>Minimum of 4 years working with children and families in a relevant mental health or social welfare setting.</td>
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<tr>
<td>Experience of working with a wide variety of client groups across the whole life course presenting problems that reflect the full range of clinical severity including a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</td>
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<tr>
<td>Experience of exercising full clinical responsibility for clients' psychotherapeutic care and treatment, both as a professionally qualified care coordinator and also within the context of a multidisciplinary care plan.</td>
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<tr>
<td>Experience of self-harm assessment and intervention with both individual child/adolescent and their families</td>
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<tr>
<td>Experience of working in a multi-disciplinary team</td>
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Experience of risk assessment and risk management

<table>
<thead>
<tr>
<th>Skills/Abilities/Knowledge</th>
<th>Interview</th>
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<tr>
<td>Skills in the use of complex methods of systemic assessment and treatment of individuals, couples, family systems, groups and organisations, frequently requiring sustained and intense concentration</td>
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<tr>
<td>Knowledge of and skill in using a wide variety of systemic theories and interventions and the ability to use these appropriately in relation to client need and work setting</td>
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<tr>
<td>Skills in professional consultation; skills for offering consultation to multi-disciplinary colleagues.</td>
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<tr>
<td>Sufficient knowledge of other modalities to engage appropriately with colleagues and their work with clients</td>
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<tr>
<td>Ability to work within a multi-disciplinary team</td>
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<tr>
<td>Masters or Doctoral level knowledge of research methodology consistent with systemic practice</td>
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<tr>
<td>Well developed skills to communicate effectively, orally and in writing at an age appropriate level (including use of play, drawing and metaphor, stories) complex, highly technical and/or clinically sensitive information to children, adolescents, their families, carers and other professional colleagues both within and outside the NHS including reports for the Courts</td>
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<tr>
<td>Knowledge of child development/mental health issues</td>
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<tr>
<td>Ability to work with a racially and culturally diverse community in a wide variety of contexts including highly specialist skills for working therapeutically in family homes</td>
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<tr>
<td>Up-to-date knowledge of relevant legislation, ethical issues and strategic frameworks including The Children Act 1989, and its implications for both clinical practice and professional management</td>
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<tr>
<td>Basic IT skills</td>
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**Effort and Environment**

| Ability to work with complex and distressing situations e.g. family breakdown, domestic violence, child abuse including sexual abuse, children and young people who present a risk to themselves and others, and mental illness – mental health problems. This entails seeing family members and their wider system in different combinations. | Interview |
| Daily concentration on children and young people and their families during delivery of packages of care, whilst holding a | |
range of different ideas, hypotheses and possibilities.

Ability to manage working in situations of multi-level stress, e.g. client’s experience of physical, sexual and emotional abuse; colleagues, organisational transitions

Potentially verbal and physical abuse from patient and/or carer – risk of aggression.

Long periods of sitting in a constrained position to interview patients, and frequently observing/supervising therapy sessions from behind a one-way mirror in a darkened observation room.

To undertake consultation and training of other professionals in holistic integrated assessment and multi-modal therapeutic intervention with children, young people, and their families, alongside a respect for other perspectives and other clinical core skills.

To develop support for colleagues for working with looked after children and social services.

To carry out home visits to clients when required, taking into account and assessing the potential risks involved.

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<tr>
<th>Other Requirements</th>
<th>Interview</th>
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<tbody>
<tr>
<td>Ability to work autonomously, setting appropriate goals, in accordance with professional ethics guidelines and Trust policies</td>
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<tr>
<td>Advanced video skills and the ability to teach and train others, using a variety of complex multi-media materials suitable for presentations within public, professional and academic settings.</td>
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Signed by Line Manager

Signed by Post Holder

Print Name

Print Name
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Senior Healthcare Support Worker
Host / Employing Trust: South London and Maudsley Foundation NHS Trust

Band: 3
Hours: 37.5 if full time, or pro rata
Reports to: Ward or Team Manager
Professionally Accountable to: Director of Nursing

Job Purpose and Summary

The Senior Healthcare Support Worker is the role for those who have experience and training, in clinical practice, in a ward or other clinical setting.

Senior Healthcare Support Workers provide personalised care to service users, undertaking clinical tasks with supportive supervision as required. Those in this role will spend significant amounts of time engaging with people who use our services.

Senior Healthcare Support Workers may go on to progress to become a Nursing Associate or Assistant Practitioner, once they have completed the necessary training and demonstrated the necessary competences.

Description of Duties

Clinical Skills

1. Working under the guidance of a Registered Nurse/ AP/NA/B4, to implement the delivery of quality nursing care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.
2. Leading on and undertaking activities to ensure that the fundamentals of care are met - nutrition, hydration, hygiene, comfort, emotional and social support.

3. Supporting junior to staff and leading on providing hands-on care to service users including:
   a. Undertaking 1-1 engagement with service users in an honest, open and non-judgmental way.
   b. Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user’s respect and dignity at all times and ensure that the care provided respects equality and diversity.
   c. Escalating any concerns to a Registered Nurse.
   d. Monitoring and recording service user clinical observations, such as Physical observations and vital signs and escalating as appropriate any signs or symptoms of deterioration or that do not fulfill the personal parameters to the relevant professional. (Band 4 or Registered Nurse).
   e. Implementing the principles of ‘recovery’: encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest.

4. Escorting service users, as required, in line with Trust policies.

5. Facilitating the admission and discharge of service users, ensuring needs of the patient are met including activities such as property checks, orientation to services, and ensuring that community support needs are met under direction of a senior clinician.

6. Advocating for service users’ needs and rights within Trust policy.

**Knowledge and Frameworks**

7. Demonstrating an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on patient presentation and behaviour including risk factors.

8. Recognizing and responding appropriately to challenging behaviour in line with Trust policies and training, actively seeking the supervision and guidance of a Senior Health Care Support Worker, Assistant Practitioner, or Registered Nurse.

9. Demonstrating knowledge and understanding of the fundamentals of the MHA, MCA and DOLS and other legislation applicable to the practice area and how they are implemented in practice.
**Communication:**

10. Contributing to an effective communication process with appropriate and accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively, and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

11. Demonstrating effective clinical communication and documentation: effective verbal and written handover of relevant and objective information, ability to determine key information, ability to recognize and describe effectively symptoms of mental illness, distress or of a deteriorating patient, and ability to escalate issues of concerns effectively and in a timely manner.

12. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

13. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others to appropriate authorities and organisations.

14. Reporting safeguarding concerns to a Registered Nurse.

15. Responding respectfully to concerns / complaints raised by patients, families and carers and escalate in accordance with trust polices.

16. Maintaining confidential information in accordance with Trust Policies.

**Teamworking and Professional Development:**

17. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Supporting senior staff in ensuring audit and compliance activities and reports are kept up to date.

18. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

19. Attending and participating in team meetings.

20. Engaging in reflective practice to ensure effective patient care is based on evidence based practice and with Trust values in mind. Attending staff training and meetings including reflective practice groups and activities including the development of reflective portfolio.
21. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system. Providing supervision to junior staff members as nominated.

22. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values.

23. Undertaking mandatory training as required by Trust policy plus Care Certificate, Trust Level 2 Apprenticeship if appropriate and other CPD training related to the role or area of work.

24. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.

25. Undertake any other duties that are commensurate with the band and nature of the post

**Frameworks within which you work**

As a member of the clinical team, providing patient care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate

You will be working with nurses, and may aspire to train to become a registered nurse. The Nursing and Midwifery Council requires nurses to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

You will work within the Appropriate Code of Conduct for non-regulated nursing staff. This includes the Trust’s Code of Conduct and Skills for Health Code of Conduct for Health and Social Care for non-regulated staff.
Values and Commitments

Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Caring, kind and polite</th>
<th>Respectful</th>
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<tbody>
<tr>
<td>Having user focus</td>
<td>Prompt and value your time</td>
<td>Open</td>
</tr>
<tr>
<td>Partnership</td>
<td>Take time to listen to you,</td>
<td>Compassionate</td>
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<tr>
<td>Safety</td>
<td>Be honest and direct with you</td>
<td>Collaborative</td>
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<tr>
<td>Responsive</td>
<td>Will do as I say I am going to do</td>
<td>Consistent</td>
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<tr>
<td>Learning</td>
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General information for all employees

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

CONTINUOUS IMPROVEMENT

All members of staff are required to play an active role in development and improving services to the benefit of service users.

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, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.
VALUING DIVERSITY AND HUMAN RIGHTS

No person should receive 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 must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an Equality Policy and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. 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.

INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of Infection Control Policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift.

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

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.

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.

NO SMOKING

There is a Smoke Free Policy in operation. 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. Smoking Cessation Support is provided for staff members who wish to stop smoking.
DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Information Governance Policy. Staff should be aware that patients’ care records will be subject to regular audit.

All staff have 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 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.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

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 have 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.

SAFEGUARDING AND DUTY OF CANDOUR

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Safeguarding Policies and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust’s safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line
manager/supervisor 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 Standing Orders and Standing Financial Instructions and, to all HR Policies. All employees must deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

JOB DESCRIPTION REVIEW

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. 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.
## Person Specification

### Senior Healthcare Support Worker – Band 3

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education and Qualification</strong></td>
<td>Care Certificate</td>
<td>Level 2/3 Health and Social care qualification / working towards qualification</td>
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<tr>
<td></td>
<td>English and Mathematics basic qualifications (eg GCSE at grade C or above) or equivalent</td>
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<tr>
<td><strong>Experience and Knowledge</strong></td>
<td>At least one year as a Healthcare Support Worker, or equivalent level of experience.</td>
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<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times.</td>
<td>Training and experience in specialist skills such as ECG, Vital Signs, Phlebotomy</td>
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<tr>
<td></td>
<td>Able to provide quality care that is responsive to service user’s needs, without close supervision, and acting on own initiative, within protocols, policies and care plans.</td>
<td>Experience in facilitating groups</td>
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<td>Communications skills – receiving and conveying information accurately with staff and with service users and able to keep accurate records.</td>
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<td>Knowing when to escalate concerns and to whom</td>
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<td></td>
<td>Ability to calm and reassure people.</td>
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<td></td>
<td>Resilient: able to respond appropriately to potential difficult interpersonal situations or demands of the role including distress and agitation.</td>
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<td></td>
<td>Approachable and Self-aware and demonstrate an ability to self-reflect.</td>
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<td></td>
<td>Self-confident and intrinsically motivated to do a good job and to motivate others.</td>
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<td></td>
<td>Loyal and able to advocate for and</td>
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<tr>
<td>Show pride in the work area and organization and demonstrates values of trust and NHS.</td>
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<tr>
<td>Positive attitude even when dealing with distressing situations.</td>
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<tr>
<td>Advocates for all individuals, within professional boundaries and Trust policies.</td>
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<tr>
<td>Consistently demonstrate trust values.</td>
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</table>

**Other Requirements**

- Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times.

- Flexibility to work 24hr Shifts, 7 days a week and across all clinical areas as required unless otherwise specified.

- Ability to fulfil all the requirements of the role (including physical requirements)
Addendum for Mental Health In-patient Services

1. Facilitating/promoting the fundamentals of care to individuals (person-centred care)
   • Personal care (bathing, dressing and grooming)
   • Nutrition and hydration (monitor and ensure adequate intake)
   • Rest and sleep
   • Elimination
   • Emotional and social support

2. Facilitating/Promoting independence
   • Community access/social inclusion (escorts)
   • Engaging with activities of their interest on and off the ward.
   • Participating in and contributing to structured group activities on the ward with senior colleagues or MDT

3. Undertaking activities and reporting concerns to Registered nurse
   • Engaging in 1-1 sessions and listen, respond and report
   • Observing service user behaviours e.g. aggression, withdrawal and actively engage, deescalate, report and document as appropriate.

4. Monitoring physical health: checking vital signs Blood Pressure, Pulse, Respiration, Temperature, Saturation, Blood glucose and escalate as appropriate

5. Have knowledge of the Modified Early Warning Signs (MEWS)

6. Safe use of medical devices

7. Note and support treatment of their skin and prevention of pressure sores.

8. Risk assessments
   • Patient checking – engage in observation as required
   • Regular checking of service users and medical devices
   • Safe transfer of individuals.
   • Observing and reporting any concerns or issues of risk and ensure documented appropriately on electronic patient systems.
   • Support registered staff to formulate risk plans.
   • Prevention and management of aggression and violence including providing hands on care to prevent injury to self and others using approved techniques such as PSTS/PMVA and BLS after undertaking appropriate training, assessment and deemed competent
   • Reducing Self-harm and promoting suicide prevention

9. Safeguarding and duty of candour
   • Awareness and reporting any safeguarding issues
   • Being honest and open
10. Infection control
• Awareness and practice of infection control measures
• Maintaining a clean environment (decontamination)

11. Communication
• Maintain verbal communication with registered nurse and MDT
• Participating in handovers at beginning of shift
• Reporting and documenting care activities undertaken within the shift to the Nurse in Charge

12. Maintaining written/electronic records as per Trust policy each shift

13. Caring and supporting Service Users with chronic and long-term health conditions.

14. Supervision and supporting of junior Staff:
• Working with Band 2 staff and being a role model
• Induction of new staff and band staff induction

15. Undertaking admission and discharge procedures as required.

16. Flexibility to work shift patterns across 24hrs, 7 days a week and across all clinical areas within the Trust as required.

17. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.
Band 3 Community Senior Health Care Support Worker: Addendum

As a Senior Health Care Support Worker working in a community setting you will work the team and registered professionals under the supervision of a Registered Mental Health Professional to promote and deliver evidence-based care for service users with mental health conditions in their own homes and within a variety of accommodation settings. The day-to-day requirements in the role will be agreed with a registered nurse including a daily feedback loop as a minimum.

Community roles vary and the specifics of the community setting in which you work are covered during induction and will be explained by your line manager and colleagues; this addendum sets out the expectations of all Band 3 staff working in a community setting, and should be read alongside the detail of the requirements for a Band 3 set out in the generic Job Description.

1. Clinical Responsibilities

- Knowledge, awareness and understanding of Mental Health Law, including legislation of particular relevance to the community sector including the Community Care Act (2015) treatment legislation, the Care Programme Approach (2008), the Mental Capacity Act (2005) and Community Treatment Orders (CTO).

- Working under the indirect supervision and guidance of a Registered Mental Health Professional (RMHP) to implement care with a group of service users with mental health problems in a range of community settings, including service users' homes.

- Participating in the assessment of service users' mental and physical health, including risk assessment and early signs of relapse, promptly reporting observations to the Registered Mental Health Professional (RMHP) with responsibility for care.

- Participating in the planning of care, promoting independent living and working towards recovery.

- Providing care in accordance with individual service users' care plans.

- Recognising and responding appropriately to “self-harm and suicide prevention” by service users in a community setting, in line with Trust policies and training guidelines.

- Meeting the particular challenges regarding safeguarding in a community setting; recognising and reporting safeguarding issues as appropriate through raising ‘safeguarding alerts’ if you suspect that a service user and/or carer has been exposed to harm or abuse.
• Assisting with the supervision and monitoring of medication.

2. **Promoting Recovery**

• Supporting service users to undertake activities that are designed to help them towards recovery and to regain independence.

• Assisting service users to access community resources that are culturally appropriate.

• Assisting service users with welfare benefits and housing issues.

• Assisting service users in maintaining their dignity, privacy and choice, treating them with respect at all times.

• Participating in recreational therapeutic activities.

3. **Communication and Collaboration**

• Working as part of a team, exchanging appropriate information with service users, carers, and other team members on a regular basis.

• Completing community services documentation as appropriate.

• Responding to urgent situations emergencies or crises using protocols specific to the local community setting.

• Understanding and working within the boundaries of the Lone Working Policy and awareness of Personal Safety in a community setting, including clear and updated communication with the shift lead.

• Reporting any safety or security concerns that arise in community settings to maintain the safety of service users, staff and others.

• Assisting in the maintenance of the team's supplies and equipment, reporting any problems to the appropriate team member.

• Working in a professional manner, respecting the boundaries of the relationship with service users and carers in a community setting and maintaining confidentiality of sensitive information.

• Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.
JOB DESCRIPTION AND PERSON SPECIFICATION

Band 4 Bed Management Assistant – South London Bed Management Service

Based at South London and Maudsley NHS Foundation Trust

1. **Bed Management**
   The post holder will be responsible for the receiving and scrutinising appropriateness of referrals.
   a. Initial data collection
   b. Assess suitability
   c. Identify alternatives
   d. Locate appropriate bed prioritizing SLP
   e. Ensure accurate up to date bed management database during each 24 hour period, 7 days a week.
   f. Monitor and review young people in out of SLP placements, ensuring they only remain in those placements for the period it is clinically appropriate.
   g. To ensure that all essential information is received from referrers requesting inpatient beds across the SLP CAMHS services
   h. To ensure that the young person referred is resident in one of the London Boroughs of Lewisham, Lambeth, Southwark or Croydon, or the Oxleas Boroughs of Bromley, Bexley or Greenwich or within the SWLSTG area. Referrals are accepted at a National level but the Bed Co-ordinator will give priority to the aforementioned areas
   i. To liaise with the nurse in charge or on call manager if and when the complexity/ risk requires additional support or liaising at a senior level.

2. **Bed Coordination**
   - To ensure that all relevant information is received accurately and documented within the ePJS bed management system in the correct fields
   - To ensure that all referrals meet the criteria for admission and have been assessed by the relevant Tier 3 CAMHS service in hours or the ST4-6 out of hours and admission is agreed by a Consultant Psychiatrist
   - To ensure that all risks have been considered by the referrer and the relevant information has been documented and collated accurately, and conveyed and understood by the identified inpatient ward before admission is agreed
• To ensure that consent for admission is obtained from the young person and/or their parent/responsible carer

• To ensure that based on the content of the referral and risk assessment information, the appropriate care pathway is identified i.e. an admission ward or a Psychiatric Intensive Care Unit (PICU)

• To ensure that the referrer has made all the necessary arrangements to convey the young person safely to the identified inpatient ward and has liaised with the family/carer(s) of the young person to keep them informed of admission events.

• Seeking SLP agreement for accessing non SLP beds

• To review young people/children placed in non SLP placements and ensure their care and treatment is monitored at regular intervals

• To ensure that when it is clinically appropriate the young person/child is recalled to an SLP CAMHS service at the earliest opportunity

• To request identification of an allocated care co-ordinator (if not in place already) from the Tier 3 service ahead of a transfer back to SLP CAMHS Services, as early as possible

• To escalate any delays in transferring a young person back to SLP services to the Service Manager.

• Responding to the SLP out of hour crisis line

• To understand the importance of maintaining the psychological wellbeing of service users that require support in a crisis

Promoting Recovery
  • Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care and with their consent, where appropriate, seeking the cooperation of relatives, carers, education & community provisions – following ‘recovery’ principles and approaches.

  • Supporting service users to adopt recovery strategies that promote their wellbeing, healthy lifestyle, independence and self-care

Risk Assessment and Risk Management
  • Reporting any incident or Serious Untoward Incidents that may take place in a community setting and provide reports and accurate records relating to the incident.
• Working safely to ensure safe custody of medicines, sharps, and clinical equipment in a community setting; and reporting of all incidents following Trust Policy.

• Recognising and responding appropriately to “self-harm and suicide prevention” with particular regard to the risks in community settings, in line with Trust policies and training guidelines.

• Responding to urgent situations, emergencies or crises using protocols specific to the local community setting.

**Safeguarding and Duty of Candour**

• Understanding and implementing safeguarding procedures in a community setting; recognise, report and investigate safeguarding issues and raise safeguarding alerts if you suspect that a service user and/or carer has been exposed to harm or abuse.

• Understanding and implementing of Duty of Candour with regard to the particular issues in a community setting.

**Infection control**

• Understanding and implementing infection control measures in a community setting.

**Communication and Collaboration**

• Preparing and providing reports on information and statistics as required relating to case load, regularity of visits and details of contact with clients and families.

• Communicating/liaising effectively with relevant agencies to ensure that an integrated programme of care is provided throughout.

• Liaising with other Health and Care Professionals, Statutory and /or Voluntary Agencies to address the needs of service user.

• Working closely with qualified staff in identifying health needs of the practice population and support the development of services in response to those needs.

• Documenting according to Trust policy, write in plain language, avoiding jargon and use of acronyms.

**Legislation**

• Demonstrating an awareness and understanding of relevant and up-to-date Mental Health Law of particular relevance in community settings; ensuring adherence to legislation at all times.
• Having knowledge of the legal requirements of the Mental Health Act, Care Act, Mental Capacity Act, Programme Approach, Deprivation of Liberty, Safeguarding Vulnerable Adults and Community Treatment Orders.

**Understanding of the admission and discharge procedure**
• Completing referral forms as necessary.
• Networking/liaising across the teams such as Transition of clients CAMHS into Working Age Adult team or from WAA to Older adult.

**Administration**
• Ensuring that electronic patient records are complete.
• Engaging in practice reflection through clinical supervision and reflective practice groups.
Job Title: Bed Management Assistant

Host / Employing Trust: SOUTH LONDON AND MAUDSLEY

Band: 4

Hours: 37.5 if full-time, or pro-rata

Reports to: Ward or Team manager

Professionally accountable to Lead for your profession

Job Purpose and Summary - Generic

The Bed Management Assistant will deliver high quality compassionate care. They will be competent to carry out tasks without direct supervision and will have an awareness of when to ask for guidance. They will be supervised by a Registered Nurse.

The assistant will have completed a set of competency assessments that supports their practice.

*This generic job description and addendum is based on Mental Health inpatient settings, but may be adapted with an addendum relating to other settings such as community.*

Description of the duties

1. Following assessment and admission of service users / patients, supporting the management of care needs through:
   a. Initial data collection
   b. Monitoring of individual service user / patient progress
   c. Feedback and discussion
   d. Producing reports and in-care reviews
   e. Devising a plan of care and interventions supervised by a Registered Nurse.

2. Supporting the fundamentals of care – nutrition, hydration, hygiene, comfort.

3. To be aware of, and assist in meeting, the holistic needs of all service users, such as psychological, social, physical, recreational and spiritual needs

4. Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user's respect and dignity at all times and ensure that the care
provided respects equality and diversity.

5. Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care and with their consent where appropriate, seek the cooperation of friends / relatives / carers, following ‘recovery’ principles and approaches.

6. Maintaining timely and accurate service user / patient written / electronic records in line with Trust Policy, procedure and protocols. Use and complete care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

7. Subject to the requirements of a particular service area and within the confines of the role, following trust policy and upon successful completion of an approved programme of study and competency assessment signed by ward manager for the clinical area, the post-holder will administer routine medications.

8. Undertaking, assisting and interpreting physical health care assessment and/or on-going physical health monitoring / review of service users, recording any changes in the service user’s physical health and reporting these to a Registered Nurse, acting appropriately on the advice given. Promote healthy lifestyles and give health promotion advice and support.

9. Contributing towards the on-going quality of service and care and to identify any risk issues in relation to the service users’ health and social care. Informing the Registered Nurse / team / person-in-charge if there are any: -
   a. Changes in the service user’s physical or mental state
   b. Significant factors relevant to the service user
   c. Incidents related to the service user
10. Understanding and contributing to the Trust risk assessment policy, including being aware of the need to follow all safeguarding procedures; being aware of the necessity to safeguard and promote the welfare of children, young people and vulnerable adults at all times when working with service users.

11. Where appropriate contributing to psychological interventions under the supervision of a registered professional.

12. Recognising and responding appropriately to 'challenging behaviour' on behalf of service users, in line with Trust policies and training guidelines.

13. Escorting service users as required in line with Trust policy.

14. Supporting and ensuring the day-to-day smooth running of the clinical area. This will include coordinating and prioritising activities.

15. Helping maintain a clean, safe environment and assist service users in maintaining their own rooms (as necessary and appropriate), whilst embedding health promotion and the infection control processes in practice. Ensure that Trust policy is followed in respect of care and custody of service users’ valuables and personal property.

16. Ensuring safe working practices and working environment including monitoring and maintaining cleanliness of the service area and report, without delay, all hazards and issues relating to the fabric or condition of the clinical environment - real and potential.

17. Demonstrating an awareness and understanding of relevant and up-to-date Mental Health Law; ensuring adherence to legislation at all times.

18. Contributing to clinical or governance reviews of the team’s activity and the monitoring of performance. Contributing to relevant audit practice development on research activity that may be taking place in the work area.

19. Engaging in practice reflection through the utilisation of clinical supervision and reflective practice groups, and to contribute to the delivery of clinical supervision to junior staff where appropriate and supported by registered nurses.

20. Completing clinical tasks in line with procedural guidance and actively seeking advice from registered staff as required (i.e. unclear or when procedural guidance indicates a requirement).

21. Provide supervision to Band 2 and 3 non-registered staff.
Communication

22. Maintaining confidentiality of information, in accordance with Trust Policy.

23. Contributing to effective communication process with service users, carers, family, friends and staff colleagues. Always acting in a dignified and responsible manner with service users, their family, visitors, carers and colleagues; listening carefully and responding using appropriate language and accessible communication methods and skills which acknowledge cultural differences and professional boundaries.

24. Communicating appropriate and accurate information to and from other departments / service lines as required.

25. Attending and participating in team meetings and contributing ideas to multi-professional team discussions. Support shared responsibility within the team, demonstrating respect and courtesy towards colleagues.

26. Ensuring all complaints or compliments received are dealt with in accordance with Trust policy.

Staffing (HR) and education and training

27. Co-operating fully with appropriate instructions from your designated line manager and participating in supervision sessions and other monitoring from your line manager, including annual review of performance as part of the appraisal system.

28. Attending and participating in regular personal development, ensuring personal compliance with mandatory training requirements. Maintain a relevant work development portfolio.

29. Actively contributing to reviews of the team’s activity and the monitoring of performance in line with the Trust directives and audits. To participate in relevant audit or research activity that may be taking place in the clinical area.

30. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values.

31. Declaring any conflict of interest, promptly, to your line manager and/or to the HR Team.

32. Attending appropriate training courses and keeping up to date with developments within the practice area.

33. Assisting with the Personal and Development Review / Appraisal process for Healthcare Support Workers (Band 2 and 3 roles) where appropriate and acting as a supervisor for designated staff.

34. Contributing in training and development programmes of staff and supporting the clinical placements of student nurses.

35. Be a lead for the assessment and co-ordination of the Care Certificate for all Healthcare Support Workers in the clinical area.
Frameworks within which you work

As a member of the clinical team, providing service user / patient care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate

You will be working with nurses, and may aspire to train to become a Registered Nurse – the Nursing and Midwifery Council requires nurses to:

- Prioritise people
- Practice effectively
- Preserve safety
- Promote professionalism
Values and commitments:

Each of the Trusts in the South London Community and Mental Health Partnership have a framework of values and commitments:

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Caring, kind and polite</th>
<th>Respectful</th>
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<tbody>
<tr>
<td>Having user focus</td>
<td>Prompt and value your time,</td>
<td>Open</td>
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<tr>
<td>Partnership</td>
<td>Take time to listen to you,</td>
<td>Compassionate</td>
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<tr>
<td>Safety</td>
<td>Be honest and direct with you</td>
<td>Collaborative</td>
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<tr>
<td>Responsive</td>
<td>Will do as I say I am going to do</td>
<td>Consistent</td>
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<tr>
<td>Learning</td>
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</table>
Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation. Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy. Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

**General information for all employees**

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<thead>
<tr>
<th>CONTINUOUS IMPROVEMENT</th>
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<tr>
<td>All members of staff are required to play an active role in development and improving services to the benefit of service users.</td>
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<tr>
<th>CONFIDENTIALITY</th>
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<tr>
<td>The post holder must ensure that personal information for service user / 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, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.</td>
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<tr>
<th>VALUING DIVERSITY &amp; HUMAN RIGHTS</th>
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<tr>
<td>No person should receive 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 must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an Equality Policy and it is for each employee to contribute to its success. All employees have responsibility to ensure their practice adheres with both legislation and policies. 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.</td>
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</table>
INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees. Employees must be aware of Infection Control Policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking service user / patient care activities must attend infection control training and updates as required. The Registered Nurse or other person in charge of any service user / patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift. All staff must comply with all Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service user / patients and visitors. 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. 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.

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If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who contribute to service user / patients’ care records are expected to be familiar with, and adhere to, Information Governance Policy. Staff should be aware that service user / patients’ care records will be subject to regular audit. All staff have 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 on the basis that, on accepting their job description, they agree to maintain both service user / patient / client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to service user / patients in line with the Data Protection Act. All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.
PROFESSIONAL REGISTRATION & STANDARDS

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 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 you must be a member.

You are required to advise your manager if your professional body in any way limits or changes the terms of your registration.

Failure 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.

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 have 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.

SAFEGUARDING & DUTY OF CANDOUR

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Safeguarding Policies and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust’s safeguarding procedures and guidelines.

All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a service user / 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 service user / 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 **Standing Orders and Standing Financial Instructions** and, to all HR Policies. All employees must deal honestly with their employer, with colleagues and all others, including service user / patients, relatives/carers and suppliers.

JOB DESCRIPTION REVIEW

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. It will 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.

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.
### PERSON SPECIFICATION

#### Bed Management Assistant – Band 4

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Education and Qualification** | Foundation Degree – or studying towards or equivalent level of educational attainment  
Care Certificate – or equivalent level of clinical experience and acquired competencies |                                                                                  |
| **Experience and Knowledge** | Clinical experience (18 months to 2 years) and experience of engaging with service users / patients  
Knowledge of treatment options.  
Experience in supervision of staff | Experience in different clinical care settings |
| **Skills and Abilities** | Able to provide quality care that is responsive to service user’s needs, with supervision available but not always present, and acting on own initiative, within protocols, policies and care plans.  
Able to plan and co-ordinate and prioritise own and team work within a shift system.  
Communications skills – receiving and conveying sensitive information, with staff and with service users / service user / patients and able to keep accurate records.  
Credible in a multi-professional environment  
Ability to positively engage distressed individuals and de-escalate highly-aroused situations  
Highly resilient and able to cope with difficult interpersonal situations, which may, at times, be traumatic / distressing.  
Approachable and forms very effective working relationships with colleagues.  
Self-aware, self-confident and intrinsically motivated to do a good job and to motivate others.  
Loyal and able to advocate for and show pride in the work area and organisation.  
Advocates for all individuals, particularly those with protected characteristics; promotes equality and diversity. |                                                                                  |
| **Other requirements** | Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times. |                                                                                  |
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Registered Mental Health Nurse - Inpatients

Host / Employing Trust: South London and Maudsley Foundation NHS Trust

Band: 5

Hours: 37.5 if full time, or pro rata

Reports to: Ward or Team Manager

Professionally Accountable to: Director of Nursing

Job Purpose and Summary

As a Registered Nurse you provide direct personal care to service users/patients, without direct supervision, and co-ordinate the care given by colleagues.

The post holder will deliver high quality safe nursing care, ensuring consistently high standards of practice and clinical excellence which comply with the Nursing and Midwifery Council (NMC) code of professional conduct.

The role includes leading the delivery of comprehensive service user assessment, planning, implementation and evaluation of person-centered care in a collaborative way. The post holder will co-ordinate a first class service that includes assessment and monitoring of physical health, maintaining service users rights, supervising junior staff and students, working collaboratively with the Multi-Disciplinary Team and maintaining a safe and therapeutic working environment and accurate records.

Band 5 nursing roles are only open only to staff with a nursing registration, obtained as a result of completing a qualification recognised by the Nursing and Midwifery Council (NMC).
Description of Duties

Clinical Skills

1. Working autonomously within the parameters of the role leading on implementing the delivery of quality nursing care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.

2. Leading on and undertaking activities to ensure that the fundamentals of care are met - nutrition, hydration, hygiene, comfort, emotional and social support.

3. Co-ordinating and evaluating collaborative patient-centred care; getting feedback and improving plans with the multi-disciplinary team (MDT).

4. Providing accurate information about care in an accessible format to patients and their relatives / carers.

5. Liaising and working positively with members of the multi-disciplinary team and partner organisations.

6. Administering, and monitoring the side-effects of, medication; monitoring service user compliance.

7. Safety; safe custody of medicines, sharps, clinical equipment, report all incidents following trust policy.

8. Developing the management of care needs through:
   a. Initial data collection
   b. Monitoring of individual service user / patient progress
   c. Feedback and discussion
   d. Producing reports and in-care reviews
   e. Devising a plan of care and interventions supervised by a Registered Nurse.

9. Leading on and directing junior to staff in providing hands-on care to service users including:
   a. Undertaking 1-1 engagement with service users in an honest, open and non-judgmental way.
   b. Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user's respect and dignity at all times and ensure that the care provided respects equality and diversity.
c. Developing care plans that reflect service user needs and relevant patient care documentation working in partnership with service users, wider MDT and friends/relatives/significant others.

d. Ensuring the monitoring and recording service user clinical observations are undertaken, such as Physical observations and vital signs and treating or escalating as appropriate any signs or symptoms of deterioration or that do not fulfill the personal parameters to the relevant professional for treatment. Promote healthy lifestyles and give health promotion advice and support.

e. Implementing the principles of ‘recovery’: encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest. Where appropriate contributing to psychological interventions.

10. Escorting service users, as required, in line with Trust policies.

11. Facilitating the admission and discharge of service users, ensuring needs of the patient and service including relevant legislative or required documentation are completed.

12. Advocating for service users’ needs and rights within Trust policy. Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care.

Knowledge and Frameworks

13. Demonstrating an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on patient presentation and behaviour including risk factors. Supporting junior staff to develop understanding of mental health signs and symptoms and develop appropriate responses to these in practice.

14. Recognizing and responding appropriately to challenging behaviour in line with Trust policies and training. Supporting junior staff in managing difficult situations and de’escalation and developing resilience and strategies to manage.

15. Demonstrating a depth of knowledge and understanding of the fundamentals of the MHA, MCA and DOLS and other legislation applicable to the practice area and how they are implemented in practice ensuring adherence to legislation at all times.

Communication

16. Contributing to an effective communication process with appropriate and
accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively, and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

17. Demonstrating effective clinical communication and documentation to internal and external stakeholders ensuring: effective verbal and written handover of relevant and objective information. Demonstrating ability to determine key information, ability to recognize and describe effectively symptoms of mental illness, distress or of a deteriorating patient, and ability to escalate issues of concerns effectively and in a timely manner.

18. Contributing towards the on-going quality of service and care by managing the patient caseload, organizing care including delegating tasks and duties appropriately to staff with relevant competency, identifying and mitigating any risk issues in relation to the service users' health and social care. Informing the relevant Health care professionals if there are any significant:
   a. Changes in the service user's physical or mental state
   b. Factors relevant to the service user
   c. Incidents related to the service user

19. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

20. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others to appropriate persons (this could include clinical, environmental, legal...)

21. Understanding and contributing to the Trust risk assessment policy, including being aware of the need to follow all safeguarding procedures; being aware of the necessity to safeguard and promote the welfare of children, young people and vulnerable adults at all times when working with service users.

22. Responding respectfully to concerns / complaints raised by patients, families and carers and escalate in accordance with trust policies.

23. Maintaining confidential information in accordance with Trust Policies.

**Teamworking and Professional development**

24. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Ensuring safe working practices and working environment including monitoring and maintaining cleanliness of the service area and report, without delay, all hazards - real and potential. Leading audit and compliance activities and
25. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

26. Leading, attending and participating in team meetings and contributing ideas to multi-professional team discussions.

27. Engaging in reflective practice to ensure effective patient care is based on evidence based practice and with Trust values in mind. Attending staff training and meetings including reflective practice groups and activities including the development of reflective portfolio.

28. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system. Providing supervision to Band 3 and 4 non-registered staff.

29. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values providing junior leadership role.

30. Undertaking mandatory training as required by Trust policy other CPD training related to the role or area of work. Maintain a relevant work development portfolio and comply with all requirements of NMC revalidation.

31. Contributing to clinical or governance reviews of the team’s activity and the monitoring of performance. Contributing to relevant audit practice development on research activity that may be taking place in the work area.

32. Contributing in training and development programmes of staff and supporting the clinical placements of student nurses.

33. Acting as lead for the assessment and co-ordination of the Care Certificate for all Healthcare Support Workers in the clinical area, particularly if reasonable adjustments need to be made to complete training and learning.

34. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.

35. Undertake any other duties that are commensurate with the band and nature of the post.

**Research and Quality**
36. Contributing to research and audit activities, disseminating knowledge and results and contributing to relevant audit practice development on research activity that may be taking place in the work area.

37. Contributing to service improvement (Quality Improvement and Innovation) and developments, benchmarking exercises.

**Frameworks within which you work**

As a member of the clinical team, providing patient care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate

You will be working with nurses, and may aspire to train to become a registered nurse. The Nursing and Midwifery Council requires nurses to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

**Values and Commitments**

Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Caring, kind and polite</th>
<th>Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having user focus</td>
<td>Prompt and value your time</td>
<td>Open</td>
</tr>
<tr>
<td>Partnership</td>
<td>Take time to listen to you</td>
<td>Compassionate</td>
</tr>
<tr>
<td>Safety</td>
<td>Be honest and direct with you</td>
<td>Collaborative</td>
</tr>
<tr>
<td>Responsive</td>
<td>Will do as I say I am going to do</td>
<td>Consistent</td>
</tr>
<tr>
<td>Learning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General information for all employees

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

Continuous Improvement

All members of staff are required to play an active role in development and improving services to the benefit of service users.

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, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

Valuing Diversity and Human Rights

No person should receive 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 must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an Equality Policy and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. 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.
Infection Control and Health and Safety

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of Infection Control Policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift.

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

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.

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.

No Smoking

There is a Smoke Free Policy in operation. 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. Smoking Cessation Support is provided for staff members who wish to stop smoking.

Data Protection

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Information Governance Policy. Staff should be aware that patients’ care records will be subject to regular audit.

All staff have 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 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.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

**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 have 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.

**Safeguarding and Duty of Candour**

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Safeguarding Policies and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust’s safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor 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 Standing Orders and Standing Financial Instructions and, to all HR Policies. All employees must
deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

**Job Description Review**

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. 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.
## Person Specification

### Registered Band 5 Nurse

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Qualification</strong></td>
<td>Registered Adult Nurse and/or Registered Mental Health Nurse and/or Registered Learning Disabilities Nurse</td>
<td>Mentorship qualification</td>
</tr>
<tr>
<td><strong>Experience and Knowledge</strong></td>
<td>Experience of research-based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice. Knowledge of relevant Professional and Clinical legislation</td>
<td>Experience of shift co-ordination. Experience of supervising and mentoring junior staff and students.</td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Able to provide quality care that is responsive to service user’s needs, without close supervision. Resilient: able to cope with difficult interpersonal situations. Approachable. Self-aware, self-confident and intrinsically motivated to do a good job and to motivate others. Forms very effective working relationships with colleagues. Advocates for all individuals, particularly those with protected characteristics; promotes equality and diversity.</td>
<td>IT skills Skilled in supervision of others, and in providing critical and constructive feedback.</td>
</tr>
<tr>
<td><strong>Other Requirements</strong></td>
<td>Empathy for service users including individuals who have experienced mental health problems. Loyal and able to advocate for and show pride in the work area and organization and demonstrates values of trust and NHS</td>
<td></td>
</tr>
<tr>
<td>Flexibility to work shift patterns across 24hrs, 7days a week and across all clinical areas within the Trust as required</td>
<td></td>
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<tr>
<td>Ability to fulfil all the requirements of the role (including physical)</td>
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</tbody>
</table>
1. Person centred care
   • Formulating and documenting a plan of nursing care where possible in partnership with Service Users, carers, family and friends including personal choices/likes/dislikes/wishes
   • Evaluating and documenting the outcomes of nursing interventions
   • Personal care (bathing, dressing and grooming)
   • Nutrition and hydration (monitor and ensure adequate intake)
   • Elimination
   • Emotional and social support
   • Rest and sleep
   • Pressure care

2. Promoting recovery
   • Promoting independence
   • Community access/social inclusion (escorts)
   • Engaging with activities of their interest
   • Engaging service users in group activities

3. Risk assessment and risk management
   • Undertaking individual risk assessments as per Trust policy
   • Engaging in 1-1 sessions, listening, responding and reporting
   • Prevention and management of aggression and violence including providing hands on care to prevent injury to self and others using approved techniques such as PSTS/PMVA and ABLS/ILS after undertaking appropriate training, assessment and deemed competent
   • Reducing Self-harm and promoting suicide prevention
   • Recognising service user health deterioration and taking action - monitoring physical health, checking vital signs such as Blood Pressure, Pulse, Respiration, Temperature, Saturation, Blood glucose, Glasgow coma scale.
   • Knowledge of the Modified Early Warning Signs (MEWS)
   • Reporting incidents as per Trust policy
   • Safe use of medical devices
   • Implementing safe and therapeutic observations policy levels
   • Safe transfer of individuals
   • Resuscitation procedure
   • Fire warden

4. Safeguarding and duty of candour
   • Understanding and implementing safeguarding procedures.
   • Understanding and implementing duty of candour

5. Infection control
   • Understanding and implementing of infection control measures
   • Maintaining a clean environment including equipment (decontamination)
• Food hygiene

6. Communication
• Enabling and supporting difficult conversations.
• Maintaining verbal communication with MDT and other agencies
• Maintaining written/electronic records as per Trust policy

7. Collaboration
• Engaging with other agencies to meet the needs of service users

8. Caring and supporting patients with long-term and chronic conditions.

9. Understanding of Mental Health Act and Mental Capacity Act
• Ensuring Mental Health Act is followed accordingly
• Ensuring Deprivation of Liberty applications are done accordingly
• Writing reports for tribunals
• Attending tribunal meetings
• Initiating best interest meetings
• Involving Independent Mental Health Advocates and Independent Mental Capacity Advocates
• Ensuring patients are aware of their rights

10. Involvement in service improvement
• Carrying out audits
• Having knowledge of current issues in relation to nursing
• Carrying out patient experience surveys
• Handling complaints

11. Developing others
• Role modelling and leadership role
• Mentoring others and supporting preceptorship programmes
• Teaching and training to junior staff
• Coaching
• Supervision
• Undertaking PDR/PADR/appraisals

12. Understanding of the admission and discharge procedure
• Completing admission forms etc.
• Completing discharge forms e.g. panel papers
• Completing referral forms

13. Medication management
• Having knowledge of medication being administered and side effects
• Giving medication including to the right patient, right medication, right dose, right route, right time and educating service users
• Ordering medication
• Storing medication
14. Shift coordinating and running a shift
- Taking over and handing over of shifts
- Having a general awareness of all persons within the ward – residents, staff, visitors
- Staff allocation to ward residents and events e.g. meetings, groups, escorts.
- Dealing with matters entailing to other disciplines: providing information, acting on instructions given, liaising with other staff within the Trust and other professionals
- Managing phone call enquiries
- Dealing with matters noted in the diary
- Delegating escorts after due consideration of potential risks and other factors.
- Organisation / delegation of specific tasks e.g. environmental checks, regular and enhanced observations,
- New staff and bank staff induction
- Undertaking role or feedback to Nurse in-Charge, ward manager and ward staff as appropriate.
- Recording all decisions taken and events in the appropriate place e.g. communication book, diary, coordination book, Clinical documentation and validation of notes written by health care assistants, completion of incident / accident forms.
- Ensuring shift checks are carried out as appropriate to clinical area.
- Receiving management instructions and other issues at handover
- Ensuring that staff are aware of specific roles they have been allocated
- Ensuring risk assessment and risk management plans and policies are implemented fully.
- In the event of a crisis / emergency, the shift co-ordinator relies on the Nurse in Charge for direction and leadership, however in their absence take the lead.

15. Flexibility to work shift patterns across 24hrs, 7days a week and across all clinical areas within the Trust as required

16. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.
Band 5 Community Nurse: Addendum

As a Registered Nurse working in a community setting you will work under the supervision of a Registered Mental Health Professional to promote and deliver evidence-based care for service users with mental health conditions in their own homes and within a variety of accommodation settings.

Community roles vary and the specifics of the community setting in which you work are covered during induction and will be explained by your line manager and colleagues; **this addendum sets out the expectations of all Band 5 staff working in a community setting, and should be read alongside the detail of the requirements for a Band 5 set out in the generic Job Description.**

1. **Managing Caseload**

- Significant knowledge, awareness and understanding of Mental Health Law, including legislation of particular relevance to the community sector including the Community Care Act (2015) treatment legislation, the Care Programme Approach (2008), the Mental Capacity Act (2005) and Community Treatment Orders (CTO).

- Managing own work load as part of the community team (this will be a reduced/protected case load).

- Co-ordinating care, communicating with other professionals involved in the care and ensuring regular CPA reviews are held as required. This will include communication with other teams for example in-patient services through attendance at ward meetings and with interface services e.g. Addictions service and CAMHS services where appropriate.

- Independently carrying out assessment, care planning and care coordination with excellent interpersonal skills, ability to listen to others’ views, respect and value individuals from a diverse range of backgrounds.

- Meeting with community team members on a regular basis to discuss report and evaluating client care.

- Ensuring a flexible approach in care provision with focus on choice and social inclusion opportunities.

- Recognising and escalating concerns about the physical health needs of service users with long term conditions (e.g. diabetes, asthma etc.).
2. **Promoting Recovery**

- Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care and with their consent, where appropriate, seeking the cooperation of friends, relatives and carers – following ‘recovery’ principles and approaches.

- Supporting service users to adopt recovery strategies that promote their wellbeing, healthy lifestyle, independence and self-care.

3. **Risk Assessment and Risk Management**

- Reporting any incident or Serious Untoward Incidents that may take place in a community setting and provide reports and accurate records relating to the incident.

- Working safely to ensure safe custody of medicines, sharps, and clinical equipment in a community setting; and reporting of all incidents following Trust Policy.

- Recognising and responding appropriately to “self-harm and suicide prevention” with particular regard to the risks in community settings, in line with Trust policies and training guidelines.

- Understanding and working within the boundaries of the Lone Working Policy and awareness of Personal Safety in a community setting, including clear and updated communication with colleagues.

- Responding to urgent situations, emergencies or crises using protocols specific to the local community setting.

4. **Safeguarding and Duty of Candour**

- Understanding and implementing safeguarding procedures in a community setting; recognising, reporting and investigating safeguarding issues and raising safeguarding alerts if you suspect that a service user and/or carer has been exposed to harm or abuse.

- Understanding and implementing Duty of Candour with regard to the particular issues in a community setting.

5. **Infection Control**

- Understanding and implementing infection control measures in a community setting.
6. **Communication and Collaboration**

- Preparing and providing reports on information and statistics as required relating to case load, regularity of visits and details of contact with clients and families.

- Communicating/liaising effectively with relevant agencies to ensure that an integrated programme of care is provided throughout.

- Advising families on prevention of illness and accidents in a community setting within own level of competency.

- Liaising with other Health Care Professionals, Statutory and/or Voluntary Agencies to address the needs of service user.

- Working closely with relevant professionals identifying health needs of the practice population and support the development of services in response to those needs.

- Participating in team, locality and Trust initiatives as required and promoting the strategic aims and objectives of the service, Nursing strategy and other relevant quality improvement initiatives in the community.

- Actively contributing to clinical or governance reviews of the team’s activity and the monitoring of performance in line with trust directives and audit programmes in the community.

- Documenting according to Trust policy, write in plain language, avoiding jargon and use of acronyms.

7. **Legislation**

- Demonstrating awareness and understanding of relevant and up-to-date Mental Health Law of particular relevance in community settings; ensuring adherence to legislation at all times.

- Having knowledge of the legal requirements of the Mental Health Act, Care Act, Mental Capacity Act, Programme Approach, Deprivation of Liberty, Safeguarding Vulnerable Adults and Community Treatment Orders.

8. **Understanding of the admission and discharge procedure**

- Completing referral forms as necessary.
• Networking/liaising across the teams such as Transition of clients from CAMHS into Working Age Adult team or from WAA to Older adult.

9. Medication Management

• Administering and monitoring the side effects of medication according to NMC professional standards.

• Having knowledge of medication used in a community setting and side effects.

• Giving medication including IMI to the right patient, right medication, right dose, right route, and right time and giving the right education to patients.

• Ordering and appropriately storing medication in a community setting.

10. Administration and Leadership

• Ensuring IT literacy skills are appropriate to the service requirements to maintain electronic patient’s records, write reports and letters in a community setting.

• Engaging in practice reflection through the utilization of clinical supervision and reflective practice groups, and to contribute to the delivery of clinical supervision to junior staff where appropriate.

• Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.
# Person Specification

## Registered Band 5 Community Nurse

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Qualification</strong></td>
<td>Registered Adult Nurse and/or Registered Mental Health Nurse and/or Registered Learning Disabilities Nurse</td>
<td>Mentorship qualification</td>
</tr>
<tr>
<td><strong>Experience and Knowledge</strong></td>
<td>Experience of research-based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice. Knowledge of relevant Professional and Clinical legislation Understanding of Care Co-ordination under CPA</td>
<td>Experience of working in the community Experience of managing a caseload Experience of Interagency working</td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Able to provide quality care that is responsive to service user’s needs, without close supervision. Resilient: able to cope with difficult interpersonal situations. Approachable. Self-aware, self-confident and intrinsically motivated to do a good job and to motivate others. Forms very effective working relationships with colleagues. Advocates for all individuals, particularly those with protected characteristics; promotes equality and diversity. Skills in risk assessment and risk management and crisis management</td>
<td>IT skills Skilled in supervision of others, and in providing critical and constructive feedback.</td>
</tr>
<tr>
<td><strong>Other Requirements</strong></td>
<td>Empathy for service users including individuals who have experienced mental health problems.</td>
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<td>Loyal and able to advocate for and show pride in the work area and organization and demonstrates values of trust and NHS</td>
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<td>Flexibility to work shift patterns across 24hrs, 7 days a week and across all clinical areas within the Trust as required</td>
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</tr>
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<td>Ability to fulfil all the requirements of the role (including physical)</td>
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</tbody>
</table>
The Crisis Nurse Practitioner role is suitable for Registered Nurses who have successfully completed preceptorship and have registered as an approved NMC mentor.

The post holder will deliver, or advise on the delivery of, high quality safe nursing care, ensuring consistently high standards of practice and clinical excellence which comply with the Nursing and Midwifery Council (NMC) code of professional conduct. As the Crisis Nurse Practitioner you will promote and develop clinical leadership and clinical practice and be a positive role model to junior members of the team through the practice of evidence-based care. You will be expected to support professional development through clinical appraisal and supervision and contribute to the ongoing educational programme for staff, fostering a positive learning environment.

Your professional and personal development will include further postgraduate study and you will be encouraged and supported by your line manager to undertake Masters programmes.

Community roles vary and the specifics of the community setting in which you work are covered during induction and will be explained by your line manager and colleagues; this addendum sets out the expectations of all Band 6 staff working in a community setting, and should be read alongside the detail of the requirements for a Band 6 set out in the generic Job Description.

1. **Bed Management / Crisis Line**

The post holder will be responsible for the receiving and scrutinizing appropriateness of referrals:

- Initial data collection
- Assess suitability
- Identify alternatives
- Locate appropriate bed prioritizing SLP
- Ensure accurate up to date bed management database during each 24 hour period, 7 days a week.
- Monitor and review young people in out of SLP placements, ensuring they only remain in those placements for the period it is clinically appropriate.
- To ensure that all essential information is received from referrers requesting inpatient beds across the SLP CAMHS services
- To ensure that the young person referred is resident in one of the London Boroughs of Lewisham, Lambeth, Southwark or Croydon, or the Oxleas Boroughs of Bromley, Bexley or Greenwich or within the SWLSTG area. Referrals are accepted at a National level but the Bed Co-ordinator will give priority to the aforementioned areas
  - Carrying out therapeutic interventions that are safe and ensuring escalation of concerns as appropriate if risk escalates.
  - Liaising and working positively with members of the multi-disciplinary team and partner organizations.
• The post holder will respond to out of hours calls accessed via the Crisis Line, offering advice, support and guidance. To be aware of, and ensure that, the care team support the holistic needs of all service users, such as psychological, social, physical, recreational and spiritual needs.

• Contributing towards the on-going quality of service and care, to identify any risk issues in relation to the service users’ health and social care and responding appropriately if there are any changes, significant factors relevant or incidents related to the service user.

2. Bed Coordination

• To ensure that all relevant information is received accurately and documented within the ePJS bed management system in the correct fields

• To ensure that all referrals meet the criteria for admission and have been assessed by the relevant Tier 3 CAMHS service in hours or the ST4-6 out of hours and admission is agreed by a Consultant Psychiatrist

• To ensure that all risks have been considered by the referrer and the relevant information has been documented and collated accurately, and conveyed and understood by the identified inpatient ward before admission is agreed

• To ensure that consent for admission is obtained from the young person and/or their parent/responsible carer

• To ensure that based on the content of the referral and risk assessment information, the appropriate care pathway is identified i.e. an admission ward or a Psychiatric Intensive Care Unit (PICU)

• To ensure that the referrer has made all the necessary arrangements to convey the young person safely to the identified inpatient ward and has liaised with the family/carer's of the young person to keep them informed of admission events.

• Seeking SLP agreement for accessing non SLP beds

• Reviewing young people in non SLP placements

• To review young people/children placed in non SLP placements and ensure their care and treatment is monitored at regular intervals

• To ensure that when it is clinically appropriate the young person/child is recalled to an SLP CAMHS service at the earliest opportunity

• To request identification of an allocated care co-ordinator (if not in place already) from the Tier 3 service ahead of a transfer back to SLP CAMHS Services, as early as possible

• To escalate any delays in transferring a young person back to SLP services to the Service Manager.
• Responding to the SLP out of hour crisis line

• To understand the importance of maintaining the psychological wellbeing of service users that require support in a crisis

**Promoting Recovery**

• Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care and with their consent, where appropriate, seeking the cooperation of relatives, carers, education & community provisions – following ‘recovery’ principles and approaches.

• Supporting service users to adopt recovery strategies that promote their wellbeing, healthy lifestyle, independence and self-care

**Risk Assessment and Risk Management**

• Reporting any incident or Serious Untoward Incidents that may take place in a community setting and provide reports and accurate records relating to the incident.

• Working safely to ensure safe custody of medicines, sharps, and clinical equipment in a community setting; and reporting of all incidents following Trust Policy.

• Recognising and responding appropriately to “self-harm and suicide prevention” with particular regard to the risks in community settings, in line with Trust policies and training guidelines.

• Understanding and working within the boundaries of the Lone Working Policy and awareness of Personal Safety in a community setting, including clear and updated communication with colleagues.

• Responding to urgent situations, emergencies or crises using protocols specific to the local community setting.

**Safeguarding and Duty of Candour**

• Understanding and implementing safeguarding procedures in a community setting; recognise, report and investigate safeguarding issues and raise safeguarding alerts if you suspect that a service user and/or carer has been exposed to harm or abuse.

• Understanding and implementing of Duty of Candour with regard to the particular issues in a community setting.

**Infection control**

• Understanding and implementing infection control measures in a community setting.
Communication and Collaboration

- Preparing and providing reports on information and statistics as required relating to case load, regularity of visits and details of contact with clients and families.

- Communicating/liaising effectively with relevant agencies to ensure that an integrated programme of care is provided throughout.

- Advising families on prevention of illness and accidents in a community setting within own level of competency.

- Liaising with other Health Care Professionals, Statutory and/or Voluntary Agencies to address the needs of service user.

- Working closely with relevant professionals identifying health needs of the practice population and support the development of services in response to those needs.

- Leading and participating in team, locality and Trust initiatives as required and promote the strategic aims and objectives of the service, Nursing strategy and other relevant quality improvement initiatives in the community.

- Leading and actively contributing to clinical or governance reviews of the team’s activity and the monitoring of performance in line with trust directives and audit programmes in the community.

- Documenting according to Trust policy, write in plain language, avoiding jargon and use of acronyms.

Legislation

- Demonstrating an awareness and understanding of relevant and up-to-date Mental Health Law of particular relevance in community settings; ensuring adherence to legislation at all times.

- Having knowledge of the legal requirements of the Mental Health Act, Care Act, Mental Capacity Act, Programme Approach, Deprivation of Liberty, Safeguarding Vulnerable Adults and Community Treatment Orders.

Understanding of the admission and discharge procedure

- Completing referral forms as necessary.

- Networking/liaising across the teams such as Transition of clients CAMHS into Working Age Adult team or from WAA to Older adult.
Medication Management

- Administering and monitoring the side effects of medication according to NMC professional standards.

- Having significant knowledge of medication used in a community setting and side effects.

- Giving medication including IMI to the right patient, right medication, right dose, right route, and right time and giving the right education to patients.

- Ordering and appropriate storage of medication in a community setting.

Administration and Leadership

- Ensuring that electronic patient’s records are complete. Writing reports and letters in a community setting.

- Engaging in practice reflection through clinical supervision and reflective practice groups, and contributing to the delivery of clinical supervision to junior staff.

- Demonstrate leadership skills within the clinical context of the community, showing particular awareness of the challenges facing staff working in a community setting and supporting junior staff as appropriate.
## Person Specification

### Registered Community Nurse Band 6

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Education and Qualification** | Registered Mental Health Nurse and/or Registered Learning Disabilities Nurse  
Mentorship qualification     | Master's degree                                                           |
| **Experience and Knowledge**  | Experience of research-based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice  
Significant relevant clinical experience  
Evidence of continuing professional development  
Experience as a preceptor / mentor  
Knowledge of clinical governance and audit  
Knowledge of relevant Professional and Clinical legislation  
Understanding of Care Co-ordination under CPA  
Good understanding of treatment based interventions | Experience of Interagency working  
Experience of managing a caseload  
Experience of working in the community  
Experience of supporting practice development in clinical areas  
Awareness/knowledge of the issues surrounding social inclusion for mental health service users |
| **Skills and Abilities**      | Ability to plan and implement an approved treatment intervention  
Able to provide quality care that is responsive to service user's needs, without close supervision  
Skills in clinical assessment/baseline mental health assessment  
Skills in risk assessment and risk management and crisis management | IT skills  
Skilled in supervision of others, and in providing critical and constructive feedback.  
Problem solving, ability to identify problems, review options and take |
<table>
<thead>
<tr>
<th><strong>Approachable</strong></th>
<th><strong>Other Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-aware, self-confident and intrinsically motivated to do a good job and to motivate others</td>
<td>Empathy for service users including individuals who have experienced mental health problems.</td>
</tr>
<tr>
<td>Forms very effective working relationships with colleagues</td>
<td>Loyal and able to advocate for and show pride in the work area and organization and demonstrates values of trust and NHS</td>
</tr>
<tr>
<td>Advocates for all individuals, particularly those with protected characteristics; promotes equality and diversity</td>
<td>Flexibility to work shift patterns across 24hrs, 7days a week and across all clinical areas as required</td>
</tr>
<tr>
<td>appropriate action without a predetermined framework</td>
<td>Ability to fulfil all the requirements of the role (including physical)</td>
</tr>
</tbody>
</table>
JOB DESCRIPTION AND PERSON SPECIFICATION

BAND 6 OCCUPATIONAL THERAPIST – CAMHS CRISIS SERVICE

Job Title: Occupational Therapist
Host / Employing Trust: South London and Maudsley NHS Foundation Trust

Band: 6
Hours: 37.5 if full time, or pro rata
Reports to: Ward or Team Manager
Professionally Accountable to: Professional Head of Occupational Therapy

Job Purpose and Summary

The post holder will manage a caseload of clients with complex needs, using evidence based / client centered principles to assess, plan, implement and evaluate interventions. The post holder will provide leadership for junior staff and students, through supervision and appraisal.

They will participate in the planning, development and evaluation of OT / MDT services, holding responsibility for co-ordinating the therapeutic programme and defined projects and carry out MDT activities as identified.

Description of Duties

This job description is an outline of the key tasks and responsibilities expected of a Band 6 Occupational Therapist. The post holder will be required to undertake additional duties appropriate to the clinical area/specialty in which they work.

Clinical Skills

1. Working autonomously within the parameters of the role leading and supporting junior staff and wider care team to implement the delivery of quality care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.

2. To select and apply Occupational Therapy assessments for a designated caseload, addressing occupational performance and skill deficits, enabling the client in areas of self-maintenance, productivity and leisure

3. To work with service users to identify OT goals as part of the overall care plan working within the CPA process.
4. To work as part of the MDT within CPA, child protection and Mental Health Act frameworks

5. To plan and implement individual and/or group interventions, in collaboration with the client, using graded activity to achieve therapeutic goals

6. To work with carers and undertake carers’ assessments as appropriate

7. To monitor, evaluate and modify treatment for service users with multiple needs in order to measure progress and ensure effectiveness of intervention.

8. To demonstrate and apply a broad level of understanding of the effect of disability and recommend adaptations to the client’s physical and social environment.

9. To be responsible for managing a complex caseload of clients as agreed with the Head OT / ward manager where appropriate

10. To assess occupational / vocational needs of a defined client group

11. To undertake risk assessments and risk management plans as appropriate

12. Provide clinical training and supervision as appropriate

**Communication**

1. Contributing to an effective communication process with appropriate and accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively, and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

2. To effectively work as a member of the multi-disciplinary team and implement core decisions with regard to service users care programmes

3. To actively support and educate service users and carers regarding aspects of Occupational Therapy provision

4. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

5. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others in line with Trust policy

6. Maintaining confidential information in accordance with Trust Policies.

**Leadership, supervision and appraisal**

1. To review, reflect and change own practice through effective use of professional and operational supervision and appraisal

2. To undertake the supervision and appraisal of junior staff as delegated by a senior member of staff
3. To regularly be responsible for the supervision and written assessment of OT students on practice placement within the Trust

4. To demonstrate the ability to initiate, plan and implement the induction, training and education of students and other staff

5. To demonstrate clinical leadership skills through the management of dedicated projects

6. Supporting the team manager to investigate incidents and complaints: compile reports and disseminate this information to senior management.

7. Attending and participating in regular personal development, ensuring compliance with all mandatory training requirements. Maintaining a work development portfolio and complying with all requirements for revalidation.

**Professional ethics and development**

1. To comply with the COT code of ethics and Professional Conduct and national and local procedures and guidelines

2. To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to those needs

3. To demonstrate the ability to reflect on complex ethical issues and to provide guidance to junior staff as necessary

4. Demonstrate an ability to apply increasingly complex skills and knowledge commensurate with establishing higher level professional practice

5. Demonstrate on-going personal development through participation in internal and external development opportunities, recording learning outcomes through maintaining and developing a professional portfolio for CPD

6. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Ensuring safe working practices and working environment including monitoring and maintaining cleanliness of the service area and report, without delay, all hazards - real and potential. Leading audit and compliance activities and reports.

7. Leading, attending and participating in team meetings and contributing ideas to multi-professional team discussions.

**Service Development and delivery**

1. To actively participate in and be responsible for relevant planning, evaluation and audit of practice, clinical pathways and protocols within service area and corporate OT as required
2. To actively participate in the delivery and review processes of the OT Strategy and Business Plan and local service delivery.

3. To participate in local OT service development under the supervision of OT staff / in conjunction with senior staff

Clinical Governance and Quality Standards

1. To contribute to the Trust’s, Operational Directorates and Team’s Clinical Governance activities and quality agenda

2. Demonstrate an understanding and application of national guidance and legislation relating to health and social care in Mental Health service provision

Line Management, staff and budgets

1. To exercise good time management, punctuality and consistent, reliable attendance

2. Be responsible for maintaining stock, advising on resource allocation and responsibility for managing petty cash

3. Co-ordinate day-to-day activities of junior staff, sessional workers and volunteer staff where applicable

Research and practice development

1. Measuring and developing standards of care through collection of benchmarking data where appropriate and undertake audits to ensure care meets the requirements of the CQC and Service Key Performance Indicators (KPIs).

2. Contributing to the strategic targets of the trust directorate and wider SLMH&CP workforce development.

3. Participating and encouraging research within the clinical environment and ensure knowledge of it is widely disseminated throughout the team, trust and wider stakeholders.

4. Contributing to service development through awareness and engagement with trust policy and wider national standards of care.

5. Contributing to service improvement (Quality Improvement and Innovation) and developments, benchmarking exercises.

6. Contributing to research and audit activities, disseminating knowledge and results and contributing to relevant audit practice development and research activity that may be taking place in the work area.

7. Undertake any other duties that are commensurate with the band and nature of the post
Frameworks within which you work
As a member of the clinical team, providing patient care, we encourage you to be:

Caring
Competent
Courageous
Committed
Communicative
Compassionate

Values and Commitments
Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Caring, kind and polite</th>
<th>Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having user focus</td>
<td>Prompt and value your time</td>
<td>Open</td>
</tr>
<tr>
<td>Partnership</td>
<td>Take time to listen to you</td>
<td>Compassionate</td>
</tr>
<tr>
<td>Safety</td>
<td>Be honest and direct with you</td>
<td>Collaborative</td>
</tr>
<tr>
<td>Responsive</td>
<td>Will do as I say I am going to do</td>
<td>Consistent</td>
</tr>
<tr>
<td>Learning</td>
<td></td>
<td></td>
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</table>

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</tr>
<tr>
<td>Learning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**General information for all employees**

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

**Continuous Improvement**

All members of staff are required to play an active role in development and improving services to the benefit of service users.

**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, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

**Valuing Diversity and Human Rights**

No person should receive 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 must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an **Equality Policy** and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. 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.

**Infection Control and Health and Safety**

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift.

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

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.

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.

No Smoking

There is a Smoke Free Policy in operation. 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. Smoking Cessation Support is provided for staff members who wish to stop smoking.

Data Protection

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Information Governance Policy. Staff should be aware that patients’ care records will be subject to regular audit.

All staff have 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 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.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

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 have 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.

**Safeguarding and Duty of Candour**

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policies and Procedures**, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust’s safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor 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 **Standing Orders and Standing Financial Instructions** and, to all HR Policies. All employees must deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

**Job Description Review**

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. 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.
## Person Specification
### Occupational Therapist Band 6

<table>
<thead>
<tr>
<th>Training, qualifications and registration</th>
<th>Essential</th>
<th>Desirable</th>
<th>How tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Occupational Therapist</td>
<td>E</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Post-graduate training relevant to Mental Health</td>
<td>E</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Post-registration qualification</td>
<td>D</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Post-graduate training</td>
<td>D</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Membership of OT professional body and / or special interest group</td>
<td>D</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

### Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
<th>How tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 / 3 years post registration experience as an OT</td>
<td>E</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Working in groups / Extensive clinical experience including individual and group work</td>
<td>E</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Working with mental health service users (pre or post qualification)</td>
<td>E</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Advising and supporting / supervising junior staff and students</td>
<td>E</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Experience of audit, research and clinical governance procedures and their application in practice</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Practice Placement Educators course</td>
<td>D</td>
<td>A / I</td>
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<tr>
<td>Experience of working in an inner-city, multi-cultural environment</td>
<td>D</td>
<td>A / I</td>
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<tr>
<td>Experience of working with people with challenging behaviours</td>
<td>D</td>
<td>A / I</td>
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<tr>
<td>Experience of specialist Mental Health settings</td>
<td>D</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Leadership and first line management experience</td>
<td>D</td>
<td>A / I</td>
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</tbody>
</table>

### Knowledge and skills

<table>
<thead>
<tr>
<th>Knowledge and skills</th>
<th>Essential</th>
<th>Desirable</th>
<th>How tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad / High level understanding of Mental Health disorders and treatment models</td>
<td>E</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Sound / Detailed knowledge of legislation relevant to Mental Health and Specialist practice where appropriate</td>
<td>E</td>
<td>I</td>
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<tr>
<td>Applied / Working knowledge of the principles of CPA (Care Programme Approach)</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Applied / Extensive knowledge of the principles of risk assessment and risk management</td>
<td>E</td>
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<tr>
<td>Experience of planning and co-ordinating treatment</td>
<td>E</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Specialist knowledge and application of OT assessments and interventions and outcome measures, relevant to client group</td>
<td>E</td>
<td>A / I</td>
<td></td>
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<tr>
<td>Understanding of the importance of service user involvement</td>
<td>E</td>
<td>I</td>
<td></td>
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<tr>
<td>Demonstrate commitment to client centred practice</td>
<td>E</td>
<td>A / I</td>
<td></td>
</tr>
<tr>
<td>Applied knowledge of / Skills in applying evidence based practice</td>
<td>E</td>
<td>I</td>
<td></td>
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<tr>
<td>Understanding of OT professional code of conduct and OT core skills and their application in practice</td>
<td>E</td>
<td>I</td>
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<tr>
<td>High level Groupwork skills</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Skills in Understanding the dynamics of a team and have the ability to work effectively within that</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Ability to build effective working relationships</td>
<td>E</td>
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<tr>
<td>Ability to manage own workload / work autonomously and determine / set own priorities</td>
<td>E</td>
<td>I</td>
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<tr>
<td>Extensive Supervisory / appraisal skills</td>
<td>E</td>
<td>I</td>
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<tr>
<td>Ability to reflect and critically appraise own performance</td>
<td></td>
<td>A / I</td>
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<tr>
<td>Ability to organise and respond efficiently to complex information</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Ability to analyse professional and ethical issues</td>
<td>E</td>
<td>I</td>
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<tr>
<td>Effective / High level verbal and written communication skills</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Computer literate</td>
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<td>A / I</td>
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<tr>
<td>Training and facilitation skills</td>
<td>D / E</td>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td>Willingness / Ability to work flexibly</td>
<td>E</td>
<td>I</td>
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<tr>
<td>Commitment to student supervision</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Commitment to lifelong learning</td>
<td>E</td>
<td>A / I</td>
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<tr>
<td>Open to new ideas and awareness of general issues that might have relevance to service users involvement</td>
<td>D / E</td>
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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Deputy Team Leader/ Clinical Charge Nurse / Community Psychiatric Nurse/ Practice Development Nurse

Host / Employing Trust: Oxleas NHS Foundation Trust/ South London and Maudsley NHS Foundation Trust / South West London and St Georges Mental Health NHS Trust

Band: 6

Hours: 37.5 if full time, or pro rata

Reports to: Ward or Team Manager

Professionally Accountable to: Director of Nursing

Job Purpose and Summary

The Deputy Nursing Team Leader/Clinical Charge Nurse/Community Psychiatric Nurse/Practice Development Nurse role is suitable for Registered Nurses who have successfully completed preceptorship and have registered as an approved NMC mentor.

The post holder will deliver, or advise on the delivery of, high quality safe nursing care, ensuring consistently high standards of practice and clinical excellence which comply with the Nursing and Midwifery Council (NMC) code of professional conduct.

As a Deputy Nursing Team Leader/Clinical Charge Nurse/Community Psychiatric Nurse/Practice Development Nurse you will promote and develop clinical leadership and clinical practice and be a positive role model to junior members of the team through the practice of evidence-based care. You will be expected to support professional development through clinical appraisal and supervision and contribute to the ongoing educational programme for staff, fostering a positive learning environment. Your professional and personal development will include further postgraduate study and you will be encouraged and supported by your line manager to undertake Master’s programmes.

SLP April 2018
As a senior nurse working within the South London Mental Health and Community Partnership you are required to encourage and foster collaborative and cross organisational working.

**Description of Duties**

This job description is an outline of the key tasks and responsibilities expected of a Band 6 Nurse. The post holder will be required to undertake additional duties appropriate to the clinical area/speciality in which they work. The specific responsibilities associated with different speciality roles are listed below.

**Clinical Skills**

1. Working autonomously within the parameters of the role leading and supporting junior staff and wider care team to implement the delivery of quality nursing care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.

2. Leading on and undertaking activities to ensure that the fundamentals of care are met - nutrition, hydration, hygiene, comfort, emotional and social support:
   - Co-ordinating and evaluating collaborative patient-centred care; getting feedback and improving plans with the multi-disciplinary team (MDT).
   - Providing accurate information about care in an accessible format to patients and their relatives / carers.
   - Liaising and working positively with members of the multi-disciplinary team and partner organisations.
   - Administering, and monitoring the side-effects of, medication; monitoring service user compliance.
   - Safety; safe custody of medicines, sharps, clinical equipment, report all incidents following trust policy.

3. Leading and supporting/teaching junior staff on risk assessment and risk management that involves making decisions based on knowledge of the research evidence, knowledge of the individual service user and their social context, knowledge of the service user’s own experience and clinical judgment.

4. Supporting and supervising junior staff to develop the management of care needs through:
   - Initial data collection
   - Monitoring of individual service user / patient progress
   - Feedback and discussion
• Producing reports and in-care reviews
• Devising a plan of care and interventions in partnership with service user, carer and MDT

5. Coordinating junior staff and the wider care team in providing hands-on care to service users and evaluating processes of care delivered. This will include:

• Undertaking 1-1 engagement with service users in an honest, open and non-judgmental way.

• Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user’s respect and dignity at all times and ensure that the care provided respects equality and diversity.

• Developing care plans that reflect service user needs and relevant patient care documentation working in partnership with service users, wider MDT and family/carers.

• Ensuring the monitoring and recording service user clinical observations are undertaken, such as physical observations and vital signs and treating or escalating as appropriate any signs or symptoms of deterioration or that does not fulfill the personal parameters to the relevant professional for treatment. Promote healthy lifestyles and give health promotion advice and support.

• Implementing the principles of ‘recovery’: encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest. Where appropriate contributing to psychological interventions.

6. Escorting service users, as required, in line with Trust policies.

7. Advocating for service users’ needs and rights within Trust policy. Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care.

**Knowledge and Frameworks:**

8. Demonstrating an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on patient presentation and behaviour including risk factors. Supporting and teaching junior staff to develop understanding of mental health signs and symptoms and develop appropriate responses to these in practice.

9. Recognising and responding appropriately to challenging behaviour in line with Trust policies and training. Leading and coordinating junior staff and the wider care team in the management of difficult situations and de-escalation and developing resilience and strategies to manage, including on leading staff and patient ‘de-briefing’ sessions.
10. Demonstrating a depth of knowledge and understanding of the fundamentals of the Mental Health Act, Mental Capacity Act and Deprivation of Liberty and other legislation applicable to the practice area and how they are implemented in practice ensuring adherence to legislation at all times. Teaching junior staff to understand the legal frameworks that support their practice.

**Communication:**

11. Contributing to an effective communication process with appropriate and accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively, and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

12. Demonstrating effective clinical communication and documentation to internal and external stakeholders ensuring: effective verbal and written handover of relevant and objective information. Demonstrating ability to determine key information, ability to recognise and describe effectively symptoms of mental illness, distress or of a deteriorating patient, and ability to escalate issues of concerns effectively and in a timely manner.

13. Contributing towards the on-going quality of service and care by managing the patient caseload, organising care including delegating tasks and duties appropriately to staff with relevant competency, identifying and mitigating any risk issues in relation to the service users’ health and social care. Informing the relevant Health care professionals if there are any significant:
   - Changes in the service user’s physical or mental state
   - Factors relevant to the service user
   - Incidents related to the service user

14. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

15. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others in line with Trust policy.

16. Understanding and contributing to the Trust risk assessment policy, including being aware of the need to follow all safeguarding procedures; being aware of the necessity to safeguard and promote the welfare of children, young people and vulnerable adults at all times when working with service users. Supporting junior staff to respond appropriately if there are any significant factors, or incidents relating to the safeguarding service user.

17. Maintaining confidential information in accordance with Trust Policies.
Teamworking and Professional development:

18. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Ensuring safe working practices and working environment including monitoring and maintaining cleanliness of the service area and report, without delay, all hazards - real and potential. Leading audit and compliance activities and reports.

19. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

20. Leading, attending and participating in team meetings and contributing ideas to multi-professional team discussions.

21. Leading sessions on reflective practice for the wider care team to ensure effective patient care is based on evidence based practice and with Trust values in mind. Leading staff training and meetings including reflective practice groups and activities including the development of reflective portfolio.

22. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system. Providing and coordinating and overseeing the supervision to Bands 2 – 5 nursing staff.

23. Demonstrating and promoting a clear leadership role to others and acting as role model to others at all times in accordance with Trust values.

24. Undertaking mandatory training as required by Trust policy plus support junior staff to complete Care Certificate, Trust Level 2 Apprenticeship if appropriate and other CPD training related to the role or area of work.

25. Supporting the team manager to conduct clinical or governance reviews of the team’s activity and the monitoring of performance and collating and disseminating the information to the appropriate individual. Contributing to relevant audit practice development on research activity that may be taking place in the workarea.

26. Contributing in training and development programmes of staff and supporting the clinical placements of student nurses.

27. Supporting Band 5 nurses to lead for the assessment and co-ordination of the Care Certificate for all Healthcare Support Workers in the clinical area, particularly if reasonable adjustments need to be made to complete training and learning.
Leadership and Management:

28. Developing the clinical practice of junior members of staff, including newly qualified band 5 nurses.

29. Acting as a point of contact for all enquiries, working in partnership with the team manager and the wider MDT to coordinate the activities of the unit.

30. Deputising for the team manager in their absence and be accountable for the nursing care and management of team, including maintaining communication with the modern matron and senior nursing staff.

31. Assisting the team manager in ensuring the team is safely staffed, prioritising and deploying resources within budgetary parameters and escalating concerns to senior nursing staff where appropriate in accordance with HR policies and procedures.

32. Supporting the team manager to investigate incidents and complaints: compile reports and disseminate this information to senior management.

33. Recognising nursing practice that needs improvement and to work in partnership with the team manager to ensure appropriate action is taken to address it.

34. Supporting the team manager to ensure mandatory and statutory training are up to date for all staff.

35. Linking with Higher Education Institutes (HEIs) to ensure delivery of care is in line with current teaching standards for both pre-registration and post registration nursing.

36. Demonstrating awareness and engagement with the South London and Mental Health Community Partnership programme to develop the band 2-5 clinical workforce. This will include support of junior staff to undertake and complete apprenticeships as part of their career progression and development.

37. Facilitating the induction of new staff and students.

38. Supporting the team manager to ensure all newly qualified band 5 registered nurses have undertaken their preceptorship.

39. Supporting the team manager to ensure all registered nurses are engaged with the revalidation process.

40. Maintaining your status as a mentor/sign-off mentor and participate in training of student nurses.

41. Encouraging band 5 nurses to undertake and develop their mentorship skills.
42. Attending and participating in regular personal development, ensuring compliance with all mandatory training requirements. Maintaining a work development portfolio and complying with all requirements of NMC revalidation.

Research and Quality:

43. Measuring and developing standards of care through collection of benchmarking data where appropriate and undertake audits to ensure care meets the requirements of the CQC and Service Key Performance Indicators (KPIs).

44. Contributing to the strategic targets of the trust directorate and wider SLMH&CP workforce development.

45. Participating and encouraging research within the clinical environment and ensure knowledge of it is widely disseminated throughout the team, trust and wider stakeholders.

46. Contributing to service development through awareness and engagement with trust policy and wider national standards of care.

47. Contributing to service improvement (Quality Improvement and Innovation) and developments, benchmarking exercises.

48. Contributing to research and audit activities, disseminating knowledge and results and contributing to relevant audit practice development and research activity that may be taking place in the work area.

49. Undertake any other duties that are commensurate with the band and nature of the post

Frameworks within which you work

As a member of the clinical team, providing patient care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate
The Nursing and Midwifery Council requires nurses to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

**Values and Commitments**

Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Caring, kind and polite</th>
<th>Respectful</th>
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</thead>
<tbody>
<tr>
<td>Having user focus</td>
<td>Prompt and value your time</td>
<td>Open</td>
</tr>
<tr>
<td>Partnership</td>
<td>Take time to listen to you,</td>
<td>Compassionate</td>
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<tr>
<td>Safety</td>
<td>Be honest and direct with you</td>
<td>Collaborative</td>
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<tr>
<td>Responsive</td>
<td>Will do as I say I am going to do</td>
<td>Consistent</td>
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<tr>
<td>Learning</td>
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**General information for all employees**

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

**Continuous Improvement**

All members of staff are required to play an active role in development and improving services to the benefit of service users.
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, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

Valuing Diversity and Human Rights

No person should receive 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 must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an Equality Policy and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. 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.

Infection Control and Health and Safety

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of Infection Control Policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that cleanliness standards are maintained throughout that shift.

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

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.

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.
No Smoking

There is a **Smoke Free Policy** in operation. 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. Smoking Cessation Support is provided for staff members who wish to stop smoking.

Data Protection

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the **Information Governance Policy**. Staff should be aware that patients’ care records will be subject to regular audit.

All staff have 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 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.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

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 have 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.
Safeguarding and Duty of Candour

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Safeguarding Policies and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust’s safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor 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 Standing Orders and Standing Financial Instructions and, to all HR Policies. All employees must deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

Job Description Review

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. 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.
## Person Specification

**Registered Nurse Band 6**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education and Qualification</strong></td>
<td>Registered Adult Nurse and/or Registered Mental Health Nurse and/or Registered Learning Disabilities Nurse Mentorship qualification</td>
<td>Master's degree</td>
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<tr>
<td><strong>Experience and Knowledge</strong></td>
<td>Experience of research-based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice Significant relevant clinical experience Evidence of continuing professional development Experience as a preceptor / mentor Knowledge of clinical governance and audit Knowledge of relevant Professional and Clinical legislation</td>
<td>Experience of taking responsibility for a ward / clinical unit. Experience of engaging / supporting clinical research projects Experience of supporting practice development in clinical areas Experience of teaching. e.g. lecturer practitioner/preceptorship Experience of recruitment and selection of staff</td>
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<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Able to provide quality care that is responsive to service user’s needs, without close supervision Teaching ability Resilient: able to cope with difficult interpersonal situations. Approachable Self-aware, self-confident and intrinsically motivated to do a good job and to motivate others</td>
<td>Problem solving, ability to identify problems, review options and take appropriate action without a predetermined framework</td>
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<tr>
<td>Other Requirements</td>
<td>Empathy for service users including individuals who have experienced mental health problems.</td>
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<td>Loyal and able to advocate for and show pride in the work area and organization and demonstrates values of trust and NHS</td>
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<td>Flexibility to work shift patterns across 24hrs, 7days a week and across all clinical areas as required</td>
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<td>Ability to fulfil all the requirements of the role (including physical)</td>
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<td>Forms very effective working relationships with colleagues</td>
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<td>Advocates for all individuals, particularly those with protected characteristics; promotes equality and diversity</td>
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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Band 5 Registered Nurse - CAMHS Roles on Aquarius and Wisteria Wards

Host / Employing Trust: South West London and St George's Mental Health NHS Trust

Band: 5
Hours: 37.5 if full time, or pro rata
Reports to: Ward or Team Manager
Professionally Accountable to: Director of Nursing

Job Purpose and Summary

As a Registered Nurse you provide direct personal care to service users/patients, without direct supervision, and co-ordinate the care given by colleagues.

The post holder will deliver high quality safe nursing care, ensuring consistently high standards of practice and clinical excellence which comply with the Nursing and Midwifery Council (NMC) code of professional conduct.

The role includes leading the delivery of comprehensive service user assessment, planning, implementation and evaluation of person-centered care in a collaborative way. The post holder will co-ordinate a first class service that includes assessment and monitoring of physical health, maintaining service users rights, supervising junior staff and students, working collaboratively with the Multi-Disciplinary Team and maintaining a safe and therapeutic working environment and accurate records.

Band 5 nursing roles are only open only to staff with a nursing registration, obtained as a result of completing a qualification recognised by the Nursing and Midwifery Council (NMC).
Description of Duties

Clinical Skills

1. Working autonomously within the parameters of the role leading on implementing the delivery of quality nursing care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.

2. Leading on and undertaking activities to ensure that the fundamentals of care are met - nutrition, hydration, hygiene, comfort, emotional and social support.

3. Co-ordinating and evaluating collaborative patient-centred care; getting feedback and improving plans with the multi-disciplinary team (MDT).

4. Providing accurate information about care in an accessible format to patients and their relatives / carers.

5. Liaising and working positively with members of the multi-disciplinary team and partner organisations.

6. Administering, and monitoring the side-effects of, medication; monitoring service user compliance.

7. Safety; safe custody of medicines, sharps, clinical equipment, report all incidents following trust policy.

8. Developing the management of care needs through:
   a. Initial data collection
   b. Monitoring of individual service user / patient progress
   c. Feedback and discussion
   d. Producing reports and in-care reviews
   e. Devising a plan of care and interventions supervised by a Registered Nurse.

9. Leading on and directing junior to staff in providing hands-on care to service users including:
   a. Undertaking 1-1 engagement with service users in an honest, open and non-judgmental way.
   b. Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user’s respect and dignity at all times and ensure that the care provided respects equality and diversity.
c. Developing care plans that reflect service user needs and relevant patient care documentation working in partnership with service users, wider MDT and friends/relatives/significant others.

d. Ensuring the monitoring and recording service user clinical observations are undertaken, such as Physical observations and vital signs and treating or escalating as appropriate any signs or symptoms of deterioration or that do not fulfill the personal parameters to the relevant professional for treatment. Promote healthy lifestyles and give health promotion advice and support.

e. Implementing the principles of ‘recovery’: encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest. Where appropriate contributing to psychological interventions.

10. Escorting service users, as required, in line with Trust policies.

11. Facilitating the admission and discharge of service users, ensuring needs of the patient and service including relevant legislative or required documentation are completed.

12. Advocating for service users' needs and rights within Trust policy. Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care.

Knowledge and Frameworks

13. Demonstrating an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on patient presentation and behaviour including risk factors. Supporting junior staff to develop understanding of mental health signs and symptoms and develop appropriate responses to these in practice.

14. Recognizing and responding appropriately to challenging behaviour in line with Trust policies and training. Supporting junior staff in managing difficult situations and de’escalation and developing resilience and strategies to manage.

15. Demonstrating a depth of knowledge and understanding of the fundamentals of the MHA, MCA and DOLS and other legislation applicable to the practice area and how they are implemented in practice ensuring adherence to legislation at all times.

Communication

16. Contributing to an effective communication process with appropriate and
accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively, and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

17. Demonstrating effective clinical communication and documentation to internal and external stakeholders ensuring: effective verbal and written handover of relevant and objective information. Demonstrating ability to determine key information, ability to recognize and describe effectively symptoms of mental illness, distress or of a deteriorating patient, and ability to escalate issues of concerns effectively and in a timely manner.

18. Contributing towards the on-going quality of service and care by managing the patient caseload, organizing care including delegating tasks and duties appropriately to staff with relevant competency, identifying and mitigating any risk issues in relation to the service users’ health and social care. Informing the relevant Health care professionals if there are any significant:
   a. Changes in the service user’s physical or mental state
   b. Factors relevant to the service user
   c. Incidents related to the service user

19. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

20. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others to appropriate persons (this could include clinical, environmental, legal...)

21. Understanding and contributing to the Trust risk assessment policy, including being aware of the need to follow all safeguarding procedures; being aware of the necessity to safeguard and promote the welfare of children, young people and vulnerable adults at all times when working with service users.

   22. Responding respectfully to concerns / complaints raised by patients, families and carers and escalate in accordance with trust policies.

23. Maintaining confidential information in accordance with Trust Policies.

**Teamworking and Professional development**

24. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Ensuring safe working practices and working environment including monitoring and maintaining cleanliness of the service area and report, without delay, all hazards - real and potential. Leading audit and compliance activities and
25. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

26. Leading, attending and participating in team meetings and contributing ideas to multi-professional team discussions.

27. Engaging in reflective practice to ensure effective patient care is based on evidence based practice and with Trust values in mind. Attending staff training and meetings including reflective practice groups and activities including the development of reflective portfolio.

28. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system. Providing supervision to Band 3 and 4 non-registered staff.

29. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values providing junior leadership role.

30. Undertaking mandatory training as required by Trust policy other CPD training related to the role or area of work. Maintain a relevant work development portfolio and comply with all requirements of NMC revalidation.

31. Contributing to clinical or governance reviews of the team’s activity and the monitoring of performance. Contributing to relevant audit practice development on research activity that may be taking place in the work area.

32. Contributing in training and development programmes of staff and supporting the clinical placements of student nurses.

33. Acting as lead for the assessment and co-ordination of the Care Certificate for all Healthcare Support Workers in the clinical area, particularly if reasonable adjustments need to be made to complete training and learning.

34. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.

35. Undertake any other duties that are commensurate with the band and nature of the post.

Research and Quality
36. Contributing to research and audit activities, disseminating knowledge and results and contributing to relevant audit practice development on research activity that may be taking place in the work area.

37. Contributing to service improvement (Quality Improvement and Innovation) and developments, benchmarking exercises.

**Frameworks within which you work**

As a member of the clinical team, providing patient care, we encourage you to:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate

You will be working with nurses, and may aspire to train to become a registered nurse. The Nursing and Midwifery Council requires nurses to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

**Values and Commitments**

Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Caring, kind and polite</th>
<th>Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having user focus</td>
<td>Prompt and value your time</td>
<td>Open</td>
</tr>
<tr>
<td>Partnership</td>
<td>Take time to listen to you,</td>
<td>Compassionate</td>
</tr>
<tr>
<td>Safety</td>
<td>Be honest and direct with you</td>
<td>Collaborative</td>
</tr>
<tr>
<td>Responsive</td>
<td>Will do as I say I am going to do</td>
<td>Consistent</td>
</tr>
<tr>
<td>Learning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General information for all employees

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

Continuous Improvement

All members of staff are required to play an active role in development and improving services to the benefit of service users.

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, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

Valuing Diversity and Human Rights

No person should receive 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 must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an Equality Policy and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. 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.
Infection Control and Health and Safety

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of Infection Control Policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift.

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

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.

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.

No Smoking

There is a Smoke Free Policy in operation. 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. Smoking Cessation Support is provided for staff members who wish to stop smoking.

Data Protection

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Information Governance Policy. Staff should be aware that patients’ care records will be subject to regular audit.

All staff have 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 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.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

**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 have 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.

**Safeguarding and Duty of Candour**

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policies and Procedures**, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust’s safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor 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 **Standing Orders and Standing Financial Instructions** and, to all HR Policies. All employees must
deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

Job Description Review

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. 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.
# Person Specification

## Registered Band 5 Nurse

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Qualification</strong></td>
<td>Registered Adult Nurse and/or Registered Mental Health Nurse and/or Registered Learning Disabilities Nurse</td>
<td>Mentorship qualification</td>
</tr>
<tr>
<td><strong>Experience and Knowledge</strong></td>
<td>Experience of research-based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice. Knowledge of relevant Professional and Clinical legislation</td>
<td>Experience of shift co-ordination. Experience of supervising and mentoring junior staff and students.</td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Able to provide quality care that is responsive to service user’s needs, without close supervision. Resilient: able to cope with difficult interpersonal situations. Approachable. Self-aware, self-confident and intrinsically motivated to do a good job and to motivate others. Forms very effective working relationships with colleagues. Advocates for all individuals, particularly those with protected characteristics; promotes equality and diversity.</td>
<td>IT skills Skilled in supervision of others, and in providing critical and constructive feedback.</td>
</tr>
<tr>
<td><strong>Other Requirements</strong></td>
<td>Empathy for service users including individuals who have experienced mental health problems. Loyal and able to advocate for and show pride in the work area and organization and demonstrates values of trust and NHS</td>
<td></td>
</tr>
</tbody>
</table>

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[Oxleas NHS Foundation Trust, South London and Maudsley NHS Foundation Trust and South West London and St George’s Mental Health NHS Trust]
| Flexibility to work shift patterns across 24hrs, 7 days a week and across all clinical areas within the Trust as required |
| Ability to fulfil all the requirements of the role (including physical) |
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Senior Healthcare Support Worker
Host / Employing Trust: South West London and St George’s Mental Health NHS Trust
WISTERIA WARD
Band: 3
Hours: 37.5 if full time, or pro rata
Reports to: Ward or Team Manager
Professionally Accountable to: Director of Nursing

Job Purpose and Summary

The Senior Healthcare Support Worker is the role for those who have experience and training, in clinical practice, in a ward or other clinical setting.

Senior Healthcare Support Workers provide personalised care to service users, undertaking clinical tasks with supportive supervision as required. Those in this role will spend significant amounts of time engaging with people who use our services.

Senior Healthcare Support Workers may go on to progress to become a Nursing Associate or Assistant Practitioner, once they have completed the necessary training and demonstrated the necessary competences.

Description of Duties

Clinical Skills

1. Working under the guidance of a Registered Nurse/ AP/NA/B4, to implement the delivery of quality nursing care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.

SLP April 2018
2. Leading on and undertaking activities to ensure that the fundamentals of care are met - nutrition, hydration, hygiene, comfort, emotional and social support.

3. Supporting junior to staff and leading on providing hands-on care to service users including:
   a. Undertaking 1-1 engagement with service users in an honest, open and non-judgmental way.
   b. Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user’s respect and dignity at all times and ensure that the care provided respects equality and diversity.
   c. Escalating any concerns to a Registered Nurse.
   d. Monitoring and recording service user clinical observations, such as Physical observations and vital signs and escalating as appropriate any signs or symptoms of deterioration or that do not fulfill the personal parameters to the relevant professional. (Band 4 or Registered Nurse).
   e. Implementing the principles of ‘recovery’: encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest.

4. Escorting service users, as required, in line with Trust policies.

5. Facilitating the admission and discharge of service users, ensuring needs of the patient are met including activities such as property checks, orientation to services, and ensuring that community support needs are met under direction of a senior clinician.

6. Advocating for service users’ needs and rights within Trust policy.

**Knowledge and Frameworks**

7. Demonstrating an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on patient presentation and behaviour including risk factors.

8. Recognizing and responding appropriately to challenging behaviour in line with Trust policies and training, actively seeking the supervision and guidance of a Senior Health Care Support Worker, Assistant Practitioner, or Registered Nurse.

9. Demonstrating knowledge and understanding of the fundamentals of the MHA, MCA and DOLS and other legislation applicable to the practice area and how they are implemented in practice.
Communication:

10. Contributing to an effective communication process with appropriate and accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively, and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

11. Demonstrating effective clinical communication and documentation: effective verbal and written handover of relevant and objective information, ability to determine key information, ability to recognize and describe effectively symptoms of mental illness, distress or of a deteriorating patient, and ability to escalate issues of concerns effectively and in a timely manner.

12. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner.

13. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others to appropriate authorities and organisations.

14. Reporting safeguarding concerns to a Registered Nurse.

15. Responding respectfully to concerns / complaints raised by patients, families and carers and escalate in accordance with trust polices.

16. Maintaining confidential information in accordance with Trust Policies.

Teamworking and Professional development:

17. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Supporting senior staff in ensuring audit and compliance activities and reports are kept up to date.

18. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

19. Attending and participating in team meetings.

20. Engaging in reflective practice to ensure effective patient care is based on evidence based practice and with Trust values in mind. Attending staff training and meetings including reflective practice groups and activities including the development of reflective portfolio.
21. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system. Providing supervision to junior staff members as nominated.

22. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values.

23. Undertaking mandatory training as required by Trust policy plus Care Certificate, Trust Level 2 Apprenticeship if appropriate and other CPD training related to the role or area of work.

24. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.

25. Undertake any other duties that are commensurate with the band and nature of the post

**Frameworks within which you work**

As a member of the clinical team, providing patient care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate

You will be working with nurses, and may aspire to train to become a registered nurse. The Nursing and Midwifery Council requires nurses to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

You will work within the Appropriate Code of Conduct for non-regulated nursing staff. This includes the Trust’s Code of Conduct and Skills for Health Code of Conduct for Health and Social Care for non-regulated staff.
## Values and Commitments

Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:

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## General information for all employees

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

## CONTINUOUS IMPROVEMENT

All members of staff are required to play an active role in development and improving services to the benefit of service users.

## 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, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.
VALUING DIVERSITY AND HUMAN RIGHTS

No person should receive 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 must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an Equality Policy and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. 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.

INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of Infection Control Policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift.

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

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.

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.

NO SMOKING

There is a Smoke Free Policy in operation. 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. Smoking Cessation Support is provided for staff members who wish to stop smoking.
DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Information Governance Policy. Staff should be aware that patients’ care records will be subject to regular audit.

All staff have 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 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.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

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 have 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.

SAFEGUARDING AND DUTY OF CANDOUR

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Safeguarding Policies and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust’s safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line
manager/supervisor 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 Standing Orders and Standing Financial Instructions and, to all HR Policies. All employees must deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

JOB DESCRIPTION REVIEW

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. 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.
## Person Specification

### Senior Healthcare Support Worker – Band 3

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Qualification</strong></td>
<td>Care Certificate</td>
<td>Level 2/3 Health and Social care qualification / working towards qualification</td>
</tr>
<tr>
<td></td>
<td>English and Mathematics basic qualifications (eg GCSE at grade C or above) or equivalent</td>
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</tr>
<tr>
<td><strong>Experience and Knowledge</strong></td>
<td>At least one year as a Healthcare Support Worker, or equivalent level of experience.</td>
<td></td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times.</td>
<td>Training and experience in specialist skills such as ECG, Vital Signs, Phlebotomy</td>
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<tr>
<td></td>
<td>Able to provide quality care that is responsive to service user’s needs, without close supervision, and acting on own initiative, within protocols, policies and care plans.</td>
<td>Experience in facilitating groups</td>
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<td></td>
<td>Communications skills – receiving and conveying information accurately with staff and with service users and able to keep accurate records.</td>
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<td></td>
<td>Knowing when to escalate concerns and to whom</td>
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<td></td>
<td>Ability to calm and reassure people.</td>
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<td></td>
<td>Resilient: able to respond appropriately to potential difficult interpersonal situations or demands of the role including distress and agitation.</td>
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<td></td>
<td>Approachable and Self-aware and demonstrate an ability to self-reflect.</td>
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<tr>
<td></td>
<td>Self-confident and intrinsically motivated to do a good job and to motivate others.</td>
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</tr>
<tr>
<td></td>
<td>Loyal and able to advocate for and</td>
<td></td>
</tr>
</tbody>
</table>
| **Other Requirements** | Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times.  
Flexibility to work 24hr Shifts, 7 days a week and across all clinical areas as required unless otherwise specified.  
Ability to fulfil all the requirements of the role (including physical requirements) |
|---|---|
| show pride in the work area and organization and demonstrates values of trust and NHS.  
Positive attitude even when dealing with distressing situations.  
Advocates for all individuals, within professional boundaries and Trust policies.  
Consistently demonstrate trust values. |
JOB DESCRIPTION

Job Title: Ward Manager - Aquarius Ward CAMHS Inpatient Unit
Band: 7
Hours: 37.5
Accountable to: Director of Nursing & Service Director
Responsible to: Modern Matron for CAMHS
Base: Aquarius – Inpatient Unit, Springfield Hospital
Liaises with: Multi-disciplinary Team
Professional Leads
Parents/carers
CAMHS (nationwide)
Schools (nationwide)
Local Authorities Children Services
Universities

Job Summary
• To be responsible for leading and managing the nursing team in order to promote a high standard of inpatient care.
• To be responsible for the day to day operation of the inpatient service and be responsible for the delivery, review and development of all nursing care.
• To ensure the ward environment is maintained to a high standard.
• To promote the Safeguarding of Children and young people.
• To promote a positive working relationship with CAMHS services throughout the country in order to ensure seamless pathways for the children, adolescents & families who use the service.
• To participate in the Trust wide on call managers rota, this includes some weekend and night duty.

Service Description

The Adolescent Resource Centre provides an integrated Tier 4 service, including inpatient, intensive outreach, day program and consultation services to adolescents aged 12-17 years who are experiencing acute and severe mental health difficulties.

Aquarius Unit is a 12-bedded in-patient unit with an integral day service based at Springfield University Hospital in Tooting. The unit provides planned and emergency inpatient assessment and treatment for young people aged from 12 up to their 18th birthday.

As a Trust we will provide you with Supervision, ongoing Professional development and opportunities for career development within Specialist Services Directorate and the wider Trust.
Clinical

- Demonstrate highly skilled clinical nursing practice in the specialist area of child & adolescent mental health, undertaking clinical assessment and interventions such as individual, family and group work.
- Ensure effective delivery of nursing care in accordance with the young persons’ needs, multidisciplinary decisions, recognised good practice, local policies and Safeguarding requirements.
- Develop the Primary Nursing Role and ensure the Primary nursing system for patients is in operation on the ward as well as plan, organise and allocate staff with appropriate levels of skills and expertise to be the Primary nurse to selected group of patients.
- Ensure nursing provision in a range of therapeutic interventions, including: assessment, the therapeutic milieu, individual work, group work, family work, behavioural interventions and recovery.
- To respond swiftly and appropriately to any Safeguarding concerns raised.
- To actively engage in and promote Reflective Practice.
- Ensure that the inpatient environment and nursing practice complies with the CQC’s Essential Standards of Quality & Safety.
- Monitor standards of nursing care via Audit particularly in relation to care planning and risk management and take action should standards fail to meet the required level
- Ensure that all clinical records are well maintained.
- To provide nursing leadership to the nursing workforce and ensure that the nursing perspective is maintained in the care pathway from referral through to discharge.
- To develop good working relationships with CAMHS services across the country in order to ensure effective and responsible discharge planning.
- Ensure that forums are in place for the nursing team to review various aspects of the service, such as; the nursing care of individual young people, the safe and smooth running of the therapeutic environment and the use of resources.
- To be a role-model to junior qualified staff and support them in complex clinical work with young people and developing their ward management skills where appropriate.
- To ensure that all nursing staff are familiar with and observe the provisions of the Mental Health Act, The Children Act, Care Programme Approach, Codes of Professional Conduct and other appropriate legislation.
- To attend & actively contribute to the CAMHS Clinical Governance forum.
- To ensure ward hygiene, ward cleanliness and the maintenance of the ward fabric, reporting deficiencies where appropriate to the Modern Matron.
- To adhere to the NMC Code of Conduct at all times.

Management

- To work closely with the Service Director and Modern Matron in the delivery of high quality mental health adolescent inpatient care for young people.
- To manage the in-patient nursing team and MDT.
- To ensure effective management of the Health roster in order to provide consistency in nursing care and a reduction in agency use. Including annual leave and study leave.
- Ensuring consistent safe staffing levels on the ward
- To effectively manage the ward’s expenditure budget and ensure the most appropriate and cost effective use of resources within the remit of the nursing team
- To provide information where required to the Service Director in order to assist with performance reporting to the National Commissioning Team.
• To keep under constant review the overall provision and ongoing development of service
delivery, ensuring high standards of professional care, open and transparent communication
processes and adherence to the Trust policies, procedures and protocols and a safe and
therapeutic environment.
• To have responsibility for the recruitment, selection and retention of nursing staff and to
participate in the selection of other members of the multi-disciplinary team.
• To monitor sickness and absence of nursing staff.
• To keep nursing job descriptions under review, in order to develop roles to meet the needs of the
service.
• To ensure an appropriate Clinical and managerial supervision structure is in place for all nursing
staff and MDT
• To ensure that all nursing staff have an annual development review.
• To ensure that appropriate guidance and education is available to nurses.
• To monitor continuing professional development for all nursing staff.
• To represent the service at various management meetings such as the Ward Managers
Development day.
• To review and develop policies, procedures and protocols for the service and ensuring that these
are implemented and monitored.
• To ensure that effective communication is established within the service and external
departments e.g. attendance at regular staff meetings, attendance at Ward Manager’s meetings
and team briefing.
• To investigate complaints, accidents and critical incidents in accordance with agreed procedure
and prepare timely reports.
• Implementing policies around performance and the disciplinary procedure
• Participating as manager on call for the trust as part of an on call rota.

Training and Development
• To ensure the Trust and local induction training is completed for all new staff and that a
preceptorship programme is in place for newly qualified staff.
• To receive both professional and managerial supervision and develop and implement
supervision and development reviews on the ward, counsel, advise and initiate action where
necessary in all matters relating to staff well being.
• To attend all mandatory training and service related essential training.
• To ensure staff comply with mandatory training and undertake service related training.
• To ensure that clinical areas receive regular educational audits and are equipped to provide high
quality training to students on placement.
• To support nursing research in the Centre and facilitate the research projects of other disciplines.
provide informal and formal training to other disciplines as needed, promoting the use of learning
resources and evidence-based practices.
• To initiate internal and external audit and contribute to the application and evaluation of current
research findings.
• Working alongside university, liaising with link lecturers supporting to facilitate practice
placement

<table>
<thead>
<tr>
<th>Full KSF Outline – Band 7 Ward Manager</th>
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<tbody>
<tr>
<td>Dimension</td>
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<tr>
<td>Respectful</td>
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<tr>
<td>Open</td>
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<tr>
<td>Compassionate</td>
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<tr>
<td>Collaborative</td>
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<tr>
<td>Consistent</td>
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Core Dimensions

<table>
<thead>
<tr>
<th>Dimension</th>
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<tbody>
<tr>
<td>1: Communication</td>
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<tr>
<td>2: Personal &amp; People Development</td>
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<tr>
<td>3: Health, Safety &amp; Security</td>
<td>x</td>
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<td>4: Service Improvement</td>
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<tr>
<td>5: Quality</td>
<td>x</td>
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<td>6: Equality &amp; Diversity</td>
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Specific Dimensions

Health and Wellbeing

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<tr>
<td>HWB2: Assessment and care planning to meet people’s health and wellbeing needs</td>
<td>x</td>
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<tr>
<td>HWB3: Protection of Health and Wellbeing</td>
<td>x</td>
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<tr>
<td>HWB5: Provision of care to meet health and wellbeing needs</td>
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Information and Knowledge

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<tr>
<td>IK1: Information Processing</td>
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General

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<th>Dimension</th>
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<tbody>
<tr>
<td>G1: Learning and Development</td>
<td>x</td>
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<tr>
<td>G5: Services and Project Management</td>
<td>x</td>
</tr>
<tr>
<td>G6: People Management</td>
<td>x</td>
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<tr>
<td>G7: Capacity and Capability</td>
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GENERAL

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.
- The postholder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If postholders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The postholder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- South West London and St George’s Mental Health NHS Trust operates a no smoking policy. The Trust has been smoke free since 01 January 2006.

Updated by: Jo Beer
Job title: Ward Manager
Date: 06.09.2017
### PERSON SPECIFICATION

**Job Title:** Band 7 Ward Manager – Aquarius Inpatient Unit

<table>
<thead>
<tr>
<th>TRAINING &amp; QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>HOW TESTED</th>
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<tbody>
<tr>
<td>• RMN (current NMC registration)</td>
<td>• Development at Diploma or Degree level</td>
<td>• Application Form</td>
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<td>• Mentorship for practice and sign off qualification</td>
<td>• Management qualifications</td>
<td>• Interview/Assessment centre</td>
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<tr>
<td>• Evidence of post qualification training/education</td>
<td>• Training in providing supervision</td>
<td>• References</td>
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<tr>
<td>• Additional Specialist training i.e. CBT, or Family Therapy</td>
<td>• Diploma in Psycho-social interventions, or similar post registration qualification relevant to the post</td>
<td>• Proof of qualifications and professional registration if relevant</td>
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<tr>
<td>• Ongoing evidence of continuing professional development</td>
<td>• Application Form</td>
<td>• Interview/Assessment centre</td>
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<th>EXPERIENCE</th>
<th>ESSENTIAL</th>
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<tr>
<td>• Demonstrable experience of working at Band 6</td>
<td>• Experience of working with young people and families with mental health problems.</td>
<td>• Application Form</td>
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<tr>
<td>• Experience of Primary nursing in inpatient environment.</td>
<td>• Experience of implementing significant changes in working practices</td>
<td>• Interview/Assessment centre</td>
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<tr>
<td>• Experience of recruitment and selection of staff</td>
<td>• Experience of using and supervising others in the use of psychosocial interventions</td>
<td>• References</td>
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<tr>
<td>• Experience effective e-roster management.</td>
<td>• Experience of working within a multidisciplinary team</td>
<td>• Presentation</td>
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<td>• Experience of budget management.</td>
<td>• Experience of implementing the principles and practice of the Recovery approach</td>
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<tr>
<td>• Experience of working as a Clinical Supervisor</td>
<td>• Working knowledge of relevant legislation related to CAMHS</td>
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<tr>
<td>• Experience of implementing and monitoring standards of care such as those required by the CQC.</td>
<td>• Ability to contribute to, monitor and implement changes and improvements to services</td>
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<td>• Experience of working within a multidisciplinary team</td>
<td>• Knowledge of performance management procedures in</td>
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<tr>
<td>• Experience of implementing the principles and practice of the Recovery approach</td>
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<tr>
<th>KNOWLEDGE &amp; SKILLS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>HOW TESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Excellent communication skills, both verbal/signing and written</td>
<td>• Working knowledge of relevant legislation related to CAMHS</td>
<td>• Application Form</td>
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<tr>
<td>• Good organisational skills</td>
<td>• Ability to contribute to, monitor and implement changes and improvements to services</td>
<td>• Interview/Assessment centre</td>
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<tr>
<td>• Sound knowledge and skills in risk assessment</td>
<td>• Knowledge of performance management procedures in</td>
<td>• References</td>
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<tr>
<td>• Working knowledge of Safeguarding procedures for Children &amp; Adults.</td>
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<tr>
<td>• Clear understanding of the Mental Health Act, Clinical Governance, Clinical audit and national policies relating to CAMHS services.</td>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
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<tr>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Effective time management skills</td>
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<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• An ability to supervise, teach and manage junior staff</td>
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<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Knowledge of recent initiatives in nursing</td>
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<tr>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Ability to think creatively about opportunities for nurse development</td>
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<tr>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Appreciation of the ward manager’s role and how to balance clinical and non-clinical responsibilities</td>
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<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Good IT skills</td>
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<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Familiar with budget control and management</td>
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<tr>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Clear understanding of the process of supervision and its purpose.</td>
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<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Report writing skills</td>
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<tr>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Ability to manage conflict effectively</td>
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<tr>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>relation to nursing competence &amp; capability.</td>
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<tr>
<td>• Ability to work as an active senior member of the multi-disciplinary team</td>
<td>• Clinical audit and research skills</td>
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</table>

| OTHER | • A demonstrable ability to work under pressure |
| OTHER | • Ability to work flexibly and change hours at short notice. |
| OTHER | • A flexible approach to both client intervention and management of resources |
| OTHER | • Ability to ensure effective communication both within and outside the services |
| OTHER | • An ability to work to deadlines |
| OTHER | • Ability to manage one’s own anxiety whilst containing team anxiety. |
| OTHER | • Ability to inspire confidence whilst influencing & motivating others. |
| OTHER | • Interview/ Assessment centre |