

## HEALTH & JUSTICE SERVICE LINE JOB DESCRIPTION

<b>Job Title</b>	<b>Primary Care Senior Staff Nurse</b>
<b>Grade</b>	<b>Band 6</b>
<b>Hours</b>	<b>37.5 hrs per week</b> <b>Health &amp; Justice Service Lines work to a 7 day a week working model.</b>
<b>Base</b>	<b>HMP Coldingley</b> All CNWL Prison Sites – <b>Surrey</b> , Kent, Milton Keynes and Buckinghamshire In order to meet the needs of the role and service, you maybe required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.
<b>Reports to</b>	<b>Clinical Team Leader</b>
<b>Accountable to</b>	<b>Head of Healthcare</b> <b>Lead Nurse for Health &amp; Justice Directorate</b>
<b>Organisational Chart:</b>	Head of Healthcare Primary Care Lead/Modern Matron Clinical Team Leader <b>Senior Staff Nurse/Pharmacy Tech</b> Staff nurse/Pharmacy Tech Healthcare Assistant

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### Key Working Relationships:

- Healthcare colleagues including:  
GP  
Pharmacy  
Mental Health services  
Substance Misuse services  
Subcontracted partners  
Allied health professionals
- Prison staff and Managers of all grades
- Education, Gym, Chaplaincy
- Commissioners
- Wider CNWL colleagues
- Visiting clinicians: Dentist, Podiatrist, Physiotherapist and Consultants
- Community resettlement teams

### Job Purpose

The post holder will:

- Deliver an expert healthcare service to patients.
- Be confident in offering advice to clinicians, allied healthcare professionals and

patients.

- Provide a comprehensive primary care health service as part of the integrated health service comprising Primary care, Substance misuse and Mental Health teams, supported by allied health professionals.
- Undertake physical health assessments, run clinics, provide and evaluate a range of health treatments and interventions, to meet the patient's healthcare needs and contribute to the wider continuous development of healthcare services.
- Demonstrate knowledge, skills and understanding of health issues and treatment options in order to provide clinical guidance to staff on matters relating to physical health and wellbeing.
- Ensure high standards of primary care services are delivered in a changing healthcare environment, ensuring that the needs of the patients are at the center of practice.
- Ensure that the Healthcare Team is integrated within the wider prison services and that there is excellent communication and working relationships with all stakeholders, both internal and external
- Continually promote high standards of service within the nursing team and contribute to development of a culture of professionalism within the team.
- Participate in a flexible working arrangement which will include weekends and unsocial hours when required.

## Main Responsibilities

- Plan, deliver and evaluate clinically appropriate interventions using evidenced based guidance and practice.
- Set up processes/protocols for effective assessment, planning, implementation and evaluation of care for those patients with physical, mental health and substance misuse problems.
- Safeguard vulnerable patients in line with CNWL Trust safeguarding policies.
- Apply local risk assessment and management protocols.
- Make appropriate referrals to other services for long term or complex care management.
- Co-ordinate multi-disciplinary clinical practice to provide focused and integrated care treatment programs/packages.
- Use highly skilled interventions to de-escalate aggressive patient behaviours and be aware of the appropriate processes for dealing with them.
- Work collaboratively with staff of other disciplines e.g. prison, education staff to provide integrated and coordinated care.
- Work within own sphere of competency and ensure that training needs are communicated to the team manager.
- Participate in local and trust audits and trust audits. Participate in clinical governance and utilise research skills for audit, service development and research within the area served by the multi-disciplinary team.

- Liaise with other professional services e.g. hospital staff, GPs and caseworkers, sharing information where appropriate.
- Work in a highly emotive environment with patients who may have a sexual offending history or mental health / substance misuse problems on a regular basis. Able to communicate sensitive and complex information whilst maintaining a high level of professionalism at all times.
- Attend and contribute to prison meetings as required, and present the view of Healthcare Team on relevant clinical issues. Ensure any actions taken from these meetings are communicated to the appropriate individual responsible for completing the action.
- Ensure that pathways of care are created for the patients, including collecting collateral information and making appropriate referrals into the community when they are approaching discharge.
- Work closely with colleagues to ensure information about risk is recorded and communicated sensitively and comprehensively.
- Maintain the highest standards of clinical record keeping, including electronic data entry and recording.
- Ensure that within all aspects of professional activity e.g. communication with patients, relatives, colleagues and the assessment, development and delivery of interventions, issues of diversity such as race, culture, identity, gender and sexuality are sensitively considered and incorporated to reflect individual differences appropriately.

## Research and Audits

- Utilise theory, evidence-based literature and research to support evidence-based practice in individual work.
- Assist in audits as per the annual planner or when requested to do so in order to develop and improve service provision.

## Teaching, Training and Supervision

- Participate in regular clinical and managerial supervision in accordance with professional practice and CNWL guidelines.
- Attend appropriate business and clinical meetings, supervision and reflective practice groups
- Develop skills and competencies that assist in the delivery of current duties
- Contribute to and facilitate the training and support of all staff.
- Manage and provide supervision and training to nursing staff.
- Ensure all appraisals are up to date and each member of the team has a personal development plan.

- Develop nursing skills and systems which allow for effective triage, minor ailment management and appropriate referral to other healthcare services.
- Participate in the induction and training of new staff, peers, junior staff and students

## Management, Recruitment and Service Development

- Assist in the design and implementation of service development projects within the service as required.
- Attend meetings in which service developments are planned and discussed.

## IT responsibilities

- Input and maintain appropriate electronic clinical records and statistical data, providing this to the Service Lead/business and performance team when necessary.

## Policy and Procedures

- Duties and responsibilities of this post will be undertaken in accordance with the policies and procedures of CNWL / Health & Justice Service Directorate and with the NMC Code of Conduct and Guidance on Professional Practice. It is the post-holder's responsibility to ensure that they keep up-to-date with these policies and other policy documents.
- Works in accordance with Health & Justice Service Directorate procedures, in particular security, health and safety.
- Applies equal opportunity principles at all times, participate in training activities and Individual Performance and Development Reviews.

## General

- Contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the postholder's professional and operational manager(s).
- Maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice and Trust policies and procedures.
- Perform other duties of a similar kind appropriate to the grade, which may be required from time to time by their manager

### The following responsibilities are applicable to all employees:

#### Professional registration

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

### **Safeguarding**

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

### **Infection Control and Waste Disposal**

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

### **Data Protection, Confidentiality and Access to Health Records**

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

### **Promoting Equality and Diversity**

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

### **Health and Safety and Risk management**

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is

developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

## **No Smoking Policy**

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

## **Trust Sustainability Green Plan Pledge**

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.

## **Staff Support**

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

## **General Note**

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.

## JOB DESCRIPTION – SENIOR STAFF NURSE

FACTORS	ESSENTIAL	See key *	DESIRABLE	
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered Adult Nurse</li> <li>Evidence of personal and professional development following Registration</li> </ul>	<b>A/I</b>	<ul style="list-style-type: none"> <li>Post registration qualification appropriate to speciality</li> <li>Mentorship or practice assessor certification</li> <li>Chronic disease management or long-term condition qualification</li> </ul>	<b>A</b>
<b>PREVIOUS EXPERIENCE</b> <b>Paid/unpaid relevant to job</b>	<ul style="list-style-type: none"> <li>Previous experience at band 5.</li> <li>Ability to keep accurate records.</li> <li>Practical experience of providing high quality care and exceeding expectations.</li> <li>Experience of providing and receiving supervision</li> <li>Experience of running clinics.</li> </ul>	<b>A/I</b>	<ul style="list-style-type: none"> <li>Experience of working within a secure environment / prison</li> <li>Experience of SystmOne patient information IT system</li> </ul>	<b>A/I</b>
<b>SKILLS, KNOWLEDGE, ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Problem solving skills &amp; Stress management skills &amp; Conflict resolution skills</li> <li>Knowledge of, and ability to uphold patient confidentiality</li> <li>Ability to maintain patient records within standards required by locally, Trust &amp; NMC</li> <li>Understand the different roles of the multi-disciplinary team and own role within it</li> <li>Ability to demonstrate evidence-based practice &amp;</li> </ul>	<b>A/I</b>	<ul style="list-style-type: none"> <li>Leadership skills (motivating, using initiative, change management).</li> </ul>	<b>A/I</b>



	<p>understanding of clinical governance in maintaining quality of care</p> <ul style="list-style-type: none"> <li>• Ability to provide and accept feedback, support, clinical/managerial supervision</li> <li>• Knowledge of current developments in specialist clinical area.</li> <li>• Caring approach</li> <li>• Committed to personal/professional development</li> <li>• Flexible approach to work including both day and night shifts where night shifts occur</li> </ul>			
<b>Other</b>	<ul style="list-style-type: none"> <li>• Motivated to maintain the highest standards in a changing service.</li> <li>• Awareness of health &amp; Safety issues.</li> <li>• Willingness to undertake further training relevant to clinical area.</li> <li>• Able to recognise signs of stress in self &amp; others</li> <li>• Ability to understand and implement the Equal Opportunities Policy at a level appropriate to the job.</li> <li>• The post holder must have the ability to understand and implement the equal opportunities policy at a level appropriate to the job.</li> <li>• Ability to promote anti-discriminatory and anti-racist practices.</li> <li>• Ability to promote and work in line with the working model of a 7 day a week service.</li> </ul>			