

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Lead Nurse

**BAND:** Band 6

**BUSINESS UNIT:** Health and Justice

### **JOB PURPOSE**

The post holder will take responsibility for the daily management, co-ordination and delivery of evidence-based care and provide strong clinical leadership to the nursing team. This includes being involved with shift planning, taking appropriate action to adjust staffing levels and to prioritise the workload in accordance with patient need, service demand and the availability and skills of staff.

The post holder will be involved with providing and supervising the holistic care for the patients delivered by the team and working in collaboration with other professionals to ensure that the best care is optimised at all times. The role involves assessing, providing advice and administering evidence-based care as appropriate to patients within Health & Justice. This includes leading physical health services as part of a multi-disciplinary team to plan, provide and evaluate a range of health interventions to meet prisoner healthcare needs and contribute to the wider continuous development of integrated prison healthcare services.

Demonstrate knowledge, skills and understanding of health issues and evidence-based treatment options to provide primary care physical health, clinical and operational guidance to all staff on matters relating to physical health and wellbeing within the prison setting.

The post holder will exercise advanced clinical expertise, levels of judgement, discretion and decision making in clinical care in line with nice guidance and best practice.

The post holder will demonstrate strong leadership skills supporting the wider nursing and patient safety agenda e.g., research

The role requires strong relationships with all clinical teams, the prison operator and strategic stakeholders within the NHS, Prison, Local Authority and Community partners. It therefore requires the post holder to have a keen interest in developing knowledge and skills across the integrated services

The post holder will be expected to operate in line with our shared commitment to our values; Working Together, Integrity, Respect and Recognition, Compassion and Innovation.

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<b>Position this Post reports to</b>	<ul style="list-style-type: none"> <li>Primary Care Team Leader</li> </ul>
<b>Positions this post is responsible for</b>	<ul style="list-style-type: none"> <li>Nursing Team</li> </ul>

## KEY RESPONSIBILITIES

### 1. Communication and Relationships

- To represent Spectrum professionally in all communications with patients and wider stakeholders ensuring accurate and timely communications verbally and in writing to fulfil our obligations within.
- Maintain contemporaneous patient records, care plans and medication records on the electronic patient record in line with NHS Information governance standards.
- To act as a teacher, a professional role model and mentor to facilitate excellence through clinical nursing leadership and teaching for other members of the team and service development
- Providing appropriate clinical information to the team to support patients who are subject to prison service risk management procedures such as ACCT and segregation procedures.
- Introduce pathways and practice to support the prison operator in fulfilling the wider offender management processes such as drug testing schemes
- Work collaboratively with mental health and substance misuse managers and visiting specialist practitioners to minimise barriers and gain the best outcomes for patients and promote continuity of care.
- To comply with the audit cycle at both local and national level, ensuring accurate information is collected, evaluated and disseminated, supporting the improvements in service delivery service audits, both local and national and to provide accurate information .
- Educate the team to strengthen the data entry and reporting requirements to strengthen Health and Justice Performance indicators, QOF and CQuins to demonstrate improvements in clinical care.
- Adhere to Spectrum's information sharing policies when dealing with requests for potentially sensitive information
- To deliver individual line management processes and/or group clinical supervision
- To support the creation of an excellent learning environment by acting as a clinical supervisor, teacher, professional role model and mentor to facilitate excellence through clinical nursing leadership and teaching for other members of the team and service development.
- To provide information on a wide range of health issues and provide advice to clients on accessing health care services once discharged from prison.
- Ensuring clients who face cultural and/or language barriers are helped to understand and make use of these services.
- To maintain and develop effective and efficient working relationships and communication pathways between custodial and primary care staff.

### 2. Analytical Data and Information

- To receive patients with undifferentiated and undiagnosed conditions, undertake assessment of their health and presenting complaint, diagnose, treat, give advice or discharge where appropriate in line with clinical procedures/policies as an autonomous practitioner or referring to other health professionals, ensuring that clients are followed up where appropriate.

- Respond effectively to emergency situations which require a rapid nursing response analysing the patient, immediate risks and management strategies required.
- Analysing outcome from assessments to provide judgement on clinical problems which require further investigation, treatment or referral and develop appropriate care plans with patient.
- The ability to assess, observe and respond to prisoners at risk of suicide and/or self-harm/overdose using the appropriate clinical interventions/ treatment/referral.
- Provide advice and direction to the team in clinical situations which are out of their scope by determining appropriate response to crisis situations and acting accordingly.
- Manage competing priorities and react to unforeseen circumstances, incidents and emergency situations.
- Work within a demanding and high emotion environment with challenging patients which requires compassion and empathy.
- Undertake and support clinical audit such as record keeping, QOF, Health and Justice performance indicators etc.
- To lead on patient safety and RCA reviews, providing appropriate interventions that are SMART and lead to improvements for staff and in patient care.

### **3. Planning and Organisational Work**

- Plan, organise and review daily clinical activity to ensure priority of need is aligned with resources available.
- Organise own time, objectives and coordinate that of junior staff and learners.
- To attend and facilitate relevant meetings and lead in discussions concerning the running of the service and management of prisoners/patients.
- To promote and facilitate evidence/research-based practice and to play a role in the development of services, clinical competencies, participate in and when appropriate initiate audit, research and carry out evaluation.
- To contribute to strategic business planning in response to changing demand, to identify areas where additional development or funding may be required and to be aware of budgetary constraints in order to manage resources effectively.
- To challenge existing practice, review and initiate innovative nursing developments, maintain high standards of professional practice and competence, in keeping with the NMC Code of Conduct and Scope of Professional Practice, promote and facilitate the development of specialist nursing practice.
- To be responsible for promoting clinical reflection and providing one to one support to team members and to contribute to continuing team development to create, maintain and enhance effective working relationships within the prison setting.

### **4. Patient/Client Care**

- To lead the delivery of high-quality, evidence-based care and intervention to patients by demonstrating and promoting up to date evidence-based practice
- Develop programmes of care for individual patients that meet their needs for chronic disease and acute episodes of care.
- Audit and evaluate episodes of care for all patients to continuously improve and ensure effective embedding of changes to practice.
- To be involved in multi-disciplinary and inter-agency care planning to support seamless care provision for those identified with complex health needs. this also includes carers or significant others as necessary or required.

- To promote multi-disciplinary and inter-agency liaison to support and/or facilitate assessments as part of the agreed care-pathway.
- To lead clinical meetings or multi-disciplinary meetings in the absence of the Clinical Manager.
- To work effectively as a member of the prison multi-disciplinary team.
- To support the coordination of the primary care, mental health and substance misuse nursing service, ensuring uninterrupted, seamless care over a 24hr period
- To liaise with mental health and substance misuse services for allocated patients.
- Support patient involvement ensuring their voice is heard in delivering care
- Participate in the service user groups empowering promoting the values of the expert patient to inform services and care delivery
- To monitor NMC professional codes of conduct thus safeguarding the interests and wellbeing of patients.
- Maintain accurate up-to-date clinical records and care plans in accordance with NMC standards for records and record keeping, ensuring compliance with the Data Protection Act and the Freedom of Information Act.
- Provide clinical leadership to the multi-disciplinary referral allocation, assessment and post assessment decision making to ensure accurate, effective and sensitive feedback to all referring agencies.
- To work collaboratively with HM Prison Service colleagues to ensure security and stability of the prison regime is maintained.
- Attain and maintain and monitor clinical competencies required for effective care and treatment of prisoners within the primary care service.

#### **5. Financial Resources**

- To be responsible for equipment used in carrying out clinical duties, and to adhere to departmental policy, including competence to use equipment.
- To reduce waste and ensure efficient use of resources both material and physical
- To ensure orders and stock management processes minimise duplication and are aligned to Spectrum's formulary
- Support Spectrum's SAVE cost improvement programme, working efficiently and effectively, identifying and realising potential cost savings.

#### **6. People Management and Development**

- To contribute to the recruitment, selection, induction and retention of staff, providing professional support along with the assessment of clinical competency for existing and newly appointed staff, advising the manager of any circumstances that give cause for concern.
- To participate in the organisations appraisal system and undertake for own line reports. Maintain own professional development in line with the requirements, act upon training needs identified and attend relevant lectures, training and courses as necessary to ensure continuing best practice and the on-going services within the centre.
- To organise the induction of new staff, ensuring that roles and responsibilities are clearly defined. Be involved with assessing clinical competency and support staff members to ensure the team continues to provide high standards of care and advice.
- Line manage staff including managing issues such as recruitment, attendance issues, disciplinary and grievance issues in accordance with Spectrum's policies and procedures
- Responsible for own clinical supervision.
- To comply with the NMC Code and CPD requirements for successful revalidation

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| <ul style="list-style-type: none"><li>• Undertakes statutory and mandatory training in line with Spectrum policies.</li></ul> |
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The post holder will be expected to operate in line with our shared commitment to our values; Working Together, Integrity, Respect and Recognition, Compassion and Innovation. These values and behaviours are extremely important to us and we expect everyone who works with us in any capacity, including employees, bank staff, contractors, agency staff, people who hold honorary contracts, students and volunteers to demonstrate behaviours consistent with Spectrum's values and behaviours.

## GENERAL

- **Confidentiality**

Maintain high levels of confidentiality at all times, ensuring that information is not communicated except in the course of recognised duty and in accordance with Spectrum's policy.

- **Equality and Diversity**

Support the equality, diversity and rights of patients, clients and colleagues by working in a way that recognises the importance of people's rights and respects and promotes their privacy, dignity, needs and beliefs.

- **Safeguarding**

The post holder will be expected to undertake safeguarding training (Children and Adults) appropriate to their role and adhere to policies and procedures relevant to the area they work in.

- **Infection Prevention**

Duty and responsibility to comply with Spectrum's Infection, Prevention & Control Standards Precaution Policy, ensuring compliance with any specific role and responsibilities outlined within this policy.

- **Health and Safety**

Promote and maintain the health, safety and security of self and others as defined in the Health & Safety Policy.

- **Mandatory Training**

To complete and update all Mandatory Training requirements.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

## PERSON SPECIFICATION

Requirements	Essential	Desirable	Assessed
<b>Education and Training</b>	<p>Registered General Nurse Level 1</p> <p>Evidence of ongoing CPD and delivery of evidence-based care</p> <p>Independent Nurse /Supplementary/ Non-Medical Prescriber qualification or willingness to undertake</p> <p>Appropriate management qualification of equivalent experience</p>	<p>RCGP Cert 1/2 Primary Care/LTC qualification</p>	<p>Application form</p> <p>Interview</p> <p>Portfolio</p> <p>Certificates</p> <p>NMC Registration</p>
<b>Knowledge and Experience</b>	<p>Post registration experience.</p> <p>Significant experience of working in a complex environment with multi-disciplinary professionals demonstrating effective communication and leadership skills.</p> <p>Be able to demonstrate experience of clinical governance used to improve patient care.</p> <p>Experience of working as an autonomous practitioner.</p> <p>Change management experience.</p> <p>Experience of leading a team and effectively using policy and procedures to improve clinical and professional standards.</p> <p>Experience of multi-disciplinary/multi agency working.</p> <p>Understanding and application of confidentiality.</p>	<p>Experience of working within Health &amp; Justice.</p> <p>Experience of working in primary care/substance misuse/acute care.</p> <p>Understanding of local and national key documents and their impact on health care delivery in a prison setting.</p> <p>Research experience.</p>	<p>Application form</p> <p>Interview</p> <p>Portfolio</p>
<b>Skills and Abilities</b>	<p>Able to communicate efficiently and effectively.</p> <p>Demonstrate a high level of personal and professional autonomy and an</p>		<p>Application form</p> <p>Interview</p>

	<p>understanding of professional accountability.</p> <p>Openness to explore and lead alternative working practices.</p> <p>Able to develop and maintain positive working relationships.</p> <p>Keyboard skills - computer literate with a working knowledge of Microsoft Office.</p> <p>Able to maintain contemporaneous clinical records following clinical activities.</p>		
<b>Personal Qualities</b>	<p>Compassionate leader who is supportive and approachable with staff.</p> <p>Leads by example by being self-motivated and works on own initiative by taking responsibility for own actions.</p> <p>Supports the creation of an environment that promotes innovation and excellent team working and encourages creativity and innovation.</p> <p>Professional attitude.</p> <p>Ability to work as team member through developing and maintaining positive working relationships.</p> <p>Positive attitude to change.</p> <p>Non-judgmental attitude treating others with courtesy and respect at all times.</p>		<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Other Requirements</b>	<p>Flexible in approach to tasks undertaken displaying resilience to sometimes challenging situations.</p> <p>Flexibility with regard to patterns and places of work.</p> <p>Demonstrates Spectrum's values.</p> <p>Committed to patient user involvement listening to their voice.</p>		

	<p>Commitment to personal and professional development, including being up to date with mandatory and statutory training.</p> <p>Ability to provide evidence of full COVID-19 vaccination status or evidence of formal medical or other exemption as outlined in legislative requirements.</p> <p>Ability to obtain vetting clearance to work in a prison.</p>		
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## GENERAL INFORMATION

Location	Y/N	Location	Y/N	Location	Y/N
Office based		Community based		Clinic Based	
Home based		Secure Environment	Y	Other	