#### **NHS GRAMPIAN**

#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
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| 2. JOB PURPOSE |
| In conjunction with the Clinical Manager, contribute to the delivery of a comprehensive Health Care Service in partnership with Primary Care, Mental Health and Addiction practitioners as part of an extensive multi disciplinary team within the unique setting of a prison environment.  To operate as a registered nurse in accordance with the Nursing & Midwifery Council (NMC) Code of Professional Conduct and demonstrate organisational skills and accountability in a nurse-led service within a multi disciplinary custodial setting.  To operate as part of a multi disciplinary team, the role of which is to provide assessment, evaluation and planned or prescribed delivery of a range of interventions that best manage prisoner healthcare needs including; providing emergency and anticipatory care, promoting wellbeing, and addressing health inequalities, information sharing with a range of appropriate referrers and to contribute to the development of Health Care services for patients in custody. |

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| 1. **ORGANISATIONAL POSITION**   Area Manager  Central Buchan  Health Care Manager  Clinical Manager Band 7  Senior Nurse  Band 6  Staff Nurse Band 5  Health Care Support Worker |
| **3. DIMENSIONS** |
| This is a diverse role which involves the day to day delivery of high standard, nurse-led care, with significant autonomy to refer on as deemed appropriate, to a population who have a comprehensive range of mental health, physical, psychological, substance misuse and social problems whilst maintaining a high level of awareness of and compliance with security procedures within the prison setting.  It involves mentorship, supervision and direction of newly appointed nursing staff, health care assistants, nursing and medical students, junior doctors, training of prison staff with regard to health care issues |

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| 4. ROLE OF DEPARTMENT |
| The role of the NHS is to provide a range of cost effective and efficient clinical services and interventions that meet prisoner healthcare needs during their stay in Prison and on their release, which compliment and integrate with other services and agencies within the custodial environment and the community.  The overall aim of both NHS and SPS is to improve the physical and mental health and wellbeing of patients, to support rehabilitation and to contribute to the offender outcome strategy. |

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| 5. KEY RESULT AREAS |
| **Clinical**  Responsible for the assessment, planning, implementation and evaluation of evidence based programmes of care and through care needs of the prisoner with complex health needs. This is achieved by the use of risk assessment, care plans, effective clinical judgement and decision making skills.  Facilitate nurse led clinic relating to appropriate clinical expertise and skills.  Provide clinical input to the multi disciplinary, assessment and post assessment decision making to ensure accurate, effective and sensitive feedback to all referring agencies.  As first responders manage emergency situations where there is high risk to the wellbeing of patients and staff.  Administration and monitoring of all prescribed medications, including controlled drugs.  In the absence of other specialist nurses, the post holder will undertake the necessary duties to ensure provision of basic Health Care within their remit and NMC parameters.  To demonstrate compliance against NHS standards by participating in data collection and Clinical Audit and assist in the development of healthcare services with the aim of improving prisoner health and wellbeing.  Encourage patients to take responsibility for their health by providing advice, guidance and education which will enable them to achieve a healthier life both in custody and on their release.  To support health governance arrangements by undertaking a range of clinical interventions that enable compliance with NHS standards and other clinically appropriate measures.  To provide a range of health services whilst ensuring care is consistent with the cultural background and value base of our patients.  **Professional**  To act in accordance with the NMC Code of Professional Conduct and NHS policies, guidelines and procedures while adhering to SPS policies and procedures.  Maintain clear, concise and accurate records (written and electronic). Provide accurate and timely assessment/discharge summaries to referring agents.  To demonstrate Continuous Professional Development, meeting training needs and participating in Personal Development Planning using electronic Knowledge and Skills Framework (eKSF).  Participation in Clinical Supervision/ support both peers and group.  **Leadership**  Prioritisation of own workload and that of less experienced staff members.  In the absence of senior health care staff, the post holder will be required to prioritise workload of staff to deliver health care as appropriate.  As first responders manage emergency situations where there is high risk to the wellbeing of prisoners and staff.  Participation and contribution to working groups, in relation to operational, strategic and policy issues both in relation to healthcare and the wider offender environment. E.g. Health Protection and ACT2 Care and as required to Risk Management Team, Home Detention Curfew Team and Parole Board. |

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| 6a. EQUIPMENT AND MACHINERY |
| The job requires the post holder to become fully conversant with the use and calibration of range of health care equipment including:-   * Basic Life Support Equipment e.g. semi automatic defibrillator, pulse oximeter, auto dose injector pen * Nebuliser and Oxygen Equipment, Spirometer, Peak flow meter, Volumatic device * Glucometer * Urine/pregnancy testing * Blood Pressure Monitor, thermometer, scales, height measure, auroscope * Glass conical measures for Methadone dispensing * Blood Collection System including sharps and sharps disposal boxes * Vaccine Fridge including temperature monitoring * ECG machine * INR monitor * Telemed * Security keys, personal alarm and 2 way radio * Ensure that equipment (both disposable and non disposable) is maintained and stock is ordered and managed to ensure economical use of all resources * Manual handling equipment * Regular use of a computer and other administration equipment e.g. photocopier, fax machine, telephone. |
| **6b. SYSTEMS** |
| The post holder will use the following systems frequently throughout the course of each day:   * Microsoft Word/Outlook/Excel * Vision, Computerised Health Care Records * Manual Health Care Records System * Prisoner Records System (PR2) * Databases * Electronic patient health care records and care plans * Drug prescription and recording systems and registers * Clinical Audit Systems * eKSF * e:Learning to complete mandatory training |

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| 7. ASSIGNMENT AND REVIEW OF WORK |
| This job requires the post holder to work without direct supervision but with the support of the Clinical Manager or designated shift leader.  Duties are largely generated by patient’s health care needs and the Clinical Manager  The post holder has discretion to work autonomously within the defined parameters of NMC Code of Professional Conduct and within the remit of their skills and qualifications for which they are accountable.  The workload is subject to change and reviews at short notice and may happen on several occasions throughout the day due to clinical priority and/or security.  The post holder will engage in caseload clinical reviews and allocation involving multidisciplinary colleagues. |

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| **8. DECISIONS AND JUDGEMENTS** |
| Involvement in assessing and managing risks related to health issues on a day to day basis within a multi disciplinary approach. This may include advising or informing colleagues within the Health Care team, the wider multi disciplinary team, senior prison management and partner agencies.  The post holder is required to make decisions and judgements regarding the level of safety of patients, NHS and SPS staff, family, carers, potential victims and the public generally.  The post holder is required to use their own judgement to disseminate relevant information regarding risk posed by the prisoner, as well as routine information sharing with other Health Care team members whilst bearing in mind the individual’s right to confidentiality. This includes information to criminal justice agencies responsible for community supervision and to the SPS Intelligence Management Unit.  Awareness of Child Protection/Vulnerable Adult policies and the responsibility to refer concerns on appropriately.  The post holder is accountable for their clinical practice and skills. This is achieved by clinical assessment of risk and needs based on patients’ presentation and the development of programmes of care.  Able to manage competing priorities and react to unforeseen circumstances, incidents and emergency situations. |

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| 9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Delivering health care from within a prison setting. The prison work environment is extremely challenging and patients may display challenging behaviours on a daily basis.  Negotiation and justification about the reason for certain decisions made about health care provision.  Dealing with critical incidents such as suicide and providing immediate support to others involved.  Unsocial working hours can be compounded by the requirement to remain in the prison after the end of a shift due to various operational reasons. This may result in occasional lone working.  The post holder may be exposed to situations where there is violence, aggression and a high risk to the well being and safety of patients in custody and staff.  Ensuring an integrated and efficient service with SPS departments and partner agencies within both prison and community setting, including Primary Care Services, Social Work Departments and other NHS facilities.  A requirement to represent the NHS and SPS at court as a competent, professional witness, e.g.: Fatal Accident Inquiry.  The insidious level of stress, use of foul and abrasive language and the risk of exposure to dangerous situations e.g. hostage taking.  Delivery of palliative and/or end of life nursing care in a prison environment. |

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| **10. COMMUNICATIONS AND RELATIONSHIPS** |
| Develop and maintain excellent communication and working relationships with patients, carers, relatives, multi disciplinary colleagues and other health professionals, criminal justice services, local authority and voluntary agencies, ensuring appropriate continuity of care and treatment prior to imprisonment, during their stay and after liberation.  .  The post holder is regularly required to communicate sensitive information, utilise negotiating, influencing and persuading skills when dealing with patients in custody in order to agree care plans and assist with the implementation of the plan to ensure a successful outcome. There can also be barriers to understanding due to the patient group (can often be under the influence of unknown illicit substances, prisoners with learning difficulties, sensory impairment and non English speaking patients.  Establish, maintain and bring to closure, therapeutic relationships with clients.  The post holder will have to deal with angry, upset and irrational patients where communication skills will be required to de-escalate situations to ensure safety of self and others.  Provide accurate, timely reports, records and summaries for GPs, criminal justice services, social services or other referring and partner agencies.  Communicate effectively and have the ability to interpret diagnosis (within skills remit), educate using verbal and written information, being sensitive to the individual needs of patients and those involved in their care.  Information communicated may involve condition related information (with the patient’s consent, which could include terminal illness, requiring empathy.  Communicates with;  **Internal**  Patients  NHS Prison Health Care Team  Multi disciplinary Mental Health Team  Visiting specialist service personnel  Other SPS staff and management  Social workers  Drug Services  Chaplains  HDC Co-ordinator  Parole staff    **External**  Pharmaceutical Supplies Provider, out of hours pharmacy and telephone advice service  On-Call Doctors  GP and Community Nurses  Psychiatry Services  Other NHS services/hospitals  Drug Services  Social workers and Local Authorities  Criminal Justice Service  Members of the public  Translation Services  Voluntary Agencies e.g. Samaritans  Patients’ Families  Police |

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| **11. PHYSICAL, ENVIRONMENTAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB** |
| * This role covers the entire area of a prison, which can be a substantial geographical area. Daily and frequent walking between areas involves frequent use of stairs, is often outside and sometimes at speed as first responder to incidents, carrying emergency equipment n excess of 15kg, e.g.: defibrillator, oxygen cylinder and other emergency equipment * Occasional moving and handling of prisoners, e.g.: for emergency aid or personal protection * Daily and frequent use of visual display unit and keyboard * The nature of prison health care can require early starts to service the early opening of the prison and frequent late finishes where a finite end of roster period is not always possible dependent on incidents in the prison and external influences such as late or unscheduled admissions into custody following Home Detention Curfew recall. * The requirement to attend meetings anywhere throughout the SPS estate, which may involve long periods of driving, travel on public transport and overnight stays * You must be responsible for the operation and security of a radio and to continually listen via an ear piece to radio traffic, responding appropriately using SPS approved radio procedure when required. * Responsibility for the serious implications of carrying security keys which would cause a significant breach of security if mishandled, misplaced or misused by compromising prison operational security * Working in an unpredictable environment with regular and high levels of conflict, violence, use of foul and abrasive language and the risk of potentially life threatening situations, e.g.: hostage taking, will place an insidious level of stress on the post holder. This could be the result of the needs of the patient, the high numbers in custody, the constraints caused by the secure environment and the unfit for purpose buildings or pressures from the wider multi disciplinary team and/or senior management * Contact with bodily fluids, including blood, which may be infectious. Coping with the potential exposure to blood borne viruses or infestations * Daily working with individuals who are distressed, depressed, anxious, challenging, thought disordered or memory impaired * Discussing sensitive issues with patients such as physical or sexual abuse, bereavement, family conflict or breaking bad news regarding health such as terminal or life limiting illness * Working in a secure environment, undertaking assessment of patients who have a comprehensive range of physical, psychological, substance misuse and social problems and who may be under the influence of illicit substances * Working with individuals who have a history of violent, predatory or sexual offences * Patients, carers and staff can disclose highly sensitive information, e.g.: regarding threats to others (potential serious harm, sexual or domestic abuse to or by the patient) which requires a calm, respectful, empathetic, professional and non-judgemental approach and reaction from the post holder * Responsibility for the suicide risk assessments and case conferences for patients managed under the SPS suicide risk management strategy , particularly after transfer of custody and after any significant events during custody, e.g.: an episode of deliberate and serious self harm, attempted suicide, receiving an unexpected or lengthy sentence or other bad news * Dealing with a high volume of work against a background of continuous interruption/distraction, e.g.: radio transmission, telephone, visitors to department, while working flexibly, dealing with priority and unforeseen circumstances * Calculating drug dosage and administration of all prescribed medications, including controlled drugs * Spontaneous clinical decision making regarding patient health care needs * High level of concentration and the need to stay calm under pressure * Being involved in critical incidents such as first responder or witnessing traumatic events, real or distractional, such as deliberate self harm, suicide attempts, completed suicide, medical emergencies and prisoner and staff assault * Attend and participate in formal post incident debriefs * Maintaining confidentiality against the requirement of security implications to take precedence which can create a conflict of interest * Giving witness statements to police, interviews with solicitors and court appearances representing the NHS and SPS. * Daily x-ray of belongings, metal detector tests and being subject to random staff searches heighten the emotional demands of the post * Dealing with the effect of the negative image of prisons that can be portrayed in the media and the potential for media intrusion |

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| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Minimum required undertaking the role.   * Registered Nurse - currently registered with the NMC * Previous varied experience in a relevant clinical setting is desirable eg.working in the fields of primary Care, Acute services, Mental Health and/or working in a secure environment * Awareness of patient needs in relation to Mental Health support and the ability to work across these areas * Evidence of continuing professional development and a professional portfolio * Post holder will have well developed written and verbal communication skills and record accurate consultation data in prisoners health care records in accordance with the latest NMC guidelines and other pertinent standards * The post holder must hold appropriate health care training in anaphylaxis, resuscitation, moving and handling and must complete SPS mandatory training (suicide risk management strategy, radio and security and key management, Personal Protection Training and other training deemed appropriate) * Contribute to developing the awareness of health issues to colleagues, SPS staff and others as required. * Ability to work independently and unsupervised, within a busy and demanding workplace, whilst maintaining a role within part of a multi disciplinary team * Ability to treat patients in custody with respect and dignity at all times even under conditions of duress * Demonstrate awareness of pertinent health-related policies/guidance and work with the health care team to consider the impact and strategies for implementation * Demonstrate a high level of awareness towards security procedures * Awareness of the Mental health (Care and Treatment) (Scotland) Act 2003 * Extensive knowledge of medication prescribing guidelines, including the prescribing of controlled drugs * Ability to work flexibly and collaboratively across professional boundaries of NHS and SPS policy and guidelines within and external to the health care team * Ability to monitor the effectiveness of their own clinical practice through quality assurance strategies such as audit and peer review * Demonstrate awareness of clinical supervision * Ability to identify and manage nursing care risks on a continuing basis involving other members of the health care team or services out with the department as appropriate * Demonstrate understanding of and the ability to work within the Clinical Governance Framework * Awareness of and ability to work in accordance with national and local health care policies * Awareness of confidentiality * Good organising and prioritising skills * Basic IT skills |

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| Person Specification  **Staff Nurse Mental Health- Band 5**  **HMP & YOI Grampian**   |  |  |  | | --- | --- | --- | | **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | | **Qualifications** | Registered Nurse Qualification RMN (mental health)  Evidence of continuing professional development. | Post registrations qualifications in subjects to relating to Mental Health Nursing | | **Experience** | Varied post registration working in mental health setting.  Sound knowledge of mental health care. | Experience of working in a forensic setting | | **Special Aptitude and Abilities** | Ability to implement care planning.  Ability to work alone or as part of a multi disciplinary team.  Ability to manage time effectively. | Ability to communicate effectively in a wide range of situations and with various disciplines/agencies. | | **Disposition** | Good communicator – written and oral.  Good team worker with the ability to be flexible.  Ability to use own initiative and to work under pressure. | Enthusiastic and confident personality. | | **Physical Requirements** | Able to fully discharge the duties of the post. |  | | **Particular Requirements** | A desire to work with patients in custody.  Knowledge and commitment to excellence in health related government strategies.  PVG | Knowledge of general health issues which may affect patients in custody.  Ability to be flexible in managing own workload under the supervision of Band 6/7. |  |  | | --- | | MAJOR RISKS IN DOING THIS JOB | | A job description is attached. The job involves delivery of health care within a prison setting where patients in custody may display challenging behaviour on a daily basis. There is a risk of being exposed to situations where there is use of foul and abrasive language and exposure to dangerous situations. | |  |