



Job Description

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|-------------------------|---------------------------|
| Job Title | Staff Nurse - Bank |
| Department | Treatment Services |
| Base Location | Hafan Wen |
| Hours of Working | Ad hoc |
| Salary Banding | £12.42 per hour |

| | |
|---------------------------------------|---------------------|
| Accountable To | Unit Manager |
| Reports To | Unit Manager |
| Line Management Responsibility | |

Job Purpose:

Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without supervision.

To assist in leading and monitoring the performance and work of the nursing team.

To deputize for the Unit Manager/Deputy as and when required.

Main Duties and Responsibilities:

- To plan, organize and deploy staff according to competencies and workload in order to meet service requirements and patients' needs, in the absence of the Manager/Deputy.
- Act as a primary nurse, carrying a caseload, to co-ordinate and monitor the progress of patients along with their care pathways via one to one counseling sessions and group work, reporting any variance from the pathway.
- Develop, implement and monitor care programmes, including the assessment of individual patient needs.
- Communicate and liaise with patient's Community based Case Manager, and oversee the referral process to other services within CAIS and external agencies in agreement with case manager.
- Participate in the development, delivery and monitoring of all aspects of the group work programme, including therapeutic and educational groups, training courses and activities.

- Ensure that nursing practices at Hafan Wen comply with CAIS Policies & Procedures, HIW Standards and NMC Guidelines, by participating in the systematic monitoring of Nursing Practice.
- Participate in the Clinical Governance Framework of Hafan Wen, to assist in the setting and maintenance of standards based on sound research evidence.
- Participate and assist in the development, introduction and application of research based findings to Nursing Practice.
- Assist the Unit Manager in:
 - Induction of staff and students to Hafan Wen
 - Clinical Audit and Quality Assurance Programmes
- Act as mentor to junior staff and nursing students.

General:

- Work as part of a nursing team providing 24 hour nursing care to patients at Hafan Wen, working unsociable hours as and when required as part of internal rotation.
- Maintain confidentiality of information regarding patients, with due regard to accountability, Confidentiality Regulations and appropriate Legislation.
- Be conversant and comply with all CAIS Policies and Procedures, including Fire, Emergency and Health & Safety.
- Participate in Clinical Supervision.
- Develop and maintain extensive working relationships with statutory partner agencies/organizations.
- Ensure personal compliance with regard to mandatory training, registration requirements and on-going development as required.

Professional:

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Staff Nurse

| | <u>Essential</u> | <u>Desirable</u> | <u>Method of Assessment</u> |
|-------------------------------------|---|---|--|
| Qualifications: | <ol style="list-style-type: none"> 1. Current NMC Registration. 2. Evidence of recent CPD. | <ol style="list-style-type: none"> 1. Group work qualification. 2. Counseling qualification. 3. A1 & A2 NVQ Assessing. | Certificate |
| Experience: | <ol style="list-style-type: none"> 1. Minimum 12 months post registration in Psychiatric field. 2. Delivery of group based therapies and activities. 3. Working with service user group. | Using information technology and database systems. | Application form Interview References |
| Skills: | <ol style="list-style-type: none"> 1. Good communication skills. 2. Able to work unsupervised. 3. Teaching skills/experience. 4. Managing people skills. | Welsh speaking | Application form Interview Certificate |
| Knowledge: | <ol style="list-style-type: none"> 1. Substance misuse field. 2. Developments in the substance misuse field. 3. Information technology. | | Application form Interview References |
| Personal Qualities: | <ol style="list-style-type: none"> 1. Team player. 2. Flexible. 3. Reliable. | <ol style="list-style-type: none"> 1. Welsh speaking. 2. Motivated to work with service user group. | Application form Interview References |
| Other Relevant Requirements: | <ol style="list-style-type: none"> 1. Flexible shifts. 2. Internal rotation. | | |

Prepared By:

Reviewed By:

Agreed by Manager: **Date Agreed:**

EFFORT FACTOR INFORMATION

STAFF NURSE

Physical Effort

Occasional/Frequent: Exposure to moderate effort for short periods:

Mental Effort

Daily: Concentrate for length of time:

1. Assessing patients.
2. Writing reports.
3. Delivery of Group Work.
4. Delivery of counselling sessions.

Daily: Unpredictable patient behavior

Emotional Effort

Daily: Exposure to distressing or emotional circumstances:

1. Assessing patients.
2. Delivery of Group Work.
3. Delivery of counselling sessions.
4. Patient circumstances.

Working Conditions

Daily: Exposure to aggressive behavior
 Exposure to body fluids, i.e. faeces, urine and vomit
 Exposure to foul linen/personal belongings

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

Agreed By:

Employee's Name: **Date:**

Employee's Signature: **Date:**

Agreed By:

Manager's Name: **Date:**

Manager's Signature: **Date:**