SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Mental Health Matron	***To be completed by HR - Job Reference Number:***
Reporting to:	Senior Lead for Mental Health	
Accountable to:	Senior Lead for Mental Health	
Pay Band:	Band 8a	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust. However this role will predominantly be based at St Mary's Hospital, Isle of Wight and deliver a service to the Isle of Wight Trust. Cover for Portsmouth Hospitals NHS Trust will only be expected in urgent situations or in the absence of the PHU Mental Health Matron.

If the post holder is required to undertake business travel between sites, the frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job summary

Developing and supporting patient centred, seamless care for patients with mental health conditions whilst in the acute hospital.

Supporting and fostering a culture that promotes parity of esteem between physical health and mental health needs.

Working in conjunction with the Senior Lead for Mental Health to provide professional leadership for mental healthcare, through effective and visible role modelling, education and training.

Supporting the development of clinical practice standards across the organisation, assuring the provision of a safe, effective and evidence based mental healthcare to our patients.

To provide direct clinical support and guidance to ward teams to support the day to day management of patients with mental health conditions of all ages.

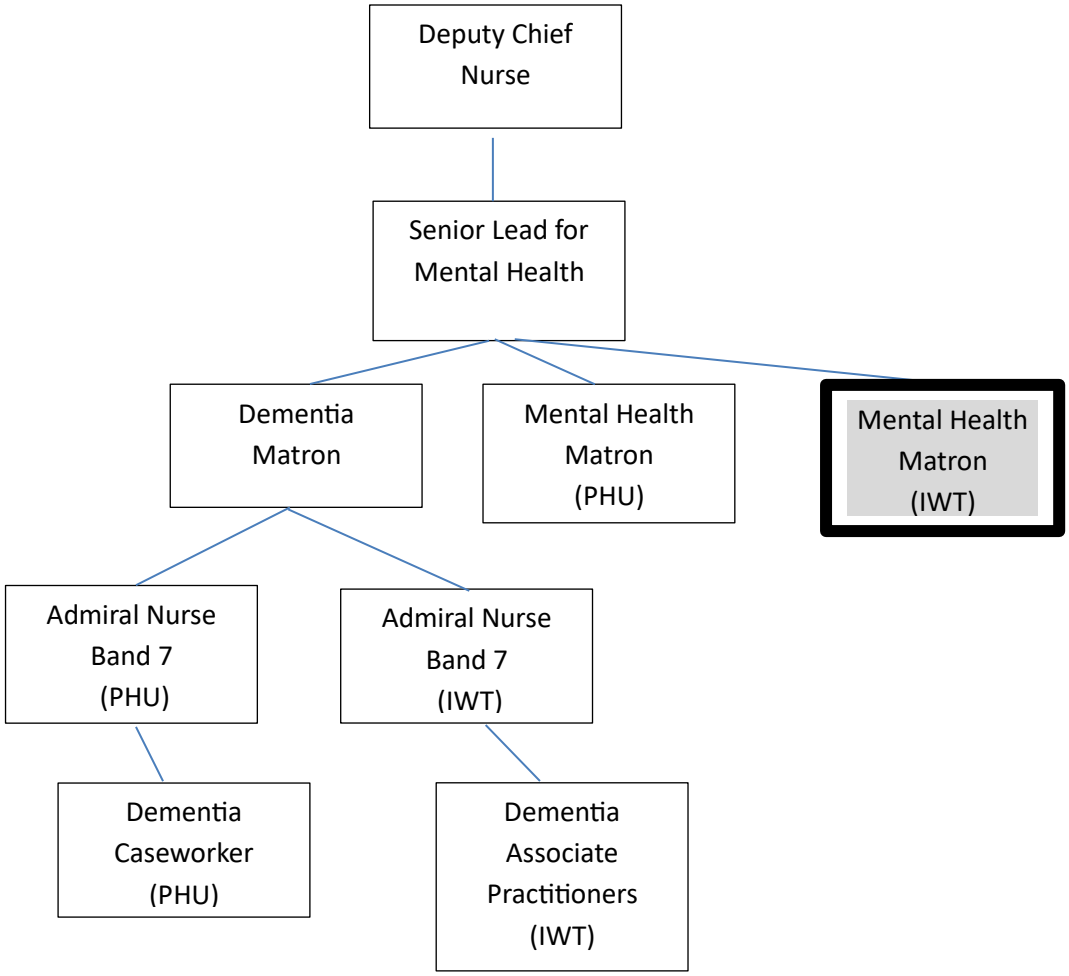
To provide advice and support at appropriate operational forums to enable risk mitigation and review of staffing requirements to support safe effective care.

To lead on mental health related incident reviews and investigations, applying professional expertise.

To work with the Senior Lead for Mental Health to identify and lead on key quality improvement projects, in line with best practice across adult and children's services.

To support with the development and implementation of a Mental Health Strategy, including policy and procedure development.

Organisational Chart



Specific Core Functions

Leadership and Management

To provide clinical leadership, direction, role modelling and decision-making support to Ward Leaders, Matrons and specialist multi professional teams in planning care for individuals and their families, taking an active role when this is required

To support the implementation and progress monitoring of the relevant elements of the Patient Experience strategy within the Trust, working alongside Matrons, other specialist teams and the Head of Experience of Care

Contribute to the clinical area leadership arrangements ensuring delivery of key targets by assisting the teams in collecting, collating and validating the evidence necessary to demonstrate compliance with relevant national and local agreed professional standards.

Contribute to the Trust Quality Assurance and Accreditation Scheme, an essential part of the organisation's Safe and Effective Care Framework to strive towards achieving excellence for the clinical areas.

Work collaboratively with ward teams to facilitate safe discharge and transfer of care for patients to ensure a seamless transition from hospital to home, other secondary care providers and or community care services.

Contribute and lead the investigation of and responses to complaints and incidents assisting and where appropriate leading on the formulation and implementation of action plans to ensure lessons are learnt and improvements to practice and services are made.

Promote the health and well-being of staff, patients and their carers.

Support the development and implementation of policies and guidance to support safe effective care.

Work together with key teams to support the developments of key pathway improvements through integrated partnership working, reducing duplication and improving utilisation of resources, measuring outcomes and bridging gaps of integration between teams.

Ensure IWT meets relevant legislative, contractual and regulatory obligations in relation to the mental healthcare, this includes ensuring the Care Quality Commission (CQC) essential standards are met and exceeded.

Provide regular reports to key committees setting out key information, support and escalation if required.

Develop key relationships & networks with multi agency partners and commissioners in order to contribute to service developments and improve standards of care for patients and their carers.

Act as a key link between IWT & HIOWH Mental Health Liaison Service and CAMHS Team.

To work with the key individuals in the organisation to ensure that the development of education and training provision meet the clinical needs of the Divisions and supports compliance of the relevant healthcare standards.

To lead and participate in professional and clinical committees or projects both internally and externally to the Trust, providing professional challenge where required.

Work alongside multi professional teams in practice to ensure clinical teams are developed and become effective learning environments and that learners are supported.

To influence and contribute to workforce plans working closely with key service leads, DMT'S and HR teams.

Budgetary and Financial Responsibility

To work within an identified budget, manage the allocated budget and promote cost effectiveness and best use of resources across the Trust.

To have a good awareness of finances, cost effectiveness and cost improvement and be able to demonstrate these skills when developing bids or contributing to business cases.

Clinical Care Standards

To act as a clinical expert and practice at an advanced level in order to influence and improve care pathways for our patients.

Provide strong professional visible leadership to staff within the clinical areas. Lead and motivate staff by giving clear direction and setting achievable objectives.

To actively support teams in the discharge planning process and communication with external organisations in relation to mental healthcare.

Facilitate the development, implementation and review of nursing and clinical policies and guidelines to support practice in given area of expertise.

Work across professional boundaries; act as a professional role model to Senior Sisters/Charge Nurses, nursing/AHP staff and other members of the multidisciplinary team.

Recommend evidence based practice, initiate, manage and evaluate changes that lead to improved and high standards of care and in particular any service changes following feedback from patients.

Communicating, influencing and working with the multidisciplinary team in different ways to improve quality of care, and inform clinical decisions. Promote innovation and participate in benchmarking and quality audits to measure effectiveness of current practices.

In collaboration with members of the multidisciplinary team, ensure the users of the service and their families have an opportunity to feedback (Family and Friends Test, concerns and complaints). Evaluate feedback and redesign services as required.

To support the development of integrated care pathways within the Trust, ensuring the patients and their carers are involved in the development of their care plans.

Have a good working knowledge of the Mental Health Act, Mental Capacity Act, Deprivation of Liberty Safeguards and Liberty Protection Safeguards.

Performance, Research and Evaluation

Ensure accurate, timely and accessible information and reports are produced for all areas of responsibility contributing to the performance-monitoring framework for the Trust.

Integrate with patient safety, experience of care and safeguarding reviews and use existing governance structures to ensure that investigations are robust & timely, all key stake holders are involved, and that learning is shared across the organisation.

Undertake audit and coordinate NICE guidance reviews and where required, research activity. To enhance evaluation of services and improve Mental Health Care appropriate to acute hospital setting.

Work with the Head of Education and Senior Lead Mental Health to develop a training needs analysis including the development of a training strategy to support the care of patients experiencing mental conditions.

Provide direct training and education as part of day to day role.

Develop bespoke training packages to support clinical areas.

Duty of Care

You are responsible for ensuring that the patient, family and carers are the centre of everything you do.

Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.

You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to.

Managers and leaders must listen to others when they raise concerns and take action.

Wholeheartedly commit to learning about safety, continually striving to improve excellent care.

All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.

All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g., NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.

Health and Safety

Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare.

Infection Prevention and Decontamination of Equipment:

All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.

Child Protection/Safeguarding

All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.

Confidentiality

All employees of Isle of Wights Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.

Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.

This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.

Qualifications

Current RMN or RN, registration with NMC and any other relevant post registration specialist qualifications.

First degree essential and evidence of working towards Masters

Leadership development qualification / equivalent experience

Recognised teaching qualification /experience

Management qualification / experience

Experience

Substantial experience of working in secondary mental health services, experience of working in a senior role (Band 7) and with evidence of professional development.

Skills and Knowledge

Evidence of developing policy, guidelines and managing resources

Ability to work on own initiative as well as a part of a team. Self-motivated.

Able to deal with difficult and sensitive situations tactfully and minimise emotional upset

Able to understand sensitive political issues

Coaching and mentoring skills

Critical appraisal skills

Evidence of success in leading/managing significant and sustained change

Effective people management skills. Experience of leading and managing a team

Ability to negotiate, influence and escalate and seek advice

Ability to interpret and analyse data, meet deadlines

Demonstrate effective contribution to business planning and service developments

Intermediate IT skills and presentation skills

Awareness of budgetary management and control.

Knowledge and application HR procedures

Demonstrate knowledge of the theory and application of Clinical Governance.

Understanding of the role of research and development activities and clinical effectiveness. Evidence of experience with audit and or research

Understanding of health policy and the national and local nursing agenda

Other

Professional role model

Motivated and enthusiastic

Team Player

Able to work under pressure

Assertive yet approachable

Personal drive and initiative

Able to work independently and meet tight deadlines

Ability to think strategically

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this

area.

Person Specification

Criteria	Essential	Desirable	*How criteria will be assessed*
Qualifications	RMN or RN	Masters degree Post qualifying mental health qualifications Leadership/management qualifications	**Application & Interview**
Experience	Experience of working in secondary mental health services at a senior level (B7 or above) for a minimum of 2 years	Experience of working in an acute general hospital	**Application & Interview**

Knowledge	Up to date awareness of clinical guidance relating to the care of patients with mental health conditions. A solid working knowledge of the Mental Health Act and Mental Capacity Act		**Application & Interview**
Values and attributes	Patient centred approach Parity of esteem for patients with mental health conditions within an acute hospital Professional credibility and integrity		**Interview**

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment continuously on most days.

Compliance statement to expected organisational standards:

To comply with all Trust Policies and Procedure, regarding:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion

- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Always Comply with key clinical care policies and protocols for prevention and control of infection; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard regarding effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adult's policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.