



## **JOB DESCRIPTION**

<b>Job Title:</b>	Registered Mental Health Nurse
<b>Accountable to:</b>	Lead Nurse / Support Manager
<b>Responsible for:</b>	Assistant Support Workers / Support Workers / Senior Support Workers
<b>Location:</b>	Belong

### **JOB PURPOSE:**

To assist the Lead Nurse and Support Manager by providing leadership to the support team in the delivery of person centred care and support to customers requiring nursing services with the aim of ensuring that the care and support provided is delivered efficiently and in a manner that at all times upholds the organisations values, ensures that the customers needs are met and exceeds the national minimum standards.

### **KEY OBJECTIVES**

- To ensure that care and support is delivered in accordance with the needs and wishes of the customer.
- To assist in the development and maintenance of high quality person centred services within the households in conjunction with the support manager by ensuring that staffing levels and skill mix is sufficient to meet customer's needs.
- To assist in establishing and maintaining a highly skilled, motivated and customer focused team by implementing the organisations people management and development policies and procedures.
- To act as a visible and positive role model by ensuring that the organisations values are translated into practice and that all relevant legislative requirements are adhered to in order to safeguard the health, safety and wellbeing of residents, visitors and team members.
- To motivate self and others to achieve personal, team and organisation objectives by seeking and providing direction, guidance and support to members of the household teams.
- To deputise for the Lead Nurse and Support Manager in their absence by taking responsibility for the registered nursing care provision and for overseeing the health, safety and wellbeing of all residents, visitors and team members during out of hours.

### **Service Delivery**

- Ensure that each resident has a life plan in place which reflects their needs and wishes for the care and support that they require.
- Ensure that the assessment of a residents needs for nursing care and support promotes independence, choice and positive risk taking.
- Ensure that the resident and/or their advocates involvement is sought in the development, monitoring and review of the life plan.
- Ensure that each resident has an allocated life style companion with responsibility for developing, monitoring and reviewing with them their life plan.
- Guide the provision of personal care by supporting residents and their companions with activities of daily living.

## **Management & Administration**

- Assist in the management of medication systems and practices in accordance with NMC guidelines and organisation policies and procedures.
- Assist the Lead Nurse and support manager in the delivery of safe and efficient nursing care and support services by ensuring that household rota's are managed effectively to maintain adequate staffing levels and provide for an appropriate skill mix to meet resident's needs.
- Assist the Lead Nurse and Support Manager to investigate and respond to any complaints.
- Ensure that appropriate records are maintained in accordance with CQC and organisation requirements.
- Monitor compliance with legislative requirements and organisation policies and procedures and take appropriate action to ensure any areas of non-compliance are addressed in an appropriate and timely manner..
- Assist the Lead Nurse and Support Manager to maintain household expenditure in line with budget by ensuring the effective deployment of team members and the control of household commodities.
- Develop action plans in conjunction with the Lead Nurse, Support Manager and household teams to implement recommendations and/or requirements from internal quality audits and CQC inspections.
- Maintain records of the support provided to team members as part of the performance management process, reporting concerns and assisting the Lead Nurse, Support Manager or General Manager to address issues in relation to poor performance arising out of conduct, attendance or capability.
- Act as the duty manager by taking overall responsibility for the registered nursing provision during out of hour's periods as required in the absence of the Lead Nurse and/or Support Manager..

## **Team Leadership & Participation**

- Contribute to the recruitment, selection and induction process for new team members.
- Contribute to improved performance and customer service by arranging and conducting 3 monthly individual performance reviews and an annual appraisal with members of the household Senior Support Worker team as delegated by the Lead Nurse or Support Manager.
- Provide leadership to all members of the household team in absence of the Senior Support Worker.
- Contribute to the development, implementation and review of the nursing strategy to ensure that the services provided continue to meet the changing needs and aspirations of customers.
- Contribute to marketing the services and facilities by responding appropriately to customer enquires and positively promoting the organisation to all visitors and when in contact with members of the wider community.
- Develop and maintain positive and effective relationships with customers, team members, visitors and other external professionals/agencies to support the delivery and development of quality services that meet the needs of customers.
- Undertake any other tasks that may be reasonably assigned to the role of the village nurse as directed by the Lead Nurse, Support Manager or as requested by other members of the Belong team.

## **Learning & Development**

- Participate in team meetings and individual and team performance & development reviews.
- Undertake learning and development activities that have a legal or organisational requirement to maintain competence and enhance the service provided to customers.
- Identify own and team members learning and development needs and in partnership with the Lead Nurse and Practice Development Facilitator agree a coaching/training plan.
- Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other specialists, professionals and agencies both internally and externally to ensure the residents health and social care needs are met.
- Maintain a portfolio of evidence of your professional updating and continuous learning and development.



**PERSON SPECIFICATION** - Registered Mental Health Nurse

FACTORS	ESSENTIAL	DESIRABLE
<b>Special Qualities/ Personal Attributes</b>	<ol style="list-style-type: none"> <li>1. Warm, patient and compassionate.</li> <li>2. Reliable, honest and trustworthy.</li> <li>3. Tactful, diplomatic and accommodating of others views.</li> <li>4. Respectful of others and a positive attitude towards older people and what they have to contribute to the community.</li> <li>5. Mature, professional and flexible approach to work and work life balance issues.</li> <li>6. Passionate and committed to the Belong Mission and Values.</li> <li>7. Willing and motivated to learn to develop self and others.</li> <li>8. Adopts a 'positive 'can do attitude' when faced with new challenges or situations.</li> <li>9. Accepts responsibility for own performance and development.</li> </ol>	
<b>Skills, Knowledge &amp; Experience</b>	<ol style="list-style-type: none"> <li>10. Experience of supporting people in a way that promotes independence, choice, dignity and privacy in any care setting or clinical context</li> <li>11. Experience of developing and maintaining effective relationships with individuals being supported, family members, colleagues and /or other agency professionals.</li> <li>12. Experience of managing safe systems for the administration of medication within a health &amp; social care setting.</li> <li>13. Effective verbal and written communication skills including the ability to produce clear and concise reports at an operational level.</li> <li>14. Experience of compiling care plans and carrying out risk assessments that reflect the needs and wishes of individuals for their care and support.</li> <li>15. Ability to use email, Microsoft Office and access the Internet.</li> <li>16. Ability to work on own initiative, be proactive, juggle competing demands and be solution focused.</li> <li>17. Ability to undertake individual and team performance development review meetings and conduct annual appraisals.</li> <li>18. Understands the roles of people working in a multidisciplinary</li> </ol>	<ol style="list-style-type: none"> <li>23. Experience of supporting older people living with dementia and their carers at home.</li> <li>24. Experience of supporting older people with dementia and / or functional mental health problems in a high dependency care setting.</li> <li>25. Experience of providing end of life care and support to individuals and those significant to them.</li> <li>26. Experience of working in the field of neuro-rehabilitation and/ or learning disability nursing.</li> <li>27. Experience of contributing to improvements in practice and the review of procedures.</li> <li>28. Experience of leading and motivating a team in any care setting or context.</li> <li>29. Experience of managing a team of nurses and/or support staff in a health &amp; social care setting.</li> <li>30. The ability to apply a range of software packages such as Word, Outlook, Excel, and any business related databases at an operational level.</li> <li>31. Experience of supervising the practice of student nurses.</li> <li>32. Ability to demonstrate a working knowledge of the National</li> </ol>

	<p>team and demonstrates the ability to communicate, refer and share work effectively.</p> <p>19. Understands what constitutes abuse in the care context and the implications for practice.</p> <p>20. Understands the principles of person centred care and their application in practice.</p> <p>21. Appreciates the different ways in which communication can be maintained or enhanced for an individual whose abilities are compromised by cognitive/neurological impairment and sensory disability.</p> <p>22. Knowledge of relevant Health &amp; Social Care sector legislation and of nurses responsibilities under the NMC Code of Practice including the Standards for the Safe Administration of Medicine.</p>	<p>Minimum Standards, Safeguarding Vulnerable Adults, Health &amp; Safety at Work etc.</p>
<p><b>Qualifications/ Training &amp; Personal Development</b></p>	<p>33. Holds a first-level mental health nursing qualification and registered with the UK regulatory body, Nursing and Midwifery Council (NMC)</p> <p>34. Evidence of continuing professional development that can be linked with supporting older people living with dementia.</p>	<p>35. Nursing Degree.</p> <p>36. Certificate in Person Centred Counselling.</p> <p>37. Evidence of recent training/ professional updating of clinical practice in areas of psycho social, non-pharmacological and non-physical intervention strategies for responding to violent and aggressive behaviour.</p>
<p><b>Other Work Requirements</b></p>	<p>38. Ability to work flexibly to oversee a 24 hour, 7 days a week nursing service.</p> <p>39. Current full clean driving licence and able to access a vehicle for travelling to other business locations.</p> <p>40. Satisfactory Enhanced CRB Disclosure.</p> <p>41. Evidence of the Right to Work in the UK.</p> <p>42. Satisfactory References and Medical.</p>	