



**Job Title: Staff Nurse**

**Grade: Band 5**

**Reporting to: Team Leader (Band 7)**

**Accountable to: Service Manager (Band 8a)**

**Location: HMP Birmingham – Birmingham Recovery Team**

**Hours of Work: Full time (37.5 hours per week). You will be required to work shifts including, nights, weekends and bank holidays to cover the 24 hour, 7 days a week service.**

### **Job Purpose**

To provide high quality evidence-based, advice and support for service users with substance misuse, mental and physical health needs. This will include providing health and substance misuse assessment, medication and care within a multi-disciplinary custodial setting.

### **Job Summary**

Under the supervision of the Deputy Team Leaders and Team Leader the post holder will be responsible for the assessment, planning and implementation and evaluation of nursing care, and will have a working knowledge of local and national policies and legislation that govern current service provision. The post holder is required to have or develop an understanding of substance misuse issues and in particular substance misuse within a custodial setting.

The post holder will be responsible for identifying and contributing to the training needs of others and in the promotion of issues of equality, diversity, and rights in accordance with good practice legislation. The post holder will ensure effective communication pathways exist, and that they act within the sphere or responsibility, managing the clinical area in the absence of the person in charge.

It will be a requirement of all staff to have an understanding of the broad principles of the recovery approach and to incorporate them to provide services that support people's recovery through being holistic and promoting social inclusion, self management, personnel autonomy and independence.

### **Key Communications and Working Relationships**

#### **Internal:**

Service users, Lead Nurse, Matron, members of the multi-professional team, visiting staff, reception staff, support services staff, visitors, wider Trust staff, BRT Service Manager, BRT

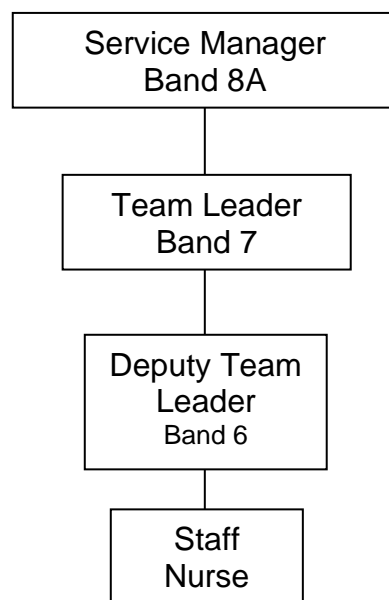
Team Manager, Prison Healthcare teams, Prison staff, BRT Psychosocial team (Cranstoun), Medical Team. Mental Health multidisciplinary team, Healthcare multidisciplinary team, wider Trust staff.

**External:**

Probation Service, Police, Courts, Ministry of Justice, Social Services, Community Drug Teams, other prison establishments, General Practitioners, Acute hospital services General Practitioners, Department of Social Security, Statutory Services and Voluntary Sector Agencies, Nursing Agencies/Bank Staff , language interpreters, other hospitals, hostels and third sector agencies.

**Organisational Chart**

*Department organisation chart, which identifies where the vacancy is and reporting relationships*



## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- To provide nursing assessments incorporating general and substance misuse health related issues.
- To participate in reviews including ACCT and algorithms for fitness to remain in the Care and Separation Unit.
- To act as the prime provider of care for allocated patients by planning, assessing and evaluating patient programmes of care.
- To frequently prepare for, participate in and attend clinical team and other multi professional meetings.
- To ensure a high standard of nursing in the application of clinical nursing procedures and treatment including the custody storage and administration of all prescribed medication required for patients' health and wellbeing.
- To maintain a high standard of nursing care during procedures and treatments through supervision and instruction.
- To provide crisis intervention to service users experiencing mental health difficulties and self-harm suicidal behaviours.
- To assess mental and physical fitness of service users.
- To attend and respond to emergencies occurring in the service during their span of duty.
- To ensure that user involvement in service provision is adhered to at all times.
- Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children, safeguarding adults and the prevention and control of infection.
- To undertake other duties as directed.
- To liaise with partner agencies to provide continuity of care.

## **Research and Teaching (Education)**

- To take an active part in the research projects and audits in the service.
- To undertake where appropriate, mentorship responsibility for student(s) and preceptorship for newly registered nurses and induction training for other nurses.
- To ensure continuity of personal and professional development through attending courses and share good practise.

## **Responsibility for Staff**

- To assist the Team Leader in ensuring that all staff follow agreed policies and procedures as detailed by the Trust.
- To assist the Team Leader in ensuring that all staff observe the provisions of the Mental Health Act, and in particular, Part 3 of the Mental Health Act.
- To assist the Team Leaders in ensuring that all staff follow fire regulations and Health & Safety Act.

### **Responsibility for Resources (Managerial)**

- Adhere to service guidelines on the management of sick leave and annual leave.
- To ensure that furniture and non-clinical equipment are maintained in good order and to arrange for repair and replacement when necessary.
- To assist senior staff in exercising control of the allocated nurse budget.
- To ensure accuracy of all information and distribute it effectively and efficiently for its timely use.

### **Independence / Initiative**

- To regularly take charge of the unit in the absence of the person who has continuing responsibility.
- To adhere to those stipulations as defined in the NMC Code of Professional Conduct at all times.
- Under the guidance and supervision of the Team Leader and the Deputy Team Leader, to exercise leadership within the service by sound organisation, good communication and relationship workings.
- To be able to work in stressful, fast-paced environment whilst delivering a high standard of care.

### **Security**

- To take all possible precautions to safeguard the welfare and safety of staff, patients, visitors and the public, by implementing all policies & procedures relating to security.

### **Organisational**

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives, incorporating the 6 C's.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures.

### **Communication**

- The post holder is responsible for ensuring accurate and timely written records are kept which comply with the Trust policy and NMC guidance, reporting on any issues as appropriate.
- The post holder is responsible for ensuring they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and appropriate others of changes involving current nursing care plans, progress,

mental state and psychosocial factors in line with best practice.

- The post holder is responsible for ensuring that they clearly communicate with clients and carers, actively listen to establish an understanding of the needs of the service user and their carers.

### **Managerial**

- Responsible for the effective utilisation of nursing/financial resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager.
- To work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.
- Responsible for ensuring that appropriate safeguards and priorities are adopted when working autonomously with clients independently.

### **GENERAL**

#### **Clinical Posts**

Candidates should demonstrate a commitment to working with families and carers and to practicing family intervention according to government and Trust policies.

#### **Confidentiality**

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

#### **Equal Opportunities**

The Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability. All staff are required to comply with current legislation, trust policies and national guidance good practice.

#### **Conduct**

It is expected that all members of staff will conduct themselves and represent the Trust in a responsible manner complying with policies and procedures.

#### **Health and Safety**

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

#### **Safeguarding**

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes attending the statutory/mandatory training (including refresher and update training within the specified timescale) at the level relevant to the job.

#### **Training, Education and Development**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development need to meet their KSF outline.

### Research Governance.

Research and Development is at the heart of providing effective treatments and high quality services, supporting a culture of evidence based practice and innovation amongst staff. All staff have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research, or as research participants themselves.

### Infection Control

The post holder is required to ensure as a manager/supervisor that -

1. infection control responsibilities are clearly identified allocated and understood within their team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures
2. staff are supported to attend necessary training and on-going professional development to support their responsibilities and ensure full awareness
3. arrangements are reviewed with staff through the Trust appraisal/development review process
4. adequate mechanisms for supervision and monitoring exist to ensure that arrangements are effective.

### Smoking

THIS TRUST OPERATES A NO SMOKING POLICY.

This job description will be reviewed regularly following consultation between employee and immediate manager

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### **Job Description Agreement**

#### **Budget Holder**

**Name:** Dave Austin

**Signature:** D Austin

#### **Post Holder**

**Name:** Tay-Yibah Khanom

**Signature:** T Khanom

**Date** 16<sup>th</sup> April 2024

*Birmingham and Solihull Mental Health NHS Foundation Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.*

*An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.*