

Job Title: Senior Primary Care Nurse	
Reports to (post title): Clinical Matron	
Role Purpose:	
<p>To work as part of the Healthcare Centre team leading in the assessment, planning, implementation and evaluation of patient needs and appropriate care and treatment.</p> <p>Ensure the implementation of the National Service Frameworks and ensure maintenance of high standards of care to the prison population.</p> <p>To coordinate and lead the team as operational daily nurse in charge.</p> <p>To provide leadership, support for and supervision of the team.</p> <p>Maintain professional standards, ensuring adherence to all relevant policies and procedures to ensure the delivery of high-quality care.</p>	
Role Context:	
<p>To lead effective healthcare services for prisoners which deliver against required standards, e.g. Key Performance Indicators, Prison Health Performance Quality Indicators , CQC and HMIP..</p> <p>To demonstrate innovative practice whilst maintaining clinical efficacy, enabling the service to compete as provider of choice to local commissioners.</p>	
Trust Values	
<p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Trust Values:</p> <p style="text-align: center;">Trust- Honesty- Respect- Compassion- Teamwork</p>	
Key Accountabilities	Performance Measures
As a senior Nurse and role model, ensure a high standard of care to patients.	All patients have accurate care plans
Contribute to the continual improvement of the healthcare service.	
Contribute to the Clinical Governance agenda and apply risk management systems.	
Participate in relevant research and audit activity	
	Audit scores and action plans

<p>Responsible for the assessment, planning, implementation and evaluation of healthcare for patients</p> <p>Plan, deliver and evaluate programmes of care to address patient's present and changing health and wellbeing needs.</p> <p>Implement evidence based / best practice in line with National Service Frameworks and NICE guidance</p> <p>Plan discharge and follow up care for patients leaving prison and returning to the community.</p> <p>Develops and delivers education and advice to patient son relevant health issues.</p> <p>Establish and maintain communication with individuals, prison staff and all members of the multi-disciplinary team, providing advice and support as appropriate.</p> <p>Use initiative to problem solve and respond effectively to issues within the department.</p> <p>Provide feedback to line manager and internal and external agencies.</p> <p>Handle sensitive and confidential information appropriately</p> <p>To be responsible for the development of own knowledge and clinical practice.</p> <p>Maintain responsibility for identifying own learning needs and participate in training to develop and maintain own knowledge, personal qualities and skills.</p> <p>Support effective team working in the nursing team, the wider Healthcare Team and prison workforce.</p> <p>Promote and maintain good practice in record keeping by self and the team to ensure Trust, prison and professional standards are met.</p> <p>Promote and maintain best practice that ensures the health safety and security of self, patients and colleagues in accordance with the policies, procedures and guidelines of the Trust and prison.</p> <p>Safe administration of medication in accordance with National, Trust and Local policies</p> <p>Provide a triage service and clinical interventions, recognising environmental limitations and the need for</p>	<p>Clear and effective communication demonstrated in healthcare records.</p> <p>Supervision and case note review</p> <p>Training records and supervision</p> <p>Attend and contribute to team meetings</p> <p>Supervision evidence</p> <p>Appropriate referrals made to other services</p> <p>Understanding of boundaries and action to take</p> <p>Timely and appropriate use of IT communication systems</p> <p>Medication audits</p>
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appropriate referral, assessment and transfer of patients who require care within wider NHS provision.

Respond to healthcare emergencies within the prison in accordance with the Trust's and Local policies and procedures.

Deliver evidence-based care

Undertake the assessment of patients to be transferred or released using recognised tools and protocols.

Seek specialist advice from other Healthcare professionals both internal and external.

Liaise with external healthcare providers regarding the safe discharge and transfer of patients

Act as a named nurse for patients with specialist or complex health needs

Provide sessions and clinics in the healthcare centre, on the prison wings or other suitable settings.

Handles sensitive and confidential information appropriately.

Organise and be responsible for the allocation of workload to deliver effective and efficient high quality care.

To provide basic leadership to junior staff by maintaining professional standards ensuring adherence to all relevant policies and procedures to ensure the delivery of high-quality care.

To provide support and supervision for junior staff

Deputise and take charge of the shift in the absence of line manager.

Promote independent self-management of patient's healthcare needs

To identify patients who could be at risk of self-harm and escalate appropriately

Respect Patients individuality and maintain their privacy and dignity within the constraints of the custodial environment.

Actively participate in the development of the healthcare services within the Offender Health Directorate.

<p>Ensures the effective and efficient use of resources within their own sphere of responsibility.</p> <p>Prioritises own workload based on clinical priority</p> <p>Responsible for identifying own learning needs and participate in training to develop and maintain own knowledge, personal qualities and skills.</p> <p>To actively participate in all aspects of clinical and managerial supervision, act as a supervisor to junior staff</p> <p>Take responsibility for your own and others' health and safety in the working environment.</p> <p>To work within the provision of and keep up to date with the Trust and Local policies and procedures</p> <p>To undertake any other duties that would be a reasonable expectation of the role</p> <p>Able to recognise and maintain appropriate professional boundaries at all times and report inappropriate behaviour/boundary concerns</p> <p>Maintain own registration requirements in accordance professional body regulation</p> <p>To undertake any other duties that would be a reasonable expectation of the role</p>	
Dimensions	
<p>Working within prison environments housing up to 1200 prisoners</p> <p>Liaises with the nursing and wider healthcare team, prison staff to ensure continuity of care.</p> <p>To work across other prison sites as required to meet the needs of the service</p> <p>Working within a prison environment for Offender Health the post holder will be required to work within multi skilled healthcare teams supporting junior staff on a day to day basis.</p> <p>The healthcare teams provide a variety of services including physical healthcare, substance misuse and mental health to offenders/patients across the cluster.</p>	
Safeguarding	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support.</p>	
Disclosure and Barring Services	

Where this post meets the definition of 'Regulated activity' as defined in Safeguarding Groups & Freedoms of Protections, the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate

Infection Control

All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role

Communication

The post holder is required to communicate sensitive information concerning patient's medical status with external service providers to ensure a seamless service on release.

Communicate sensitive information concerning patients medical condition within a custodial environment, requiring you to have persuasive and reassurance skills. Some patients have special needs therefore there are barriers to understanding.

Cooperate with others to support the organisations' vision, values, strategies and objectives.

Effective verbal, non-verbal and written communication skills

Always act in a dignified and responsible manner with patients, visitors and colleagues, using appropriate language and communication skills which acknowledge cultural differences

To complete documentation as required in accordance with Trust policy and NMC Professional Standards

Knowledge, Training and Experience

Professional qualification – 1st Level Registered General Nurse

Have evidence of post registration Diploma or significant experience in working within a primary care setting

Professional and clinical knowledge acquired through training

IT Skills including use of patient information systems, with ability to learn to effectively utilise service specific computer packages

Experience of providing general nursing care to patients in a practice environment as an autonomous practitioner

The ability to work on own initiative, self-motivation and work as part of a multi-disciplinary team

Evidence of continuing professional development in relevant area e.g., Tissue Viability, Continence Promotion, Long Term Condition management

HLS training up to date

Experience of Health Education and Promotion.

Experience of triaging of patients with a range of clinical conditions.

Experience of Long-Term Condition and Chronic Disease management.

Experience of supervising and appraising staff.

Experience of working with other organisations

Ability to supervise and act as a mentor to both registered and un-registered members of the team.

A developing knowledge of healthcare within custodial environments

Experience of delivering training programmes.

Analytical and Judgement Skills

Ability to identify complex issues/situations/information and have the skills to formulate solutions and make recommendations on the best course of action.

To assess and evaluate risk in relation to risk of harm to self and others

To understand complex factors relating to risk and commence appropriate management of these patients

To refer and sign post to other internal and external agencies.

Planning and Organisational Skills

Allocation and reallocation of work, caseloads, tasks.

Plan and organise own diary.

To effectively plan discharges, transfers, and prison releases in conjunction with community services

Ability to prioritise need and respond accordingly.

Plan and deliver patient care.

Physical Skills

Dexterity and accuracy required for procedure i.e. IV injection, IM injection , Venepuncture, catheterisation and removal of sutures etc.

Standard keyboard

Breakaway

Equality & Diversity

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.

Responsibility for Patient/Client Care

To hold a complex caseload with the guidance and clinical supervision under the Clinical Matron

Develops specialist programmes of care

Provides specialist advice in relation to care of patients

<p>To assess, plan, develop, implement, and evaluate patient care including responsibility for own for own record keeping</p> <p>To respond constructively to patients concerns, comments or criticisms</p>
Responsibility for Policy/Service Development
<p>To actively contribute to the development and timely review of local procedures.</p> <p>To implement policies within the service as required</p> <p>To actively identify service development issues / themes and propose changes to practices in own work area</p>
Responsibility for Financial and Physical Resources
<p>Observe personal duty of care in relation to equipment and stock levels</p>
Responsibility for HR
<p>Day to day management of staff</p> <p>Be responsible for ensuring appraisals, supervision, training and development are actioned within specified timescales</p> <p>Support the recruitment and retention process</p> <p>Providing on the job training to newly recruited staff and assessing competencies</p> <p>Contribute to the management of sickness absence</p> <p>To attend and actively take part in mandatory and other training, plus own supervision.</p> <p>To lead the induction of new staff and students.</p> <p>To promote team working with colleagues and wider directorate teams.</p>
Responsibility for Information Resources
<p>To use information technology systems e.g. SystmOne.</p> <p>To generate reports for individual patients e.g. CPA, MAPPA, or for use in parole boards.</p> <p>To ensure that confidential information is handled appropriately and in line with Trust policy.</p>
Responsibility for Research and Development
<p>To undertake audits using information resources e.g. record keeping audits</p> <p>Undertake audits to inform the Service Manager of standards of care</p> <p>Contribute to data collection and analysis with regards to service development.</p>
Freedom to Act
<p>Working as an autonomous practitioner responsible for own actions and supervision of junior staff</p> <p>Expected results are defined but the post holder decides on how best these are achieved</p>

Working within in a prison estate, deciding when to refer to the Service Manager for advice and support

Physical Effort

Frequent requirement to exert light physical effort for several long periods during a shift

Requirement to undertake desk based activities for intermittent periods of time

Requirement to walk to prisoner wings, clinic areas and reception across a large geographical site.

Respond to healthcare emergencies and incidents.

Mental Effort

Frequent concentration required when engaging with patients, work pattern unpredictable due to the nature of the prison environment. Occasional prolonged concentration required when checking documentation or when dispensing medication.

Emotional Effort

Frequent exposure to distressing or emotional circumstances, occasional highly. The backgrounds and presentation of many of these patients can present exceptional challenges both in working with the patients, in managing personal emotional responses and those of others.

Working Conditions

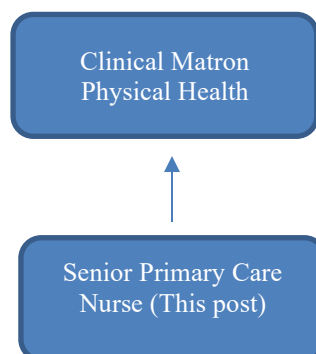
Prison environment that provides healthcare services for offenders whom are either on remand awaiting court dates or have been sentenced. This involves being the subject of searching and security procedures, responsibility for keys and working in a restrictive, locked environment.

Occasional exposure to aggressive behaviour of prisoners, with potential verbal abuse and /or physical violence.

Frequent exposure, to highly unpleasant working conditions including exposure to bodily fluids, significant noise, geographical isolation, restrictive environment, potential inadequate ventilation and temperature control.

Organisation Chart

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Our promise to you:

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures

After reviewing the document, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

Next level Manager:

Date: