#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Practitioner Nurse  Responsible to: Health Centre Manager/Clinical Manager in Charge/Clinical Manager  Department(s): Health Centre  Directorate:  Operating Division:  Job Reference: PRISON-010 |

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| 2. JOB PURPOSE |
| In conjunction with the Clinical Manager, contribute to and deliver a comprehensive Primary Care Service in partnership with 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 leadership skills and accountability in a nurse-led service within a multi disciplinary custodial setting.  To operate as part of an extensive multi disciplinary team, the role of the Practitioner Nurse is to provide assessment, evaluation and delivery of a range of interventions that best manage prisoner healthcare needs (ie providing emergency and anticipatory care, promoting wellbeing, and addressing health inequalities) and to contribute to the continuous development of Healthcare Services.  Demonstrate leadership skills and provide guidance to all staff on matters relating to health care services. |

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| **3. DIMENSIONS** |
| This is a diverse role which involves the day to day delivery of autonomous nurse-led care, to a population who have a complex 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 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. |

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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. * Responsible for running nurse led clinics, eg asthma, diabetic, epilepsy, tissue viability, wellman etc. * Provide clinical input to the multi disciplinary referral allocation, assessment and post assessment decision making to ensure accurate, effective and sensitive feedback to all referring agencies. * As a first responder manages emergency situations where there is high risk to the wellbeing of prisoners and staff. * Administration and monitoring of medicines including controlled drugs. * In the absence of other health care professions, ie addictions, mental health and sexual practitioners, the postholder will undertake the necessary care programmes for prisoners. * To demonstrate compliance against Health Care 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 prisoners 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 Health Care Standards. * To provide a range of primary care services whilst ensuring care is consistent with the cultural background and value base of our patients.   **Professional**   * To act in accordance with the NMC (Nursing and Midwifery Council) Code of Professional Conduct, national and local policies, guidelines and procedures, maintain personal Post Registration in Practice (PREP) and promote the role of nursing as an effective and competent member of the multi disciplinary team. * To demonstrate continuous professional development in support of evidence based programmes of care including the ability to perform specific clinical skills within the constraints of the prison environment. * Participation in Clinical Supervision/ support both peer 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 a first responder manages emergency situations where there is high risk to the wellbeing of prisoners and staff. * Mentorship, leadership and support of nursing colleagues during induction and delegated responsibility for ensuring their induction programme is completed. Supervision and support of pre registration nursing students on placement and completion of student assessment documentation * Participation in 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 |

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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 testing * Blood Pressure Monitor, thermometer, scales, height measure, auroscope * Glass conical measures for methadone administration * Blood Collection System including sharps and sharp boxes * Vaccine Fridge including temperature monitoring * ECG machine * Doppler Scanner * 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. * Specialised Beds * Manual handling equipment |
| **6b. 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 * 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 which is specific to the SPS * Eksf * E Learning to complete mandatory training (both NHS & SPS) * Personal Alarm System * Personal Communication Device (radio carried continually throughout the shift) |

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| 7. ASSIGNMENT AND REVIEW OF WORK |
| This job requires the post holder to work autonomously without direct supervision. Duties are largely generated by prisoner’s health care needs and the HCM/CM except when prison management ask for specific tasks to be performed. The post holder has discretion to work autonomously within the defined parameters of nursing guidelines and Health Care Standards which are specific to the Scottish Prison Service (SPS). The workload is subject to change and review at short notice and may happen on several occasions throughout the day due to clinical priority and/or security. |

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| **8. DECISIONS AND JUDGEMENTS** |
| * The post holder is expected to make autonomous complex 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 the senior management team, and partner community agencies. * Requires analysis when prisoner clinical presentation does not match verbal information provided by the patient or others (prison officers, other prisoners). The postholder holds accountability for this. Dealing with competing priorities within the day to day provision of the service and/or in the absence of the Clinical Manager i.e. prioritising multiple incidents, regarding clinical assessments deciding whether prisoner needs transferred to hospital * 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 SPS Intelligence Management Unit * 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 |
| * The prison work environment is extremely challenging and prisoners 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 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 security breach if mishandled, misplaced or misused by compromising prison operational security * Negotiation and justification about the reason for certain decisions made about healthcare provision are an everyday occurrence in the prison health care setting. * Dealing with critical incidents such as suicide and providing immediate support to colleagues and other prisoners involved. * The unsocial working hours are compounded by the frequent requirement to remain in the prison after the end of a shift to deliver health care for emergency or 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 prisoners and staff. * Ensuring an integrated and seamless service with other SPS 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 SPS at court as a competent professional witness e.g. at a 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 cell environment |

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| **10. 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. * Provides and receives highly complex and sensitive information where there are barriers to understanding e.g. learning disability, acute mental illness, behavioural/cognitive difficulties * Communicates very sensitive, complex information relating to prisoners health conditions, e.g. sensitivity discussing prisoners health care needs with family members whilst operating within the bounds of confidentiality (positive STI or HIV status) * Communicating in a situation where there are highly sensitive/complex psychosocial events e.g. trauma, life limiting diagnosis, separation issues. * Communicates with legal advisers, external health professionals e.g. sensitive health care information which may affect sentencing   Communicates with;  **Internal**  Health Care Team  Prison staff and management  Social workers  Drug Services  Chaplains  Parole Staff  Psychology and psychiatric services  Prisoners  **External**  Pharmaceutical Supplies Provider and out of hours pharmacy telephone advice service  On call GP- for clinical advice and prescribing (faxed/verbal)  GP and Community Nurses  NHS services/hospitals  Drug Services  Social workers and Local Authorities  Criminal Justice Service  Members of the public e.g. prisoners relatives  Translation Services  Voluntary Agencies e.g. Samaritans  Prisoners’ Families  Police service   * Information communicated includes condition related information, which can include terminal illness, requiring empathy * 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. frequently prisoners are under the influence of unknown illicit substances, prisoners with learning disabilities or sensory impairment and non English speaking prisoners. * The post holder will 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. * With the prisoners consent, communicate complex information to carers or relatives. * Establish, maintain and bring to closure, therapeutic relationships with clients |

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| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **a 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 in excess of 15kg. E.g. defibrillator, oxygen bottles, intubation equipment. * Frequent (at least twice daily) moving of drug storage/administration equipment (weight >10kg) to residential areas which involves going outside and up flights of stairs and key holder responsibility for the security of the drugs, which can include controlled drugs e.g. Methadone, contained within them. * Occasional moving and handling of prisoners e.g. for emergency aid and in self defence. * Daily moving and handling of health care records which may have to be carried outside to archive record stores and negotiation of ladders to retrieve records. * 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 can require early starts to service the early open up of the prison and frequent late finishes where a finite end of roster period is not always possible due to the need to service late running courts or admission into custody following Home Detention Curfew (HDC) recall.   **b Mental/ Emotional**   * Working in, unpredictable environment with regular and high levels of conflict and violence the role will place a constantly high level of mental and emotional demand on the post holder. This could be the result of the needs of the prisoners, the high numbers of prisoners and overcrowding, the constraints caused by the secure environment or the unfit for purpose buildings or pressures from the wider multi disciplinary team or senior management. * Daily exposure to physical and verbal aggression, foul and abusive language and complex challenging behaviour * Considerable exposure to risks and hazards on a daily basis especially body fluids following high risk incidents, needle stick injury * Requirement to carry a security radio to continually monitor general security and respond to specific circumstances when they arise * Dealing with a high volume of work against a background of continuous 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 spontaneously and with limited advice or guidance * Maintaining confidentiality against the requirement of security implications to take precedence which can create a 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 which may occur daily * Daily 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 case conferences for prisoners managed under the ACT2Care strategy particularly on receipt into custody and after any significant events during custody e.g. an episode of deliberate self harm, attempted suicide or getting an unexpected or lengthy sentence * Working with individuals who have a history of violent, sexual or predatory offences. * Regular exposure to physical and verbal aggression, foul and abusive language and complex challenging behaviour * The threat of prisoner inflicted injury and being taken hostage * Considerable exposure to risks and hazards on a frequent basis especially body fluids following high risk incidents, needle stick injury * Attend and participate in post incident debriefs, operational or Critical Incident Response and Support * The responsibility of continually carrying high security keys via a key chain and belt and the requirement of wearing a personal alarm due to the high security prison environment * Giving witness statements to police, interviews by solicitors and court appearances representing the SPS * The unpredictability of shift finish times which depend on incidents in the prison and external influences such as courts running late or admissions from out lying courts who arrive after the official end of shift but still require to be risk and health assessed * Daily X rays of belongings and metal detector tests and being subject to random staff searches of belongings and personal rub down searches heighten the emotional demands of the post * Dealing with the effects of the negative image of prisons portrayed in the media and the potential for media intrusion * The requirement to attend meetings anywhere throughout the SPS estate which may involve long periods of driving, travel on public transport and occasional overnight stays |

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| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Minimum required to undertake the role.   * Registered Nurse, currently registered with the NMC * Previous experience of 2 years in a relevant clinical setting is desirable eg.working in the fields of Primary Care, A&E or working in a secure environment * 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 * Postholder 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 postholder must hold necessary mandatory health care training in anaphylaxis, resuscitation, manual handling and must complete prison related training covering areas such as ACT2 Care suicide strategy, radio and key handling, breakaway self defence techniques, Multi Agency Public Protection Arrangements (MAPPA), conditioning, intelligence and human rights * Postholder must be able to teach, supervise and mentor nursing students and maintain strong links with their educational establishments * 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 prisoners in custody with respect and dignity at all times even under conditions of duress * Demonstrate awareness of pertinent health-related policy 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 both 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 health centre 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 |

**PERSON SPECIFICATION**

# POST REF NO:

# JOB TITLE/BAND: Sexual Health/BBV Nurse, Band 5

**LOCATION: NHS Forth Valley Prisons**

**HOURS: 37.5 per week**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE:** | * Experience in providing sexual health and/or BBV services. * Competent in smears * Competent in venepuncture | * Experience of working within a custodial setting * Experience in menopause management * Experience with health promotion talks/events |
| **QUALIFICATIONS:**  (Training; Research; Publications) | * RN(Adult) qualified * Sexual & Reproductive Health Qualification * Relevant post-basic Education/courses | * Relevant post basic Diploma/Degree * Non Medical Prescriber |
| **KNOWLEDGE &**  **SKILLS:** | * Excellent written and verbal/non verbal communication and interpersonal skills. * Competencies in delivering person centred, needs led care. * Awareness of professional and clinical accountability, legal issues, role limitations and boundaries and balancing duty of care and public safety issues. * Flexible and Innovative approaches to working practices. * Knowledge and ability to apply robust risk management process * Commitment to multidisciplinary / multi-agency working * Ability to work autonomously within role and remit * Good IT skills * Experience of E-health systems. | Knowledge of prison needs in relation to primary care, mental health and  addiction support and an ability to work across these areas. |
| **PERSONAL QUALITIES:** | * Self motivated with the ability to prioritise own work load. * Proactive and innovative problem solving. * Assertive and influential with a flexible approach to a dynamic work environment. * Proven decision-making skills. * Commitment and a positive attitude. |  |
| **OTHER:**  (eg travel across Forth Valley) | * Ability to travel |  |

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| **13. 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:  Print Name:  Head of Department Signature: | Date:  Date: |