JOB DESCRIPTION

Job Title: Practitioner Nurse

Responsible *to* (insert job title): Health Centre Manager/Clinical Manager in Charge/Clinical Manager Department(s): Health Centre

Directorate: Operating Division: Job Reference:

Last Update: July 2011

**1. JOB IDENTIFICATION**

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 UK Nursing & Midwifery Council (UK 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

2. **JOB PURPOSE**

**See Appendix 1** - **relevant to local establishment.**

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 ssistants, nursing and medical students, junior doctors, training of prison stiff with regard to health care issues

3. **DIMENSIONS**

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 complement 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.

**4. ROLE OF DEPARTMENT**

**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, BBV, tissue viability, well woman, sexual health 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 manage emergency situations where there is high risk to the wellbeing of prisoners and staff.

**5. KEY RESULT AREAS**

Administration and monitoring of medicines including controlled drugs.

In the absence of other health care professions, i.e. 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 UK NMC (UK 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 manage 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/pregnancy testing * Blood Pressure Monitor, thermometer, scales, height measure, auroscope * Methadone dispensing pump and glass conical measures * 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 * G Pass 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 which is specific to the SPS * Personal Performance Appraisal System (PPMS) |

"' E Learning to complete mandatory training "' Personal Alarm System

1. Personal Communication Device (radio ca1Tied continually throughout the shift)

**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.

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.

7. **ASSIGNMENT AND REVIEW OF WORK**

# 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.

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.

# 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 earpiece, 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 wellbeing 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

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.

**10. COMMUNICATIONS AND RELATIONSHIPS**

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# 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 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

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 prisoner’s consent, communicate complex information to carers or relatives. Establish, maintain and bring to closure, therapeutic relationships with clients

# 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 moving of drug storage/administration equipment (weight>10kg) to residential areas which involves going outside and up flights of stairs and where administration areas can involve standing for

. long periods of time in a cramped space.

Occasional moving and handling of prisoners e.g. for emergency aid and in self-defense.

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.

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 center 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 selfham1, 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 outlying 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 travelling, travel on public transport and occasional overnight stays

# KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Minimum required to undertake the role.

* + Registered Nurse, currently registered with the UK NMC
  + Previous experience in a relevant clinical setting is desirable e.g. 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 and a professional portfolio, e.g. Post Registration Certificate, Diploma, Degree
  + 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 UK NMC guidelines and other pertinent standards
  + 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-defense 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 center 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

e Awareness of confidentiality

**0** Good organising and prioritising skills

**0** Basic IT skills

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| **13. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder's Signature:  Print Name:  Head of Department Signature:  ---------------------------------'- | Date:  Date:  ---------' |

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