**Job Description**

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| **1. JOB IDENTIFICATION** | Job Title | **Head of Nursing** | |
| Department(s)/Location | **Rohallion Secure Care Clinic** | |
| Number of Job Holders | **1** | |
| 1. **JOB PURPOSE**   The role of the Head of Nursing is to provide high quality Forensic care within Low and Medium Secure care in-patient Mental Health Nursing Services within a Forensic hospital setting. The role also includes a high quality Forensic Community Service to patients who require specialised forensic community care.  To provide leadership to the nursing workforce and ensure that highly effective clinical governance and clinical effectiveness arrangements are in place to maximise patient care and safety and to minimise risk.  The Head of Nursing will be responsible for effective and efficient management of the nursing workforce within Rohallion Secure Care Clinic, Professionally Responsible for Birnam Nursing Community Service. They will be responsible for the recruitment and retention of nursing staff and the deployment of the appropriate grade and skill mix of staff, ensuring the appropriate nurse patient ratio and staffing levels.  The Head of Nursing will contribute to the overall agenda for secure care services within Rohallion Secure Care Clinic and function as a member of the Service Management Team. The Head of Nursing will have a key role within the wider regional Forensic Services across the North of Scotland Region and beyond. | | | |
| 1. **ORGANISATIONAL POSITION**   SERVICE MANAGER  **Head of Nursing**  SENIOR CHARGE NURSE  CHARGE NURSE  STAFF NURSE  NURSING ASSISTANTS | | | |
| 1. **SCOPE AND RANGE**   The Head of Nursing will be responsible for encouraging and supporting the development of an integrated community and in-patient Forensic Mental Health Services, which provides Low and Medium Secure for NHS Tayside. The Medium secure Forensic Service also provides care for the wider North of Scotland Region.  The Head of Nursing will line manage and work closely with Band 7 SCNs and will develop their management skills and competencies.  The Head of Nursing will be responsible for ensuring that the organisational policies, procedures and guidelines are implemented and adhered to. They will also be responsible for ensuring the Nursing and Midwifery Council’s code of practice is implemented and adhered to.  The Head of Nursing will participate in an out of hours on call rota service for Forensic Services.  Additionally the post holder has a significant clinical role that includes developing, coordinating and evaluating service delivery and involves evaluating specialist clinical practice including planning and evaluating patient care, clinical interventions and operating with a high degree of autonomy.  The post holder will be expected to practise within a legal and ethical framework as defined by:   * NMC Code of Professional Conduct * Child protection Legislation * Mental Health (Care & Treatment) (Scotland) Act 2003 * Adults with Incapacity Act 2001 * Criminal Procedure (Scotland) Act 1995 * Human Rights Legislation * National and Local policy, guidelines and Procedure | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**   **Managerial:**  Rohallion Clinic provides a Regional Forensic Service for Medium Secure Care throughout the North of Scotland with strong links with other Forensic Services across the whole of Scotland.  The post holder is responsible for management of nursing practice at Rohallion Secure Care Clinic with additional responsibility for liaison with other services within the Forensic Directorate and with the wider forensic establishment across Scotland. Also included is the Low Secure Forensic Service across NHS Tayside.  The Head of nursing is responsible for the management and supervision of the Security team and department. The HOS will be responsible for the continued development of the Security Services and associated strategy  The Head of Nursing is a core member of the Service Management Team which is responsible for providing a full range of Forensic Mental Health Services, both in the community and in hospital and to the population of the North of Scotland.    **Clinical:**  The post holder is responsible for the clinical management of the following services to patients:   * Low Secure In-Patients for NHS Tayside – *34 beds* * Medium Secure In-Patients Regional Service for the North of Scotland – *32 beds* * NHS Tayside Forensic Community Service – *Approx 50 patients* * Establish effective communication channels in conjunction with the SCNs * Ensure that all members of the nursing workforce have access to an appraisal system and personal development plans (Turas) * Ensure processes are in place to develop a culture which underpins the clinical effectiveness and governance agenda’s * Take a clinical lead role in developing a proactive approach that responds to patients and relatives suggestions and complaints in accordance with the organisational complaints policy and to seek resolution * Lead and contribute to the organisations critical incident review process * Ensure compliance with internal and external policies, guidance and regulations * Implement the quality assurance process through standards of ward management * Work collaboratively with SCNs to develop highly skilled and competent nursing workforce * Work collaboratively with the SCNs to implement evidence based practice to enhance nursing care   **Strategy Implementation**   * Contribute to the design and implementation of new services as defined by National Nursing Strategy and developments within Forensic Care, both locally and regionally and nationally | | | |
| **Workforce Planning**   * Develop and implement systems that ensure the efficient and effective deployment, operational management and supervision of the nursing workforce within an agreed staffing model * Develop and implement a system that ensures the effective planning and utilisation of the nursing workforce, taking into account clinical activity and patient dependency * Work closely with the Human Resource Directorate to ensure effective recruitment and retention of the nursing workforce   **Partnership Working**   * Encourage collaborative working arrangements and working opportunities between the community and in-patient Forensic mental health services. * Work in partnership with staff side representative colleagues to ensure effective management of the nursing resource * Work in conjunction with voluntary and statutory agencies.   **Management/Resources/Budget**   * Work collaboratively with the Service Manager to ensure effective planning and utilisation of nursing workforce and associated financial targets across in-patient and community Forensic services. * Managing unexpected activities and scenarios that occur during out of hours * Provide out of hours on call service * Cover in the absence of the Service Manager | | | |
| 1. **COMMUNICATION AND RELATIONSHIPS**   The Head of Nursing communicates highly complex information effectively with patients, carers and members of the multi-disciplinary and management teams, in styles appropriate to people and situations. These communications can involve informing patients of sensitive information about their diagnosis or contentious information about factors such as lifestyle factors that contribute to illness and possible associations with offending behaviour. This can be particularly challenging within Forensic environments due to a range of complex factors. The post holder must also:   * Ensures accurate record keeping and the maintenance of patient confidentiality. * Minimises potential for conflict and complaint, resolving disputes locally wherever possible and making appropriate referral to the management team as necessary. * Promote good relationships with patients, public and staff in verbal and written communication   Communicate with  **Internal To The Organisation**   * Service Management Team * Operational Management Team –formal meetings * Clinical Governance Group – formal meetings * Research and Audit – Formal meetings * Training & Development – Formal meetings * Clinical meetings – as required * Trade Unions/Professional Associations * Support Functions (e.g. HR/Finance/Purchasing) * Robertson’s Facilities Management   **External To The Organisation**   * The State Hospital, Carstairs * Other Medium Secure Facilities throughout the UK * Other Low Secure Facilities throughout Scotland * General Adult Services across Tayside * Local Authorities * Scottish Government * MP’s & MSP’s * Managed Care Forensic Network * MAPPA * Scottish Prison Service * Police Scotland * Mental Welfare Commission * Voluntary Organisations * Relatives, Carers, General Public | | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE**   **JOB**  **Qualifications**  Registered Nurse on relevant part of UK NMC Register  Educated to Masters level as a minimum or portfolio of evidence demonstrating equivalent experience at that level and with evidence of ongoing professional development  **Experience & Skills**  The Head of Nursing will have expert knowledge of a range of work procedures and practices that require expertise within the Forensic specialism, underpinned by theoretical knowledge or relevant practical experience. The Head of Nursing will also have experience in the following:   * Local policies/ procedures/ systems, contingency plans/ incident command manuals, Patient visitor lists, Patient numbers/ locations/ detention status Admission/ transfer/ discharge/ incident logs. * Implement strategies related to HDL 48 Forensic Services & CEL 13 (2007) Guidance for Forensic Services. * Develop and implement governance arrangements in relation to the Multi-Agency Public Protection Arrangements (MAPPA) * Provide professional advice in relation to MAPPA and Enhanced CPA * Develop and implement governance arrangements for the Service’s risk assessment and risk management strategy * Assist in the development and implementation of the nursing workforce plan. * Provide highly specialist Forensic mental health nursing advice to others services and departments. * A computer will be used on a regular basis. The post holder will need to have a working knowledge of systems such as Microsoft Word, e-mail and internet. * To have knowledge and experience of NHS Tayside Business systems such as SSTS, PAWS, TURAS DATIX etc * To have knowledge of data analysis and associated systems e.g. SPSS | | | |
| 1. **SYSTEMS AND EQUIPMENT**   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.  **Equipment**  The Head of Nursing is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.   * A computer will be used on a regular basis. The post holder will need to have a working knowledge of systems such as Microsoft Word, e-mail and internet. Personal security alarm system and pager system. * A telephone will be used regularly. * Lifting aids, such as hoists, may be used from time to time. * A working knowledge of medical emergency equipment is required. * Various items of clinical equipment required to carry out specific interventions and procedures with patients, alcohol breathalyser, and hand held metal detector. * Specialist equipment used in Forensic environments which include soft restraints onsite drug testing ect   **Data Systems**  The post holder will be required to have a sound working knowledge of a wide range of local systems which will include:   * Supporting the development of duty sheets and planning of annual leave or other planned leave. This includes regular updating of these to ensure balanced use of resource and also amending these to respond to unforeseen changes caused by changes such as sick leave. * Monitoring of staff sickness and absence. * Ongoing maintenance of patient records. * Supporting the management of ordering systems * Ongoing maintenance of staff records. * Delivery of appraisal and personal development planning systems to CN/SCN staff Maintenance of training records. * SSTS | | | |
| 1. **PHYSICAL DEMANDS OF THE JOB**   Physical Effort  The Head of Nursing role is associated with an occasional requirement to exert moderate physical effort for several short periods during a shift in response to the emergency clinical situations.  Mental Demands  The Head of Nursing has a frequent requirement for concentration where the work pattern is unpredictable with an occasional requirement for prolonged concentration:   * Balancing competing dynamic clinical priorities during course of shift * Staff monitoring * Providing verbal and written reports * Maintaining therapeutic relationships with patients * Providing supervision to ward managers * Staff induction * Ensuring that all staff comply with agreed procedures   Emotional Demands   * The Head of Nursing role may have frequent exposure to distressing or emotional circumstances and may have occasional exposure to highly distressing or highly emotional circumstances. * Operational management of 150 staff (approximately) * Managing conflict * Responding to complaints * Staff conduct matters * Managing employee relations * Reacting to and managing personal distress of staff * Informing and supporting staff, patients and carers following serious incidents * Liaising with external organisations or bodies * Exposed to detailed patient information often containing distressing material and reports * Managing crisis situations within the Forensic environment.   Working Conditions  The Head of Nursing will occasionally be exposed to unpleasant working conditions during the course of the shift with a frequent requirement to use road transportation. The Head of Nursing is also required to use VDU equipment more or less continuously on most days.   * Working in noisy environments where alarms and telephone communication are required at same time. * Working with computers | | | |
| 1. **DECISIONS AND JUDGEMENTS**   The Head of Nursing is responsible for policy implementation and for discrete policy or service development within Rohallion Secure Care Clinic   * Reviews policies * Responsible for ensuring policies are implemented * Developing policy statements * Developing clinical guidelines and practice statements   TheHead of Nursing regularly undertakes and initiate Research and Development activity within Rohallion Secure Care Clinic and will participate in regular audit of systems and processes as part of the organisations governance requirements:   * Incident Reporting & Investigation * Clinical care standards * Audit and Research * Health and Safety reviews * Critical incident investigations * Policy implementation * Manpower data analysis * Staff surveys * Psychology questionnaires re workplace attitudes * Key audits * Pin Alarm audit * Staff safety inductions   The Head of Nursing is guided by general health, organisational and broad occupational policies, but in most situations the post holder will need to establish the way in which they should be interpreted.   * To make operational management decisions under pressure * To have excellent communication skills * To have detailed knowledge of the clinic areas. * The ability to remain calm under pressure. * The ability to work under pressure. * To provide a leadership/developmental function to nursing staff within defined sphere of responsibility with particular regard to career long learning, implementation of evidence based practice and innovation. This includes activity associated with continuous quality improvement such as the setting and monitoring of standards of practice. * Lead on the development of local protocols, ensuring that these are regularly reviewed to ensure their applicability to practice. * To develop, participate and lead in the delivery of training programmes designed for non nursing healthcare professionals and others. * To provide leadership to nursing staff and to promote the highest possible standards in relation care planning. * To provide senior advice out of hours * To frequently manage crisis situations | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   Influencing, persuading and negotiating at all levels within the organisation to reach corporate targets and objectives.  Effective management and prioritisation of competing demands within NHS Tayside and across external organisations (e.g. NES, HEIs, NMC, Forensic network).  Managing resources available within the highly specialised area of Forensic care to meet the demands and priorities of NHS Tayside, The North of Scotland Forensic Region and the wider Forensic healthcare environment in Scotland and beyond.  Balancing the competing demands of all stakeholders to provide an efficient, safe and effective service  Developing, maintaining and sustaining good relationships with appropriate stakeholders in order to ensure commitment and achievement and evidence of the delivery of an effective work programme | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |