

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: Charge Nurse

Responsible to:- Senior Charge Nurse

Department(s): Edinburgh Prison

Directorate: REAS

Operating Division: NHS Lothian

Job Reference: 136262

No of Job Holders: 1

Last Update (insert date): March 2014

### 2. JOB PURPOSE

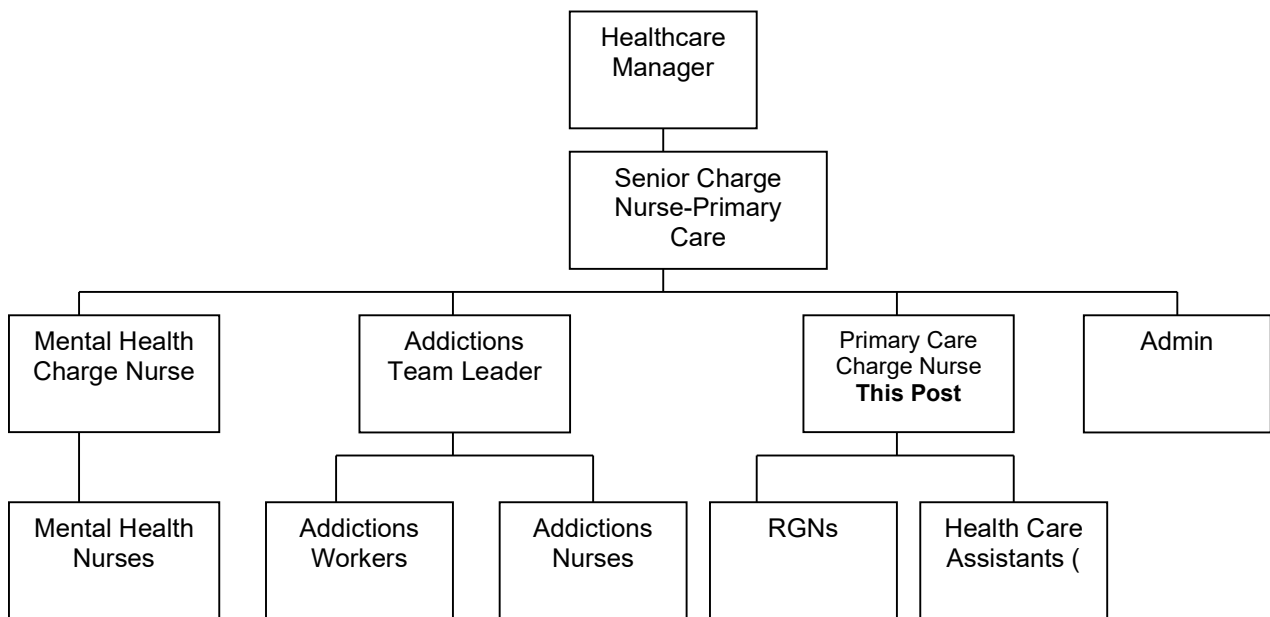
The role of the Charge Nurse is to support the Senior Charge Nurse in their management role; to provide leadership ensuring a high standard of primary care is delivered in accordance with clinical standards; to continuously review clinical standards within agreed frameworks, policies and procedures ensuring compliance with audits and standards; to develop & manage staff performance through PDPR system; to develop Health Promotion within the establishment in liaison with other departments.

The Charge Nurse operates as part of a multi-disciplinary team, managing and directing clinical and support staff ensuring the most efficient use of resources relating to healthcare delivery within a clinical governance framework.

### 3. DIMENSIONS

The Charge Nurse is professionally and operationally accountable to the Senior Charge Nurse, and has responsibility for the day-to-day leadership and management of the primary care team which includes both nursing and support staff.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The role of the Prison Healthcare Service 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 establishment and the community.

- The overall aim of the service is to improve the physical and mental health & wellbeing of prisoners, to support rehabilitation and to contribute to the offender outcome strategy.

## **6. KEY RESULT AREAS**

### **PROFESSIONAL**

1. To monitor the application of NMC guidelines and national and local policies to ensure the meaningful and effective delivery of health care.
2. To monitor the usage and access of clinical records ensuring confidentiality is maintained in accordance with NMC guidelines and legislative requirements, ensuring that all care delivery and recording of such is regularly evaluated to maintain professional and local standards.
3. To ensure an equitable approach to prisoners is applied by the health care team by promoting rights and responsibilities of a culturally diverse population and upholding and enhancing the good standing and reputation of the profession to safeguard the interests of individual patients.
4. To maintain a professional profile of development and learning by maintaining a personal Post Registration Education in Practice (PREP) folder and participating in learning opportunities.
5. To respond to Prisoner Complaints within the required timescales.

### **CLINICAL**

1. To demonstrate, assess, monitor, implement and evaluate standards of primary nursing care within the establishment. Promoting evidence based best practice by addressing and remedying deviations and making recommendations for improvement.
2. To make certain that standards of care are complied with by carrying out regular audits of practice, processes and complaints and implement improvements when required.
3. To apply the principles of infection control to nursing practice within the team, ensuring the Control of Infection guidelines are applied consistently.
4. To coordinate, manage and participate in multi-disciplinary case conferences regarding prisoners with multiple and complex needs.
5. To deputise for the Senior Charge Nurse in their absence to maintain the safe and effective delivery of service.

### **MANAGERIAL**

1. To provide leadership/developmental function to primary care nursing staff within defined sphere of responsibility with a particular regard to career long learning, implementation of evidence based practice and innovation.
2. To manage and deploy staff efficiently and innovatively to deliver care in accordance with the needs of patients ensuring specific health care needs are delivered.
3. To adhere to health and safety policy and procedures, ensuring staff comply with these procedures at all times.
4. To jointly carry out risk assessments, record information and organise preventative actions ensuring staff are aware of harmful and potentially harmful situations and the risk is reduced.
5. To jointly undertake probation and performance reviews, appraisals and counselling of staff as required, meeting with them regularly to keep them informed of healthcare developments and team expectations.
6. To jointly carry out first line manager HR duties such as return to work interviews, fact finding investigations, consideration of flexible working applications, monitoring of annual leave etc.

## 7a. EQUIPMENT AND MACHINERY

- 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 testing
- Blood Pressure Monitor, thermometer, scales, height measure, auroscope
- Methadone dispensing and glass conical measures
- Blood Collection System including sharps and sharp boxes
- Vaccine Fridge including temperature monitoring
- ECG machine
- 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.
- Specialised Beds
- Manual handling equipment
- Access to Telephone, Personal Computer and other IT equipment as required

## 7b. SYSTEMS

There is also frequent daily use of a computer, visual display unit (VDU) and keyboard for data entry, e mail communications internally and externally and administration equipment e.g. photocopier, fax machine, telephone.

The post holder will use the following systems frequently throughout the course of each day:

- Microsoft Word/Outlook
- 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 Rating Scales e.g. opiate and alcohol withdrawal assessment tools
- Clinical Audit Systems including Health Care Standard Assurance.
- Performance Appraisal System -PDPR
- E Learning to complete mandatory training
- Personal Alarm System
- Personal Communication Device (radio carried continually throughout the shift)

## **8. ASSIGNMENT AND REVIEW OF WORK**

The Charge Nurse will independently:

- Works using their own initiative to assess and effectively organise and prioritise their own workload and that of their team.
- Monitors the assessment, implementation and development of programmes of care.
- Assigns and prioritises team workload on a daily basis.
- Respond to complaints regarding service from prisoners.
- Identifies and sources staff training needs and develop systems to support this.
- Work is delegated by the Senior Charge Nurse.

Operates as part of the Healthcare Management Team providing support where necessary

## **9. DECISIONS AND JUDGEMENTS**

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The post holder is expected to make autonomous complex team leadership and clinical decisions on a day-to-day basis. This includes the provision of advice to members of the nursing team and to the wider multidisciplinary prison team, including senior managers, and partner community agencies.

Awareness of Child Protection/Vulnerable Adult policies and issues 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 prisoners' presentation and the development of programmes of care.

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 Intelligence Management Unit.

Able to manage a complex and diverse team, assess competing priorities and react to unforeseen circumstances, incidents and emergency situations in a professional manner.

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The prison work environment is extremely challenging, and prisoners can display challenging behaviours on a daily basis hence the role will place a high level of mental and emotional demand on the post holder.

The requirement to be jointly responsible for the operation and security of a radio and to continually listen, via an ear piece, to radio traffic responding appropriately using approved Radio Procedure when required.

Jointly responsible for the serious implications of carrying security keys which would cause a significant security breach if mishandled, misplaced or misused by compromising prison operational security

Communicating the reason and justification for certain healthcare decisions and championing these within the prison environment.

Dealing with critical incidents such as attempted suicide/self harm and providing immediate support to colleagues and other prisoners involved.

The unsocial working hours are compounded by the requirement at times to remain in the prison after the end of a shift to deliver health care for emergency or operational reasons.

The post holder may be exposed to situations where there is violence, aggression and a high risk to the well being and safety of prisoners and staff.

Ensuring an integrated and seamless service with other departments and partner agencies both within the prison and in the community including Primary Care Services, Social Work Departments and NHS facilities.

A requirement to represent the prison at court as a competent professional witness e.g. at a fatal accident inquiry.

Delivery of palliative and/or end of life nursing care in a cell environment.

## 11. COMMUNICATIONS AND RELATIONSHIPS

The post holder requires excellent communication skills, both written and oral at all local organisational levels and the ability to liaise with external agencies confidently as part of a multi disciplinary team ensuring appropriate continuity of care and treatment prior to imprisonment, during their stay and after liberation.

Communicates with;

### **Internal**

Colleague team leaders throughout the prison  
Health Care Team  
Prison staff and management  
Social workers  
Drug Services  
Chaplains  
Parole Staff  
Psychology and psychiatric services  
Prisoners  
Visiting health care services

### **External**

Pharmaceutical Supplies Provider and out of hours pharmacy telephone advice service  
MEDACS- 24 hour telephone medical service for clinical advice and prescribing  
(faxed/verbal)  
GP and Community Nurses  
NHS services/hospitals  
Drug Services  
Social workers and Local Authorities  
Criminal Justice Service  
Translation Services  
Voluntary Agencies e.g. Samaritans  
Police Scotland

The post holder is regularly required to utilise negotiating, influencing and persuading skills when dealing with prisoners and security colleagues 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 client group e.g. prisoners may be under the influence of unknown illicit substances, prisoners with learning disabilities or sensory impairment and non English speaking prisoners.

The post holder will from time to time have to deal with angry, upset and irrational prisoners, communication skills will be required to de-escalate situations to ensure safety of self and others.

Establish, maintain and bring to closure, therapeutic relationships with clients.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### **Physical/ Environmental**

This role covers the entire area of a prison, which can be a substantial geographical area; including reception, residential, health care, visits and activities areas. Daily and frequent walking between these areas involves frequent use of stairs, is often outside and sometimes at speed as first responder to incidents, carrying emergency equipment e.g. defibrillator, oxygen bottles.

Daily and frequent use of a visual display unit (VDU) and keyboard

Daily contact with body fluids, including blood, which may be potentially infectious. Coping with the potential exposure for blood borne viruses, infestations e.g. scabies/body lice and infections e.g. TB

The nature of prison healthcare does involve shift work in order to deliver a comprehensive health care service. Flexible working is required to accommodate late running courts or admission into custody following Home Detention Curfew (HDC) recall.

### **b Mental/ Emotional**

The working environment in a prison can be unpredictable. The management of prisoners can present a challenge to the security which can occasionally impact on the work of the healthcare staff. Prison life involves much routine which brings its own pressures and challenges. There is always a need to take account of the wider context within which health care staff operate and to co-operate with other prison staff and sections.

Requirement to carry a security radio to continually monitor personal and general security and respond to specific circumstances when they arise. The responsibility to take care of issued keys in accordance with prison instructions.

Dealing with and co-ordinating a high volume of work against a background of potential interruptions e.g. radio transmissions, telephone, visitors to the health centre, while working flexibly, dealing with priority and unforeseen circumstances

High level of concentration and the need to stay calm under pressure

High level of clinical decision making regarding prisoner health care needs using evidence based agreed procedures and protocols along with the need to support the decision making of the team

Maintaining confidentiality within the framework of security implications which can create a potential conflict of interest.

Being involved in critical incidents as first responder or witnessing traumatic events, real or distractional, such as deliberate self harm, suicide attempts, completed suicide, medical emergencies and prisoner or staff assault.

Discussing sensitive issues with prisoners such as rape, abuse, bereavement, family conflict or breaking bad news regarding health such as terminal or life limiting illness

Working in a secure environment undertaking complex assessment of prisoners who have a comprehensive range of physical, psychological, substance misuse and social problems and who may be under the influence of illicit substances.

Responsibility for suicide risk assessments and attending case conferences for prisoners managed under the ACT2Care strategy.

Working with individuals regardless of the nature of the offences for which they have been sentenced.

At times exposure to physical and verbal aggression, foul and abusive language and complex challenging behaviour.

The need to take account of the briefing and training which is provided on personal health and safety within a prison environment.

Exposure to the usual risks and hazards of body fluids following high risk incidents, needle stick injury

Attend and participate in post incident debriefs, operational or Critical Incident Response and Support

Giving witness statements to police, interviews by solicitors and court appearances representing the prison.

Dealing with the effects of the negative image of prisons portrayed in the media and the potential for media intrusion.

### 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Registered General Nurse, currently registered with the NMC
- Substantial relevant previous experience essential in the fields of Primary Care, A&E or working in a secure environment.
- Experience of line management.
- Awareness of prison needs in relation to Mental Health and Addictions support and the ability to work across these areas.
- Evidence of continuing professional development and a professional portfolio, e.g. Post Registration Certificate, Diploma, Degree.
- The postholder must hold necessary mandatory health care training in anaphylaxis, resuscitation, manual handling and lifting and must complete prison related training covering areas such as ACT2 Care suicide strategy, radio and key handing, breakaway self defence techniques, Multi Agency Public Protection Arrangements (MAPPAs), conditioning, intelligence and human rights
- 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
- Good organising and prioritising skills
- Basic IT skills (Power Point and Word)
- Sound knowledge of Adult Protection Legislation

### 14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date: