

Job Description and Person Specification

Job Description

Post Number		Included in Approved Business Plan	Yes/No <small>Delete as appropriate</small>
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Job Title	Social Therapist Assistant- Qualified Nurse RNMH/RNLD
Location	Nottingham Clinic
Reporting To	Social Therapy Co-ordinator
Purpose	To work as part of an inter-disciplinary team, assisting personality disordered patients achieve their full social potential and agreed therapeutic outcomes within a safe positive environment. To provide training, mentoring

Main Duties and Responsibilities

1. Interact in an appropriate way with patients teaching individual living skills and supporting them in day to day activities on the ward providing a safe therapeutic milieu that supports the therapeutic initiatives and function of the ward/unit and individual care plans.
2. Carry out agreed nursing practices and procedures in accordance with the NMC Code of Practice.
3. Administer the running of the ward by facilitating individual and group therapies to provide a safe and therapeutic environment for both patients and staff.
4. Assess patients and determine areas of work within a multi disciplinary framework and coordinate patient treatment on the unit within the agreed functional and treatment models thus providing a ward and unit based therapeutic service for P.D. patients
5. Facilitate ongoing training and supervision of associate social therapists as mentors, and undertake own professional self development
6. Be aware of and improve own boundaries with patients through reflective practice and peer supervision with the joint aims of maintaining safety and progressing patients.
7. Work as part of a team and adhere to its therapeutic framework to provide a highly consistent, competent and safe approach to patient care
8. Participate in the peer supervision of other social therapists, enabling them to work in a consistent, reflective and safe manner with enhanced teamwork skills using agreed methods
9. Coordinate and be involved in weekly planning cycles of patient care using Care Programme Approach. Coordinate and develop individual and group programs for patients as part of a multi-disciplinary team.
10. Maintain safe custody of checking, witnessing and recording all drugs in accordance with the Clinic's policy and the NMC Code of Practice in administration of drugs.

11. The post holder is responsible for compliance with all Ansel Ltd policies, procedures, protocols, guidelines and management instructions, all security matters and all health and safety issues.

Management of Staff

Management of Health and Safety

Be aware of, and at all times comply with, all relevant company policies and procedures and all relevant statutory responsibilities including Fire arrangements, Health and Safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.

Financial Management

The post-holder will take responsibility for any Company monies signed for, ensuring accurate and timely return of monies and receipts in line with Company procedures


Training

The post-holder will be responsible for attending in service training sessions and agreed external courses.

Professional

The post-holder will ensure that they maintain their own professional skills and competencies in line with the requirements of the Company and best practise

General

1. Be required to develop and maintain good working relationships with colleagues, visitors, carers, members of the multi-disciplinary care team and senior professional and managerial staff.
 2. Have access to a wide range of confidential information about patients, staff and Ansel Ltd, which must not be divulged to any unauthorised person in any circumstances.
 3. Conform at all times to the Policies and Procedures of the Company, with particular regard to confidentiality, financial and administrative responsibilities, and treat patients, colleagues and visitors with dignity and respect at all times.
 4. Be aware of, and at all times comply with, all relevant company policies and procedures and all relevant statutory responsibilities including Fire arrangements, Health and Safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.
 5. Maintain and support all quality initiatives and objectives introduced into the organisation.
 6. Be flexible and adaptable.
 7. Undertake any other appropriate roles and responsibilities as requested and required.
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Person Specification

	Essential Requirements	Desirable Requirements
Educational/ Professional Qualifications	Good general education Registered nurse in either RMNH/RNLD	Further relevant professional qualifications at degree level
Experience	Previous experience not necessary	Experience working this Personality Disordered patients is an advantage
Personal Attributes	Good team player Motivated Good time keeper	

The details given in this job description reflect the main duties and responsibilities of this post at time of writing. It should be noted however, that over a period of time, and as circumstances change, these duties and responsibilities might be required to change. It is therefore anticipated that from time to time this job description will be reviewed with the post holder.

Agreed by **Employee Signature:**

Print Name:

Date:

Employer Signature:

Print Name:

Designation:

Date:

