



JOB DESCRIPTION

1. General information

JOB TITLE: Health Care Assistant

GRADE: Band 3 AfC

DIRECTORATE: Forensic and Prison Services Directorate

HOURS OF WORK: 37.5 hours per week

RESPONSIBLE TO: Head of Healthcare
(Line manager)

ACCOUNTABLE TO: Director of Forensic and Prison Services

BASE: HMP Portland

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

2. Overview of the Post

To assist in the delivery of high-quality nursing care to patients in Devon & Dorset Prisons in support of a registered nurse. Is able to work unsupervised for significant periods. To undertake an extended role e.g., patient focused health promotion activities and programmes.

Key Principles of health and wellbeing model for Prison Service

Patient focused with health promotion at the heart of our care.

Putting the right staff in the right place at the right time – specialist posts to ensure that experience is on hand to lead and support patients e.g., leads in learning disability, long term conditions, older adults, complex case practitioners and discharge coordinators.

Designing and delivering healthcare for the unique needs of each prison.

Being highly supportive of clinical and prison staff with training and support enabling the team to work smarter and as part of an effective Multi Professional Team.

3. Key Task and Responsibilities

Providing physical care to patients according to a written care plan
Being an effective communicator, observer, and listener.

To work as directed by a registered nurse.

Understanding the need for and maintaining patient confidentiality and security at all times.

Adhering to all organisational and prison policies, procedures, and guidelines.

Ensuring good working relationships with patients, carers, relatives, other professionals and prison and healthcare staff.

Developing an understanding of and demonstrating use of clinical supervision to reflect upon and modify practice.

Behaving at all times in a professionally acceptable manner.

Clinical

Responding to the needs of patients in an honest, non-judgemental, and open manner, which respects the rights of individuals and groups.

Actively engaging with patients in the provision of holistic, needs-led care which considers the physical, psychological, emotional, social, and spiritual needs of individuals and groups.

Demonstrates a commitment to equal opportunities for all people.

Demonstrates a knowledge of the term 'professional boundaries' and how to applying this to working with patients, offenders, and others.

Responding to the needs of people sensitively with regard for age, culture, race, gender, ethnicity, religion, and disability, especially regarding patient privacy and dignity.

Understanding the need for promoting health & well-being and the delivery of health promotion activities and programmes (including patient self-help programmes) in support of a registered nurse.

Understanding the need for and assisting patients to attain optimal physical health and assisting with physical procedures in support of a registered nurse.

Demonstrating good verbal and non-verbal communication skills.

Contributing appropriately to risk assessment and individualised care planning.

Custodial Responsibilities

Assume personal responsibility for the security of issued keys.

Understand and comply with prison orders, procedures, and instructions in your area of work.

Comply with all security requirements.

Respond to any situation or circumstance that might indicate a threat to security of the establishment or to the safety of an individual, completing Incident, Security, Injury, or other reports as appropriate.

Report breaches of order and discipline including reporting and recording untoward incidents according to local protocol.

Contribute to effective risk assessment and management procedures.

Communication

Develop and maintain inter-disciplinary and inter-agency working with all relevant agencies and organisations as directed.

Develop and maintain close working partnerships with HMPS, Prison Governors and Heads of Prison Services, Forensic Services, Probation Services, Crown Prosecution Service, Police, and all other non-statutory agencies that are integral to prisoner/patient care and offender management.

Undertake other duties agreed in conjunction with registered staff, Integrated Primary Healthcare Services.

On Call/Unsocial Hours

N/A.

The following statements are mandatory for all job descriptions:

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

Note:

Please attach an organisational chart alongside, a person specification, and Job Description.



PERSON SPECIFICATION

JOB TITLE: Healthcare Assistant

DEPARTMENT: Forensics & Prisons

GRADE: Band 3 AfC

Education/Qualifications	How measured
<p>Care experience (essential)</p> <p>NVQ level 3 or equivalent experience</p> <p>Associate nurse Practitioner qualification (desirable)</p> <p>Able to effectively communicate in English both verbally and in writing. This will mean that you can take part in conversations with patients and colleagues, expressing yourself in fluent English and have no difficulty in making yourself understood.</p> <p>To meet the numeracy, literacy, and clinical competency requirements of the role,</p>	<p>Application Form/Interview</p> <p>Competency Test Drug Calculation Test at Interview</p>
Experience	
<p>Experience of facilitating /planning /supporting groups in a healthcare setting i.e., health improvement/smoking cessation/ activities.</p> <p>Physical skills to support working in a prison setting i.e., providing patient care, carrying out tests/observations.</p> <p>Experience of being able to work within policy frameworks in a regulated patient care setting.</p>	<p>Application Form/Interview</p>
Skills/Abilities/Knowledge	
<p>Ability to assess risk and care plan effectively, whilst understanding the needs and rights of people.</p>	<p>Application Form/Interview</p>

Participate in any audits, research projects.

To take responsibility for clinical equipment/resources with which you are allocated as well as patient property and valuables.

Good communication and an ability to form positive relationships with patients, carers, and other professionals.

Ability to relate to patients who may be experiencing high levels of distress and emotional disturbance.

Strong interpersonal skills and able to work under pressure.

To act on own initiative when delivering patient care seeking support as required.

Ability to identify poor practice and standards of care when you see it and ensure that your Manager /Modern matron is aware.

Able to demonstrate a flexible approach to client intervention.

Effort and Environment

Physical Effort

Day to day contact with offenders.

Ability to manage complex & challenging behaviour.

Manual handling

Use approved breakaway techniques.

Standard IT skills

Emotional effort

Ability to manage complex & challenging behaviour.

Ability to work in a challenging and changing environment.

<p>Working conditions</p> <p>Ability to work in a challenging secure environment and adhere to all security requirements of the prison.</p> <p>May be required to navigate a large number of stairs and cover long distances in a single shift.</p>	
<p>Mental Health and Learning Disability Specific</p> <p>An understanding of the Mental Health Act, Mental Capacity Act, Care Programme Approach, and other relevant legislation and guidance.</p> <p>The ability to support and safely manage patients who are presenting with challenging and physically aggressive behaviour.</p>	
<p>Forensic and Prison Specific</p> <p>To be able to comply with prison orders, procedures, and instructions and to be able to comply with all prison security requirements.</p> <p>To work within the rules, regulations, and laws regarding Prison safety and security.</p> <p>To demonstrate some understanding of the nature of nursing in secure environments; and be able to demonstrate a basic knowledge of criminal justice system.</p> <p>The ability to support and safely manage patients who are presenting with challenging and physically aggressive behaviour.</p>	

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

AFC Reference Number	3348.22
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Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name