



NIGHTINGALE HOSPITAL
LONDON

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difference

Charge Nurse – General Psychiatry: Job description

Job Title: Charge Nurse – General Psychiatry

Location: Nightingale Hospital, 11-19 Lisson Grove, Marylebone, London NW1 6SH

Department: General Psychiatry Unit

Salary: Depending on experience

Working hours: 37.5 hours per week

Closing date: 1st June 2021

Please note that interviews may take place prior to the advert closing as and when suitable applications are received. If a suitable candidate is appointed the role may close early, therefore please do not hesitate to submit your application.

About us

Nightingale Hospital is the only private mental health hospital in Central London, with over 30 years' experience in delivering specialised, evidence-based treatments in outpatient, day patient and inpatient settings. Our dedicated team of specialists are committed to the diagnosis and treatment of all types of mental health conditions, including eating disorders and addictions. Conveniently located, we are a two-minute walk from Marylebone main line and Underground stations, and within a ten-minute walk of Baker Street and Edgware Road Underground stations.

We are owned by international medical group, Orpea delivering the full spectrum of psychiatric care, high quality care home and rehabilitation services across the globe.

About the role: Charge Nurse – General Psychiatry

To provide support to the day-to-day operational management of and clinical leadership to the General Psych Unit, ensuring the delivery of high quality nursing, effective customer care and efficient use of resources as necessary.

Position in organisation

- Reports to the Ward Manager
- Part of the Clinical Staffing Team

Key tasks/Scope of the role

1. Main Duties
2. Communication
3. Quality
4. Training & Development
5. Health & Safety
6. Other

Duties and responsibilities

1. Main Duties

1.1 Operational Management Support

- Support the Ward Manager in providing operational leadership to the nursing team and ensuring the efficient use of the staff resource to support service delivery, mindful of the budgetary constraints and activity levels
- To aid with the management of complaints from patients, visitors or staff

- To maintain appropriate records as per hospital policies

1.2 **Responsibilities – Clinical**

- To in the management of and adherence to the key worker system; ensuring all patients are assigned a key worker and act as a key worker as necessary
- To give advice and provide supervision to members of the nursing team in relation to the planning, implementation and evaluation of care in relation to the patients within their care
- To demonstrate effective skills and knowledge of therapeutic interventions and sound, evidence based clinical practice
- To provide leadership to the nursing team
- To liaise closely with the senior clinical team about the work of the unit and the effective implementation of operational policies and therapeutic processes
- To be committed to multidisciplinary team working

1.3 **Responsibilities – Management**

- Take on the role of Nurse in Charge as required
- To provide mentorship, supervision and guidance to members of the team
- To ensure all staff receive clinical and managerial supervision
- To ensure that nursing practices are carried out to the highest possible standards and in accordance with Company policies and procedures
- Allocate staff according to patient need
- Be aware of any significant changes in the ward environment or patient's condition
- Ensure that care plans follow the consistent model of the hospital
- Supervise effective staff rotas to ensure staffing levels are adequate and that staff are appropriately skilled to carry out the duties required of them
- Ensure effective management of team workload
- Ensure safe storage and maintenance of confidential records and information relating to patients and members of the multidisciplinary team
- Conduct investigations into complaints and/or incidents on behalf of the responsible senior manager
- Ensure staff attendance at training as appropriate

1.4 **Medication**

- Administer medication as prescribed, within professional guidelines.
- Ensure that all hospital medication policies are followed.
- Ensure that all staff on the shift are aware of any observable side-effects of medication.
- Ensure that staffs on shift are familiar with the use of emergency medication.

2. **Communication**

- 2.1 Ensure that all referrals are handled professionally and quickly following the company guidelines.
- 2.2 Attend ward rounds and CPA as necessary.
- 2.3 Ensure the Nursing Team provides feedback to multidisciplinary team about any general observations, specific interventions, one-to-one work as well as patients' participation.
- 2.4 Play an active role as part of the multi-disciplinary team on the unit – providing feedback on nursing interventions and assessments to other staff on a daily basis as required.
- 2.5 Liaising with stakeholders to ensure the company's business is communicated efficiently and accurately.

3 **Quality**

- 3.1 To contribute to the hospital wide approach on compliance with legal, regulatory, social and ethical responsibilities
- 3.2 Participate in audit programmes as necessary
- 3.3 To participate in risk assessments as necessary

- 3.4 Ensure that required documentation is completed and is to the required standard
- 3.5 Complete professional reports and assessments on patients where required.
- 3.6 Ensure relevant assessment tools and equipment are used as required.
- 3.7 To ensure that confidentiality is maintained at all times in accordance with the company policies, the Data Protection Act 1998 and the Health Records Act 1990
- 3.8 To maintain contemporaneous records of patients, record events and observations in patient notes.
- 3.9 To be responsible for reading, understanding and complying with all relevant policies and procedures and that of the team
- 3.10 An adherence to the Mental Health Act 1983/2007 & Mental Capacity Act 2005.
- 3.11 To ensure that practice is in accordance with Care Quality Commission outcomes.

4. Training and Development

- 4.1 Responsibility for ensuring completion of mandatory training, including e-learning and breakaway training offered by Nightingale Hospital.
- 4.2 Regular performance reviews and annual appraisal with the Ward Manager
- 4.3 Identification of any skill deficits which will require some training and support
Participate in receiving clinical supervision and individual supervision.
- 4.3 Commitment to personal and professional development.

5. Health and Safety

- 5.1 Report any health and safety issues to the Ward Manager that impact on the immediate work environment or patient areas at Nightingale Hospital.
- 5.2 Be aware of any health and safety policies and procedures relating to the job and use of equipment.
- 5.3 Knowledge of risk assessment and risk management practice in relation to mental health.
- 5.4 Be aware of the fire procedure relating to the area and carry the fire alarm key

6. Other

- 6.1 To recognise the importance of customer care and present a positive, courteous and helpful attitude when dealing with users of the Hospital's services.
- 6.3 To present a professional and efficient image at all times.
- 6.4 To be responsible for reading, understanding and complying with all relevant policies and procedures.
- 6.5 To undertake additional duties, as and when required, as directed by your line manager.

Who we're looking for

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> ✓ You will be an experienced Registered Mental Health Nurse (RMN) with a current valid NMC registration ✓ You will hold an ENB 998 Mentorship Course. ✓ Knowledge of the Mental Health Act 1983 and understand latest nursing practices 	<ul style="list-style-type: none"> • Background in Leadership or Management
Work experience	<ul style="list-style-type: none"> ✓ You will have experience of mentoring, including supporting newly qualified nurses through their preceptorship ✓ You will have previous experience at a supervisory or management 	<ul style="list-style-type: none"> • General psych experience will be desirable

	level	
Skills, knowledge and aptitude	✓ Dedicated, ambitious and resilient, you'll have a strong track record of delivering improvements to achieve high standards of quality care.	<ul style="list-style-type: none"> • Experience in delivering clinical supervision / reflective practice
Impact on others	✓ You will be compassionate, resilient and dedicated to empowering and support our patients through their recovery.	

Nightingale Hospital reserves the right to vary these duties from time to time or require the job holder to undertake additional duties within their general scope of qualifications, skills and experience.

Company benefits

To reward the hard work of our fantastic colleagues, we offer an excellent benefits package as per the below:

- 25 days' holiday increasing up to 30 days for long service plus bank holidays
- Generous Company pension scheme with The People's Pension
- Generous Company sick pay
- **100% of NMC registration** renewal will be paid for by the Nightingale Hospital (subject to meeting the criteria)
- Annual staff bonus (discretionary)
- Paid for DBS
- Death in service cover
- Travel loan scheme
- Subsidised staff meals
- Employee Assistance Programme
- Flexible working

Requirements for all staff

Health and safety: It is the responsibility of all employees to work together to achieve a safe environment, and to take reasonable care of themselves and others. Of particular importance is reporting all potential risks, incidents and complaints. Specific individual responsibilities for health and safety will be outlined under key responsibilities for the post.

Equality and diversity: It is the responsibility of all employees to support the vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment. All employees have the right to be treated with dignity and respect at work, and the Hospital will do all it can to ensure this happens through the implementation of and compliance with Equality & Diversity Policies.

Confidentiality: In the course of your employment employees will have access to confidential information of a personal and/or clinical nature, including information relating to the hospital patients, employees and other parties. Such information must not be used for the employees' personal benefit, nor disclosed to other persons without consent of the party concerned unless required by law to do so. This applies both during and after the termination of employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

Performance appraisal and development: The hospital is committed to providing a high-quality service through the effective management and development of its employees. All employees should be dedicated to providing a quality service and Performance Appraisal is of assistance to both employees and managers in allowing comparison between the standards achieved with the standards

expected. Appropriate measures can be agreed, and any deficiencies rectified through identification and delivery of personal development needs. In addition to the continuous cycle of performance management, of a formal and informal nature, all employees will receive a formal appraisal of their work, development needs and a review of their thoughts and aspirations on an annual basis.

Statutory and mandatory training: It is the responsibility of the individual employee to ensure that all required statutory and mandatory training is undertaken as necessary.

Safeguarding children and vulnerable adults: This is a regulated position and the post holder will be subject to an enhanced Disclosure & Barring Service check upon appointment, and every 5 years thereafter.

We are committed to safeguarding children, young people and vulnerable adults within our care. Employees are accountable to ensure that they know how to respond when they are concerned for the safety of a child, young person or vulnerable adult. We will support employees in this process by providing training, support and advice. The hospital has a safeguarding lead who can be contacted for guidance and can provide safeguarding supervision. The hospital works in partnership with key agencies to protect children, young people and vulnerable adults. For children, employees should be aware of their responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for vulnerable adults in the Safeguarding Adults Policy.

Infection Prevention Control: The hospital has designated the prevention and control of infection and the full implantation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique, be aware of and follow Infection Control guidelines and procedures relevant to their work, participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

Rehabilitation of Offenders Act 1974: This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

Data protection: As an employer, the hospital needs to keep information about all employees for purposes connected with their employment. The type of information held includes information for payroll purposes, references, contact names and addresses and records relating to employment. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which is held will be for management and administrative use only, but the hospital may need to disclose some information we hold about employees to relevant third parties (e.g. Inland Revenue).

Records management and quality: Employees are legally responsible for all records that they gather, create or use as part of their work and they remain the property of the hospital. This includes patient, financial, personal and administrative records, whether paper based or on computers. All such records are considered public records and employees have a legal duty of confidence to all service users. Employees should consult the Records Management Policy and ask for guidance from their manager if they have any doubt about the correct management of records with which they work. All employees have a responsibility to ensure information quality standards are maintained.

Information security: Under the provisions of the Data Protection Act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff,

whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. E-mail messages, any files stored on the networks or on equipment and usage of the Internet, and computer systems, irrespective of whether these related to personal use. Access and usage of computers must be in accordance with hospital policies. Safe haven procedures are to be used for all electronic transfers of personal data. This is in order to protect patients and staff, and the hospital's reputation and to ensure that it complies with the law and other relevant guidelines.

Smoke-free policy: The hospital operates a Smoke-free policy, except in designated areas. This means that smoking is not permitted anywhere within owned or leased premises, including within grounds unless designated as a smoking area. In the interests of promoting responsible healthcare, all staff are to refrain from smoking when off-site in uniform or wearing an identifying badge in any public place. The policy also applies to all staff employed at any location they may work, whether within or external to the premises. The policy contains further details including support facilities.

COVID-19 update: At Nightingale Hospital we are committed to ensuring the safety of our staff and have taken various measures to allow everyone to continue to operate both effectively and efficiently, whilst still remaining safe. All procedures have been evaluated and retrospectively restrictions have been implemented in line with the Hospitals Infection Control Protocol and general government guidelines regarding virus transfer and social distancing during the pandemic. All work areas have been risk assessed and have been shared with respective departments. This has led to the implementation where necessary of Perspex screens between desks and the use of masks/visors in majority of places around the hospital.

Nightingale Hospital is an Equal Opportunities Employer and ensures equality of opportunity in recruitment, promotion, pay, benefits and training by adopting and following practices that are free from unfair or unlawful discrimination.

All appointments are subject to receipt of a satisfactory Disclosure & Barring Service (DBS) Certificate and pre-employment checks.

I confirm that I agree to the details of this job description as outlined above:

Full name:

Date:

Signed: