

Job Description

JOB TITLE	Registered Mental Health Nurse (Nights)
DEPARTMENT	St Clair Gardens
REPORTING TO	Registered Manager/Deputy Manager/Clinical Lead
HOURS	Full time 37 hours – 12 hour shifts, 8pm – 8am Night Work Or Part Time – 12 hour shifts 8pm – 8am Night Work.
SALARY	£33,000-£39,000 Depending on experience

JOB PURPOSE	To contribute to the development of the highest standard of clinical and professional practice within the service. To ensure compliance with National Standards and work progressively towards achieving the necessary requirements. To be responsible for assessing risk, personal-development planning, and direct work with clients. To assist in creating an environment conducive to the care, recovery, support, and management of individuals with mental illness. To provide support, guidance, and advice to the staff team, and to ensure an effective team spirit and adherence to policies and procedures. To construct and maintain professional and effective working relationships with other health professionals. To promote and encourage a culture that works towards empowerment, recovery, also values equality and diversity and is proactively targeted to achieve levels of independence appropriate for each resident.
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KEY RESPONSIBILITIES
CLINICAL: - To act as a named nurse for a small group of individual clients and to maintain personal development plans, support plans, risk assessments and records in excellent order. - To report changes in client's condition and mental state, and to provide prompt and effective interventions necessary to adjust treatment and personal development plans according to need. - To maintain accurate clinical records and be aware of the legal implications of these documents. To involve clients in the formation of their records, where possible. - To organise clients' reviews. To liaise with medical staff and relevant others in maintaining and supporting clients. - To monitor and maintain the safe use, storage, and records of medication administration. To have knowledge of all medication being dispensed with awareness of

possible contraindications, side-effects, and therapeutic doses.

- To provide clinical supervision to a small group of named staff and to support staff through a period of duty.
- To lead a shift and ensure that adequate nursing and ancillary cover is maintained, at all times.
- To take responsibility for your own personal and professional development maintaining a current and valid up to date entry on the NMC Register.

STAFFING:

- To prioritise and plan administrative duties, supervise and deploy the staff team to achieve maximum performance.
- To attend and complete all mandatory training, adopting up to date and relevant knowledge within the working practice.

SERVICE DELIVERY:

- To maintain therapeutic and professional relationships with clients, their families, and other staff.
- To ensure the minimum standards, as set out by CQC are met, and where possible exceeded at all times.
- To communicate, support and advise clients and others in group and/or individual sessions, as necessary.
- To support clients to maintain social networks and to access social and educational facilities within the community.
- To undertake domestic duties when supporting clients. For example, cooking and/or cleaning.
- To actively challenge stigma and discrimination and to raise awareness of mental health issues amongst professionals, carers and people using the service, undertaking these duties within a framework that recognises the diversity of clients and encourages quality and opportunity for all.
- To exercise professional accountability and responsibility in all aspects of care.
- To contribute to the maintenance of a safe and secure environment. This includes taking the appropriate action in the event of an emergency.
- To ensure that you are familiar with and comply with all organisational policies, procedures and legislative requirements governing the organisation.

MONITORING:

- To work with the management and colleagues in developing quality standards/targets within clinical area and evaluate quality of care delivered within the overall framework of the National Standards.

- To design systems for monitoring standards, supporting their implementation, and ensuring staff are trained in this area.
- To audit, monitor and record standards of achievement against specific quality criteria.

LEADERSHIP:

- To be familiar with safeguarding of vulnerable adults, to ensure that staff are aware of this and report any concerns immediately through agreed protocols.
- To assess, plan, implement and evaluate personal development plans based on the needs of clients and evidence-based practice. To produce appropriate documentation to support each stage of the recovery process.
- To organise and participate in team meetings, social functions, and individual programmes.
- To be aware of one's own role as a client advocate and role model whilst maintaining professional boundaries at all times.
- To facilitate, welcome and sensitively handle feedback, including concerns and complaints, in line with the Complaints Policy.
- To be involved in the future developments within the service.
- To support the service in maintaining quality monitoring and evaluation systems which give clear evidence of service development, value and effectiveness, ensuring that qualitative as well as quantitative data is collected and input into the relevant IT systems.
- To effectively lead and manage staff within the sphere of responsibility. To ensure they are given support in their role, are aware of their responsibilities and any areas of concern are assessed and addressed as they arise, and the Registered Manager/Deputy Manager are kept informed.
- To establish and maintain good communication with other staff and the multi-professional team.
- To monitor, supervise and support learners and be proactive in the introduction and implementation of new ideas and initiatives within the area of work.

ORGANISATIONAL:

- To actively challenge oppression and discrimination, promoting a dignified and respectful culture in all instances.
- To actively seek to protect all those deemed vulnerable in the care of the service, upholding, and implementing the principles of a safe, effective, responsive, caring and well-led service.
- To participate in the training of staff, including planning and co-ordinating induction programmes for new staff, including the promotion and implementation of Coventry and Warwickshire Mind policies.
- To work in accordance with health and safety legislation ensuring you are aware of your

personal responsibility for health and safety.

- To be committed to improvements, innovation, and advances in supporting practices and approaches in mental health.
- To work within confidentiality applying the principles of data protection and record-keeping and data-sharing, and compliance with the Data Protection Act.
- To promote the organisation and its values and beliefs at all times to maintain its good reputation.

OTHER:

- To participate in training as appropriate and to attend regular personal supervision sessions.
- To undertake these duties in a framework that recognises the diversity of clients and encourages equality of opportunity for all.
- To contribute fully to the corporate aims and objectives and work within CWW Mind's values, policies, and procedure.
- To undertake any other duties as delegated, which are deemed appropriate within the grade and responsibilities of the post and following consultation with the post holder

Person Specification

Coventry and Warwickshire Mind is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Coventry & Warwickshire Mind is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. Staff are encouraged to take part in a comprehensive training package. The organisation would expect the following from staff:	
Essential/Desirable	
EXPERIENCE • Previous experience of working in the mental health care sector. • Experience of support planning and risk assessing. • Experience of problem-solving approaches. • Demonstrates a professional approach and awareness of maintaining boundaries. • Experience of leading a team. • Conflict resolution. • Working in a multi-agency framework.	E E E E E D D
SKILLS AND ABILITIES • Courage to do the right thing for clients whilst respecting their individuality, dignity and personal choice. • Ability to work to deadlines. • Ability to use assessment skills. • Confident in communicating in a variety of settings. • Able to present factual information. • Able to deal with sensitive issues with tact and diplomacy. • Able to develop effective interpersonal relationships with colleagues. • Excellent time and workload management. • Ability to identify and minimise risks effectively. • Computer literate with knowledge of Microsoft Office. • Evidence of a caring, compassionate and empathetic nature. • Competent to support clients in a person-centred manner with excellent communication skills. • Good report-writing skills. • Good presentation skills. • Able to delegate effectively. • Awareness of budgeting and resources. • Commitment to supporting clients on their pathway to independence and wellbeing.	E E E E E E E E E E E E D D D D E
KNOWLEDGE • Up to date knowledge of mental health. • Understanding of the holistic approach of specialist interventions.	E D
EDUCATION / QUALIFICATIONS • RNMH Qualified Nurse with NMC Registration. • Demonstrates continuous professional development. • Post registration training in relevant field. • Mentorship training.	E E D D
VALUES • Enthusiastic and innovative approach. • Positive and supportive.	E E

• Commitment to valuing fair access & diversity. • Flexible approach to working. • Committed and supportive approach to the strategic aims of the organisation.	E E E
GENERAL • Able to work flexibly and to a rota covering weekends, day and night shifts and bank holidays. • Willingness to contribute to on call rota. • An ability to travel to venues across Coventry.	E E D

NAME OF AUTHOR	Joanne Carsley-Beale
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