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Job Description

**Job title:** Parish Nurse

**Hours:** *25 hours per week*

**Responsible to:** Spiritual supervisor

**Accountable to**: Nursing and Midwifery Council

Trustees of Durham Dales Parish Nursing

**Linked with** Parish Nursing Ministries UK

**JOB PURPOSE** To provide a parish nursing service focusing on mental health that integrates spiritual, physical, psychological, emotional and social health to the local community, regardless of faith position, and to the congregation as required.

## Main Duties and Responsibilities

**Support Holistic Health**

* To integrate faith and mental health through providing a holistic assessment of needs
* To support individuals in dealing with health issues and concerns, through collaboratively planned care provision
* To deliver, or facilitate the delivery of, planned mental health support in the church and/or community locations
* To monitor and evaluate the effectiveness of the care provision, adjusting the care plans as required
* Where appropriate to support risk assessment to ensure that mental health needs are being met
* Where appropriate to develop screening opportunities in the church and for the local community
* Where appropriate to attend local meetings of health and social care professionals to ensure continuity of care
* To ensure clinical / nursing activities and advice are evidence based and supported by current research

**Health Education**

* To monitor the health education priorities through assessment of health needs of the local community
* To provide health education to individuals and groups, aiming to increase understanding of health concerns and to empower people to make changes to minimise the impact of their health concern
* To focus on a variety of educational activities for all ages that explore the relationship between values, attitudes, lifestyle, faith and health.
* To promote health education as an integrated aspect of care delivery
* To develop opportunities for health education activities in church and community events
* To create packages and / or displays of health education materials relevant for the use of congregation, individual or groups, and the general public, as needed

**Mental Health Advocacy**

* To provide an advocacy role that supports people in their access of mental health services
* To initiate and support referrals to other health professionals and support agencies in order to support the range of need of a person requesting support
* To work with health, social care, faith organisations and voluntary sector services to support the best solution for holistic care

**Referrals**

* To liaise with appropriate agencies and authorities in support of individual’s mental health needs
* To appropriately refer to health, social care, faith organisations and voluntary sector services to access the most suitable resources for holistic care

**Support Groups**

* To develop appropriate Support Groups, following assessment of needs of individuals and the local community needs
* To source appropriate resources for support groups that enhance holistic care
* To network with and refer to external support groups within the community where appropriate, working closely in partnership with existing organisations, and enabling ‘joined up’ support for individual’s care.

**Management of Volunteer Team**

* To help recruit a team of volunteers to work with and support parish nursing in the church and local community
* To work with the administrator and trustees to define the role of the volunteers, ensuring this is available in the form of a written role description
* To provide training for volunteers to equip them to fulfill the role
* To ensure volunteer agreements are in place
* To ensure necessary volunteer recruitment process is carried out, and that Disclosure and Barring Checks are in place
* To participate in, and share leadership of team meetings
* To provide supervision, support and annual reviews to the volunteer team

**Integration of Faith and Mental Health**

* In provision of holistic health care, to integrate faith and mental health in a way that is sensitive and appropriate to the individual with whom they are working, aiming to promote the understanding of the relationship between faith and health where this perspective is invited.
* To maintain their own theologically reflective practice, with support from the wider team and spiritual supervisor.
* Where appropriate to pray with or for clients, or if preferred, refer them to a faith group of their choice
* Where appropriate to facilitate or assist with a service of home communion

**Professional Management**

* To attend team meetings and regular one to one meetings with line manager
* To work as an autonomous and lone practitioner, ensuring adherence to the organisation’s systems for lone workers
* To maintain accurate, systematic and timely record keeping of health interventions in keeping with NMC Record Keeping guidance, ensuring safe storage of documentation
* To keep statistical information required by the church/organisation, any funders and PNMUK
* To manage the resources of the parish nursing service, including any financial resources, in line with professional standards and quality of care
* To participate in annual development review with direct line manager
* To adhere to organisation policies and NMC requirements
* To promote safeguarding of children, young people and adults at risk in all parish nursing activities
* To ensure confidentiality and data protection processes are in place, and policies are adhered to at all times
* To maintain the Parish Nurse Quality Standards, annually reviewing these with the Regional Nurse Coordinator
* To take appropriate action in regard to any accident or incident occurring to a volunteer, client, staff member or visitor
* To take opportunities to promote parish nursing in the local area

**Personal Development**

* To be aware of, and act in accordance with, the Nursing and Midwifery Council Code of Professional Conduct at all times
* To ensure current NMC registration and membership of a professional organisation
* To work within the scope of knowledge and competence at all times
* To ensure own spiritual care needs are met
* To participate in regular spiritual supervision
* To maintain up-to-date knowledge and skills and undertake education in accordance with individual parish nurse and church needs
* To attend a PNMUK Community of Practice for professional supervision and support
* To attend annual review meetings with PNMUK Regional Nurse Coordinator

The Equality Act 2010 Schedule 9 part 1(1-3) applies to this post. The post is restricted to practicing Christians.

The above list of roles is not intended to be exhaustive and may be subject to change, which will be done in discussion with the post holder and line manager.

# Person Specification

**Job Title: Mental Health Parish Nurse**

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| **Factors** | **Criteria** | **Assessment\*** |
| **Education/Qualification** *(Note detail the level and type of qualification required, indicating where equivalent experience will be considered.)* | | |
| ***Essential*** | Registered Nurse (Mental Health)  Nursing and Midwifery Council Registration  Evidence of post registration education and training  Completion of the PNMUK Preparation for Parish Nursing Practice Course or willingness to undertake this post appointment  Practicing Christian of any denomination | AF/C  AF/C  AF/IV  AF/IV  AF/IV |
| ***Desirable*** | Community Nursing/Specialist Practitioner Qualification  Some theological or discipleship training | AF/C  AF/IV |
| **Experience** *(Note detail the level and type of experience required. Please do not include number of years as this contravenes the Age Discrimination Legislation, e.g. extensive experience in Project Management)* | | |
| ***Essential*** | Experience of relevant speciality of nursing (mental health)  Experience of working with groups | AF/IV  AF/IV |
| ***Desirable*** | Experience of teaching  Experience of working with students  Experience of working within Community Nursing, especially in a rural context  Previous management experience (esp with volunteers)  Experience of working within charitable organisations | AF/IV  AF/IV  AF/IV  AF/IV  AF/IV |
| **Skills and Knowledge** *(Note detail the level and type of skills/knowledge required. e.g. knowledge of the relevant legislation/professional codes, IT knowledge including MS Word & Excel, physical skills e.g. standard keyboard skills)* | | |
| ***Essential*** | High standard of clinical expertise  Leadership skills and the ability to motivate and support others  Ability to work independently and within a team  Decision making skills  Good communication skills  IT skills  High level knowledge of the Nursing and Midwifery Council Code of Professional Conduct  Detailed knowledge of Personal Development Planning  Knowledge of Clinical Governance and its implementations  Knowledge of the purpose and value of Clinical Supervision and support of staff  Understanding of, and commitment to, equal opportunities  Ability to work in partnership with community organisations | AF/IV  AF/IV  AF/IV  AF/IV  AF/IV  AF  AF/IV  AF/IV  AF/IV  AF/IV  AF/IV |
| ***Desirable*** |  |  |
| **Other** *(Note any other requirements e.g. ability to travel, evidence of CPD, the need for flexibility)* | | |
| ***Essential*** | Able to carry out the duties of the post with or without adaptations  Full UK driving licence  Able to work flexibly, including some evenings and weekends where required | AF/IV  AF  AF |
| ***Desirable*** |  |  |
| **\* Assessment will take place with reference to the following**  **AF – Application Form, IV – Interview, P – Presentation, C Certificate** | | |