# Job Description

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| 1. **JOB IDENTIFICATION**
 | Job Title | **Mental Health Nurse** |
| Department(s)/Location | **Prison Healthcare, HMP Perth, HMP Castle Huntly & Dundee Community Custody Unit** |
| Number of Job Holders | **1** |
| CAJE | **SC06-SPS core 5** |
| JOB PURPOSEIn conjunction with the Senior Charge Nurse deliver modern Mental Health Services in partnership with the Primary Care and Substance Misuse Practitioner as part of an extensive multi-disciplinary team within the unique setting of a prison environment.* To provide assessment, consultation and treatment to clients with mental health problems, including high risk-dangerous offenders. This includes those with severe and enduring mental illness/personality disorder/substance misuse problems.
* To provide a comprehensive assessment and advice service to a range of referrers.
* Provide comprehensive specialised risk assessment and individualised packages of care within a holistic model of service delivery.
* To operate as part of an extensive multi-disciplinary team, the role of the mental health nurse is to provide assessment, evaluation and delivery of a range of interventions that best manage prisoner healthcare needs (i.e. providing emergency and anticipatory care, promoting wellbeing, and addressing health inequalities and to contribute to the continuous development of Healthcare Services.
* To promote mental wellbeing and provide support, education and delivery of a range of interventions to the prisoner population with mental health problems.
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| ORGANISATIONAL POSITIONSENIOR NURSE JUSTICE HEALTH ISENIOR CHARGE NURSE MENTAL HEALTH (BAND 7) ICHARGE NURSE MENTAL HEALTH ( BAND 6 ) I**MENTAL HEALTH NURSE (BAND 5) THIS POST** IHEALTH CARE SUPPORT WORKER ( BAND 3) |
| SCOPE AND RANGE* The post holder will deliver mental health nursing care to prisoners within NHS Tayside.
* To practice as a mental health nurse in accordance with the UK NMC code of professional Conduct and demonstrate leadership skills and accountability in a nurse-led service who will manage own caseload within a multidisciplinary custodial setting.
* The post holder will act as a source of professional advice on mental health issues to other disciplines, agencies, carer’s e.g. criminal justice social work, police.
* The post holder will share relevant clinical information in relation to risk management and contribute to multi-disciplinary working groups internally/externally to the prison environment to ensure robust risk management of offenders.
* Contribute to the supervision, leadership and support of junior staff.
* The post holder will be a mentor for staff in training.
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| 1. **MAIN DUTIES/RESPONSIBILITIES**

**Clinical*** Provide clinical input to the multidisciplinary referral allocation, assessment and post assessment decision making to ensure accurate, effective and sensitive feedback to all referring agencies.
* 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 support services for prisoners with mild to moderate mental health needs and sever and enduring mental health needs.
* In the absence of other health care professions, i.e. addictions, primary care and sexual health practitioners, the post holder will undertake the necessary care programmes for prisoners.
* As first responders manage emergency situations where there is high risk to the wellbeing of prisoners and staff.
* Direct the management of own caseload by admitting and discharging as appropriate in accordance with regulatory, operational and service policies.
* Conduct initial screening, identifying, assessment and treatment requirements and through care needs of individuals including risk assessment and care planning.
* Conduct clinical urine screening and act on findings.
* Conduct evidence based mental health risk assessment and risk management planning.
* Engage in Care Planning Approach (CPA) processes.
* Empower patients to take on responsibility for their health, wellbeing, recovery and future lifestyle.
* Participate in clinical incident reviews.
* Administration and monitoring of medicines including controlled drugs.
* Provide crisis intervention and management for patients with acute and urgent mental health needs.
* Responsibility to consult and advise with colleagues with regard to detention under the Mental Health Act, Adults with Incapacity Act, Child protection, Domestic violence, abuse, etc.

**Professional*** Maintains clear, concise and accurate records in accordance with NHS and SPS policies and procedures for current record keeping.
* Provide accurate and timely assessment/discharge summaries to referring agent.
* Maintain professional standards working within the parameters of both local and national policies, professional code of conduct and guidelines and own role, remit and competencies.
* Responsibility for own personal development and meeting training needs, participating in personal development planning and appraisal programmes.
* Knowledge and application of local policies, Scottish Government, UK NMC and other national guidance, legal requirements.
* 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 Act 2 Care (anti-suicide strategy).
* Engages with Clinical Supervision for self and junior staff.
* Maintain professional standards working within the parameters of both local and national policies, professional code of conduct and guidelines and own role, remit and competencies.
* Responsibility for own personal development and meeting training needs, participating in personal development planning and appraisal programmes.
* Knowledge and application of local policies, Scottish Government, UK NMC and other national guidance, legal requirements.
* 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 Act 2 Care (anti-suicide strategy).
* Engages with Clinical Supervision for self and junior staff.

**Managerial*** Organise, manage and deliver mental health clinics within a prison setting.
* Participate in department clinical meetings, team meetings, managerial and developmental meetings.
* Assume care co-ordinator role for patients registered on Care Programme Approach.
* Participate in development of mental health services within the prison environment.
* Provide mentorship of mental health students allocated to the prison service.
* In the absence of other health care professions, i.e. addictions, primary care, the post holder will undertake the necessary care programme for the patient.
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| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Develop and maintain effective communication and working relationships with clients, carers, relatives, multi-disciplinary colleagues and other health professionals, criminal justice services, local authority and voluntary agencies.
* Provide accurate, timely reports/records and summaries for GP’s, Criminal Justice Services, Social Services or other referring partner agencies.
* Communicate effectively and have the ability to interpret diagnosis, educate using verbal and written information, being sensitive to the individual needs of clients and carers.
* Involvement with liaising directly with all referrers including Procurator Fiscal, Prisons, Courts, Consultant Psychiatrists, multi-disciplinary teams assessing individuals and preparing standardised documentation for appropriate agencies, demonstrating effective partnership working.
* Communicate effectively in writing risk assessment and risk management plans.
* The post holder is required to have a clear understanding of legal issues relating to the client group and the related communication requirements (e.g. Mental Health Act (Care and Treatment) (Scotland) Act 2003.Enhanced Care Programme Approach, Multi-Agency Public Protection Arrangements (MAPPA).
* The post holder regularly provides opinion, guidance, advice, to health professionals contributing directly to patient treatment plans.
* Required to be proactive in producing accurate, comprehensive records consistent with legislation, policy and procedures.
* The post holder regularly has to manage conflict situations, involving clients, families and other professional staff.
* The post holder requires excellent influencing and persuading skills when dealing with clients in custody in order to agree to care plans to assist with providing best practice/care for a successful health outcome.
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* First Level Registered Mental Health Nurse.
* Previous experience of working within a relevant clinical environment is desirable e.g. working in the field of Mental Health or working within a secure environment.
* The post holder will require:
* Good interpersonal, organisational and communication skills.
* The ability to work on occasions as an autonomous practitioner in a mental health environment.
* Evidence of continuing professional development.
* Good knowledge of Mental illness including Personality Disorder and Learning disability.
* The ability to actively participate in personal development planning and mentoring of junior staff.
* To have knowledge of relevant legislation e.g. Mental Health Act, Criminal Procedures Act.
* Knowledge and skills to complete accurate risk assessments and risk management plans.
* Knowledge and skills to deliver therapeutic care packages to patients either in group or individual settings.
* To undertake further training as required in line with core mandatory training for NHS Tayside and Scottish Prison Service.
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| 1. **SYSTEMS AND EQUIPMENT**
* A computer will be used on a regular basis. The post holder will be required to have a working knowledge of systems such as Microsoft word, e-mail and internet.
* A requirement to work between NHST systems and SPS electronic systems for the purpose of recording relevant clinical information for client care and risk management.
* Security keys, personal alarm and 2-way radio.
* Working knowledge of security arrangements for the whole prison environment.
* A telephone will be used regularly.
* A working knowledge of emergency equipment is required in the event of requirement to act as a first responder.
* Various items of clinical equipment required to carry out specific interventions and procedures with clients e.g. blood pressure monitor, glucometer, pulse oximitor.
* The post holder may require to collect blood samples and, as such, will require to use the vaccutainer blood collection system which consists of needles, hub and blood bottles. Other equipment for physical interventions may require the use of syringes to administer medications, such as depots.
* The post holder will be expected to have knowledge of all the equipment in the area and also be able to utilise Basic Life Support equipment in the event of an emergency situation where they may be required to attend in an emergency event, such as oxygen equipment, defibrillator, auto dose injector pen.

**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. |
| 1. **PHYSICAL DEMANDS OF THE JOB**

**Physical/Environmental*** Writing reports/dictation.
* Keyboard computer.
* Use of De-escalation skills.
* Demands of the prison geographical area: daily and frequent walking, frequent use of stairs, carrying emergency equipment on occasion in excess of 15kg.
* Frequent moving of drug storage equipment to residential areas for administering medication, which can involve standing for long periods.
* Occasional moving and handling of prisoners for health needs, emergency first aid, and self-defence.
* Responsibility for security keys, which require to be attached at all times to a key chain and belt.
* Multiple locked doors to negotiate on a daily basis.

**Emotional** * Dealing with clients with challenging behaviour.
* Clients, carers and staff can disclose highly sensitive information .e.g. threats to others (potential to kill others), sexual abuse or domestic abuse (to or by the client) which requires a calm, respectful, empathetic, professional and non-judgemental approach and reaction from the post holder.
* The post holder requires at time to communicate sensitive and distressing information to clients, carers, and other regarding e.g. illness symptoms, prognosis, recall to hospital. Clients and carers often with high expressed emotion make this aspect more demanding.
* The post holder is occasionally exposed to crisis situations, severely challenging and unpredictable behaviour, demanding/conflict situations, verbal/physical threats, attempt to assault, possession of weapons, and at times stalking, which are extremely demanding and stressful.
* Daily working with clients who are depressed, anxious, challenging, thought disordered or memory impaired.

**Mental*** High degree of concentration required at all times, especially when engaged in group or individual sessions.
* Using skills to complete mental health assessment and risk assessment.
* Subject to frequent interruptions.
* Giving witness statements to police, interviews by solicitors and court appearances representing the employing organisation.
* Daily x-ray of belongings, random staff searches and personal rub down when required by SPS staff.
* Balancing clinical and managerial roles, prioritising competing demands.
* Supporting staff colleagues during professional crisis situations.

**Environmental*** Frequently entering into clinical situations with limited risk assessment/information available.
* High secure environment - multiple doors, gates, intercoms.
* Considerable exposure to risks and hazards on a frequent basis, especially body fluids following high risk incidents.
* Exposure to verbal or physical aggression.
* Working in an environment where custody and order are the main priorities.
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| 1. **DECISIONS AND JUDGEMENTS**
* Expected to make decisions without direct supervision on a daily basis: including provision of advice to junior staff in clinical decision making, multidisciplinary team including medical staff.
* The post holder is required to assess, plan, implement, develop and evaluate programmes of care for clients whilst acknowledging and supporting families and carers’ needs.
* Undertake risk assessment and contributes to the management of risk on a daily basis.
* Decisions and judgements made are essential in relation to supervision and also the dissemination of necessary updated clinical information.
* In making these balanced decisions and judgements the post holder has to be aware of issues relating to professional and clinical accountability, legal issues, role limitations and boundaries and balancing duty of care and public safety issues.
* Ability to manage competing priorities and react to unforeseen circumstances, incidents and emergency situations.
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Working autonomously, often without direct supervision on a daily basis managing own caseload.
* To deliver healthcare from within a prison environment.
* At times being the only clinical worker on site.
* Balancing issues of role conflict - maintain therapeutic relationships with clients whilst ensuring risk and public safety issues are addressed.
* Dealing with untoward incidents such as completed suicide, violent acts or extreme threatening, aggressive behaviour.
* Managing complex and completing demands when addressing priority needs.
* Responsibility for maintaining the integrity of a secure environment.
* Engaging with and developing a therapeutic rapport with clients who often have poor social and interpersonal skills, limited or no insight into their illness and behaviour which can affect others. It can be very challenging, particularly remaining non-judgemental where some patients have committed particularly violent offences.
* By their nature the forensic client group can be especially stigmatised, alienated and socially excluded by society and other agencies due to their history, potentially dangerous behaviour and risk. Working towards reducing this with the aim of social inclusion is an extremely challenging and difficult aspect of the job.
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| 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:** |