

BIRCHWOOD HIGHLAND RECOVERY CENTRE

JOB DESCRIPTION

STAFF NURSE

RELIEF

BACKGROUND

Birchwood Highland Recovery Centre is part of Birchwood Highland, a progressive charitable company based in the Highlands that supports people through mental ill health towards mental well-being.

Birchwood Highland Recovery Centre is a Centre that focuses on recovery, accommodating up to 23 service users in single rooms, studio apartments and flats.

LOCATION: BIRCHWOOD HIGHLAND RECOVERY CENTRE

REPORTS TO: THE MANAGER

SALARY: £9.55 per hour

HOURS: As required

1. JOB ROLE

Working in a holistic way as part of a team, enabling and motivating service users to explore identify and achieve their goals to move towards recovery.

To encourage service users to take greater control of their lives and instil hope and belief that recovery is possible.

2. OBJECTIVES OF POST

The Staff Nurse will be expected to carry out his/her duties taking full account of the company's objectives to provide an environment where service users are encouraged to believe in their recovery, where power is given to services users and staff work to support service users to achieve their goals, ensuring that their choices are maximised.

Support provided to service users will include nursing and social care support and rehabilitation as appropriate.

The Staff Nurse will maintain a warm, supportive caring atmosphere, which provides opportunities for personal growth and development for service users whilst maintaining respect and dignity.

The Staff Nurse will provide nursing care to a high standard in accordance with the N&MC Code of Professional Conduct and in accordance with the unit monitoring and evaluation procedures as directed by the Manager.

The Staff Nurse will carry out assessments, plan individual support for service users through using person centred planning tools to set goals, implement steps towards that and review with service users. The Staff Nurse will ensure that methods of working contribute to the success of these plans. This will include utilising services in-house of other care workers, activity staff, clerical staff, cooks, domestics and linking to outside agencies, e.g. drop-in centres, colleges and community resources.

The individual's support plans will be revisited and reviewed weekly with the service users. Progress will be summarised monthly and recorded by the service user or the staff nurse. The Staff Nurse will ensure that service user's support plans are reviewed with them, initially after 6 weeks, thereafter at least 6 monthly.

3. SUMMARY OF DUTIES

Primary Nurse

In this role you will be given time to carry out assessment of care needs and the development, implementation and evaluation of programmes of care for a group of service users.

Duties will include:

- 1) Carrying out all relevant forms of care and support and designated to take charge whenever the rota dictates.
- 2) Supervising junior staff and teaching other staff within the team, including basic and or post-basic students.
- 3) Taking responsibility as shift co-ordinator as required. Ensuring that every service user is allocated staff time to meet their needs. The shift co-ordinator will ensure that all staff on shift write a shift plan detailing what they will do for service users allocated during that shift.

Support and Care

To apply a holistic approach to care, maximising the choice, responsibility and well being of individual service users.

To support service users receiving pharmacological interventions, including medication management and prescribing and to support service users in moving towards self-management of their own medication.

To be involved in the auditing of standards of support and care.

To encourage and facilitate service users involvement in decisions about the running of Birchwood Highland Recovery Centre.

To support service users in the practicality of day-to-day living skills and in maintaining and building social skills, creating opportunities wherever possible.

To provide opportunities to enable service users to enjoy occupational and leisure activities, utilising supported work placements and other employment opportunities.

To ensure that Birchwood Highland Recovery Centre policies and procedures are adhered to, contributing to the review of them.

To be conversant with legislation concerning mental health.

To maintain the management of Birchwood Highland Recovery Centre, consistent with the principles of the Manager, utilising nursing resource within agreed availability.

To maintain and contribute to Investor in People (IiP) standards.

To maintain good lines of communication at all times:

- Read and record written communications, e.g. communication book, minutes of all meetings.
- Nursing handovers
- Care Team and Birchwood Highland Recovery Centre Management meetings
- Meetings with colleagues
- Multi-disciplinary meetings
- Regular internal reviews

To maintain efficient use of all resources, applying monitoring systems as appropriate, and demonstrating flexibility in changing circumstances.

To participate in staff selection for other posts, as appropriate.

To participate in induction programmes for new members of staff.

To ensure policies and procedures are adhered to including those on:

- Financial instructions
- Health and Safety at Work
- Service Users' Grievance Procedure
- Fire Safety Procedure
- Disciplinary Procedure

To stand in or act up for line manager as required.

To maintain equipment as required.

To participate in the development of a stimulating learning environment for staff, residents and relatives.

To increase awareness of Health promotion and participate in appropriate Health Education programmes.

To participate in the setting and monitoring of social and nursing care standards, and to ensure that National Care Standards are met.

To develop and maintain an up-to-date knowledge base, participating in identifying own training needs and attending courses as appropriate.

To recognise and assist in developing the potential of other staff and to assist in identifying their training needs and participate in their in-service training.

To participate in the development and evaluation of nursing initiatives using research-based techniques.

To assist in meeting the needs of students when on placement, having particular responsibility as mentor for learners, when appropriate.

CRITICAL COMPETENCIES

Excellent communications skills. Ability to motivate others.

QUALIFICATIONS/EXPERIENCE

RMN OR RMN/RGN with post registration experience.

The list of duties is not intended to be exhaustive but highlights a number of the major tasks of the post. You may be required to undertake additional duties, which might reasonably be expected of you and which form part of the function of the post.

Every job description will be subject to review on an annual basis, or

- As a result of a change of strategic management, or
- As a result of team/operational requirements, or
- As a result of agreed staff development and appraisal needs and objectives.

SUMMARY OF TERMS AND CONDITIONS

The appointment is subject to a three-month probationary period; the notice period will otherwise be four weeks on either side.

Holiday entitlement is twenty days per annum with ten days public holidays.

Staff will be paid monthly.

The appointment is not pensionable.

Acceptable references and a satisfactory Enhanced Disclosure following application to Disclosure Scotland are a requirement of the post.

Revised: November 2006

Due for review: November 2007