#### Form JE 5



**JOB DESCRIPTION**

|  |  |
| --- | --- |
| 1. JOB IDENTIFICATION | |
| |  |  | | --- | --- | |  |  | | Job Title: | Advanced Nurse Practitioner | | Responsible to: | Senior Nurse/Service Manager Justice Healthcare | | Department(s): | HMP Perth/ HMP Castle Huntly/HMP&YOI Bella | | Directorate: | Prison Healthcare | | Operating Division: |  | | Job Reference: | **Sc06-5957(2025)** | | No of Job Holders: | 2 | | |
| 2. JOB PURPOSE | |
| |  | | --- | | * Provide an advanced, evidence based, clinically effective service for patients presenting to Prison Healthcare, ensuring high quality, optimal patient care to adult males and females in a secure environment. * The post holder is responsible for developing, delivering and coordinating high standards of advanced clinical and comprehensive assessment to those admitted to prison and will ensure the highest standard of person-centred care is delivered to patients and their families in partnership with all members of the multi-agency team. * Using specialist knowledge and skills the post holder will assess, plan, diagnose a variety of presentations and implement diagnostic strategies and therapeutic interventions in complex care requirements, chronic conditions, urgent or emergency situations. * Works independently and autonomously without supervision. The post holder will have the authority either to refer, discharge and treat patients clinically. * Provide expert specialised professional and clinical care advice to patients, carers, medical, nursing and allied health professional teams. * Provide leadership, professional direction and expertise to the multidisciplinary team, including mentorship and training of the wider clinical team. * To work collaboratively with the multi-disciplinary general practice team to meet the needs of patients, supporting the development and delivery of policy and procedures, development and implementation of nursing services and providing nurse and clinical leadership as required. |   The post holder and will be accountable for the delivery of expert clinical care and the development of advanced practice which supports the reduction of inappropriate hospital admissions and the facilitation of safe and timely discharge from hospital.  The post holder will exercise a high degree of professional autonomy whilst working closely as part of a multi-disciplinary /agency team within the framework of integration agenda.  The post holder will participate in the provision of specialist education and training programmed for healthcare professionals, patients and their families and carers and other professional groups.  Have responsibility for the assessment of care and treatment needs, development, implementation and evaluation of programmes of care. | |
| 3. ORGANISATIONAL POSITION | |
| Senior Nurse  Service Manager  Justice Healthcare  Head of Integrated Health and Social Care P&KHSCP    **Advance Nurse Practitioner THIS POST**  Senior Charge Nurse  Prison Healthcare teams | |
| 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 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. | |
| 5. KEY RESULT AREAS (MAIN DUTIES) | |
| It is envisaged that the working day will be from 08.00 - 18.00 hrs covering Monday to Saturday. However, the post holder will be required to work flexibly out with these core hours when service development requires this.  **ADVANCED PRACTICE**  The post holder will:   * Be a highly credible nurse and become widely respected for their clinical knowledge and skills, demonstrating expert practice across the service * Undertake complex nursing assessments for people in prison. * Plan, organise and deliver complex care to people in prison who are, or are becoming clinically unstable and ensure that appropriate treatment plans, monitoring and evaluation are undertaken to ensure their stabilisation and recovery as appropriate. * Make appropriate referrals across the system. * Justify clinical decision making and treatment rationales. * Be competent in the physical examination of people in prison to make nursing diagnosis and maintain competence in these areas evidenced through clinical supervision. * Understand and demonstrate to others the wider effects of ageing in relation to the assessment and delivery of both health and social care. * Undertake professional supervision to maintain personal resilience. * Work to provide seamless continuity of care between prison and hospital for people in prison and their carers. * Act as an expert practitioner, demonstrating advanced theoretical and practical knowledge and skill especially the integration of evidence into practice via the process of expert clinical reasoning and decision-making. * Interpret and analyse clinical and non-clinical data to regularly provide advice and second opinion to other health care professionals, including when views may differ or conflict. * Utilise expert reassessment to ensure that the management of planned interventions with other colleagues is maintained. * Take clinical decisions and initiate investigations, care and treatment of people in prison. * The ANP works autonomously as an independent non-medical prescriber. This involves the post holder carrying out a complete and thorough assessment of the patient and their condition; considering the efficacy and appropriateness of medication as part of a clinical management plan; obtaining consent from the patient and prescribing/ dispensing/ administering within current legislation and in line with medicines reconciliation. * Prescribe medicines (including OST) to ensure a safe and timely access to treatment, using evidence based local/national protocols and guidelines according to own accountability. * Contribute to the identification of prison health needs and development of person-centered strategies to address these, including through the use of health promotion, health education, screening and therapeutic communication skills, liaising with the Scottish Prison Service, community health professionals and other agencies as appropriate, including Consult connect, OOH and Scottish ambulance service. * Provide highly specialised clinical advice and support to the multidisciplinary team and patients including developing and delivering primary care services and across the wider health and social care partnership, to promote integrated and seamless pathways of care. This also involves working in partnership with the Scottish Prison Service. * The ANP will demonstrate an understanding of equal opportunity principles and organisational policies taking into consideration the lifestyle, gender and cultural background of the patient. * To undertake risk assessment (including patient behaviours and working environment) and incident management within the prison setting including implementation of action * Plans and associated learning to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Tayside Health and Safety policy and reporting systems, to safeguard patients, visitors and staff. * Prioritise health problems and intervene appropriately, including initiation of effective emergency and acute care needs in the prison environment * Carry out the extended role of the advanced nurse and other specialist training roles includingarterial blood gas sampling, cannulation vital signs recording, Venepuncture, ECG acquisition, IV drug administration, male/female catheterisation as required. * Provide high level future care planning through the early identification of disease exacerbation in order to reduce the likelihood of acute illness, risks and prevent hospital admission. Acting as an advocate by working in partnership with patients and carers at all levels of care delivery in order to promote self-management. * Apply principles of epidemiology and demography in clinical practice recognising risks, patterns of disease and work collaboratively with a variety of stakeholders to develop health promotion strategies and reduce health inequalities   **PROFESSIONAL LEADERSHIP**   * Provide a consultancy service to all stakeholders in the care of People in prison in Tayside. * Foster an environment that encourages staff development, supporting, appraising and counselling staff. * Role model expert nursing care of people in prison that is delivered in a compassionate manner consistently displaying qualities of personal warmth, integrity and great kindness. * Ensure that the above skills are demonstrable and are extended to carers, relatives and family. * Reconcile views that differ on the best course of care around individuals or groups of patients and communicate effectively.   **In collaboration with colleagues create a model for excellence in caring for** **People in prison in Tayside.**   * In partnership with the multidisciplinary team, contribute to the development, implementation and maintenance of policies, procedures and guidelines related to Prison Healthcare. Participate in the performance review of relevant nursing staff. * Share responsibility for clinical and staff governance with senior nursing staff. * Contribute to the investigation of complaints where relevant. * Participate in internal and external committees relating to People in prison in order to contribute to future service development and provision. * Participate in working at National level deputising for the Senior Nurse, Justice Health care as appropriate. * Supervise, support, assess and offer clinical advice to the multidisciplinary team within prison healthcare. * Promote professional leadership and vision to nursing as a specialist resource in relation to prison healthcare * Demonstrate and supervise clinical procedures to qualified/unqualified staff * In conjunction with the service manager and senior nurses, to set, monitor and evaluate standards of care within the defined policies, procedures, standards and protocols of the service, directorate and division, to ensure delivery of a high-quality service. * Develop the role of the Advanced Nurse Practitioner by using evidence-based practice and continuously improve own knowledge in accordance with Revalidation guidelines   **QUALITY/RESEARCH & DEVELOPMENT**   * Ensure awareness and encouragement of best practice, participate and take an active role in research, and audit programmers’ recognising the need for evidence-based care. * Create an environment for research and evidence-based nursing and encourage its implementation. * Able to carry out literature research with confidence, access research data bases and produce clinical evidence and support others to do so. * Actively facilitate, promote and monitor quality in all areas of work. * Lead practice development initiatives through participation in clinical working groups relating to Prison Healthcare. * Develop and continually review clinical guidelines related care of people in prison. * Work within ethical and legal framework utilising defined policies, procedures, standards and protocols of the department, organization, NHS Tayside to promote safe and effective care. * Actively participate in clinical governance, clinical effectiveness and risk management, be proactive in implementing organizational agendas, promoting and developing the service. * Actively ensure the maintenance of patient records within agreed standards to ensure that care plans are communicated to relatives/careers. * Ensure that the wider healthcare team produce care plans which are reflective of the patients’ current needs. Ensure the team maintains standards of record keeping and promote by example. * Provide expert input to the development and delivery of clinical teaching programmes for nursing staff in both inpatient and community settings.   **PHYSICAL AND FINANCIAL RESOURSES.**   * Has a duty of care in relation to equipment, resources/stock control and drugs prescribed as part of the post holder’s practice.   To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes*.* | |
| 6. SYSTEM, EQUIPMENT AND MACHINERY | |
| **Equipment**   * Respiratory equipment e.g. nebulisers, suction, oxygen cylinders, Humidifiers, non-invasive ventilation * Patient monitoring equipment e.g. Dynamap, Tympanic thermometers, ECG machine, Blood Glucose monitoring, Oxygen saturation monitors, Cardiac monitor * Emergency Equipment e.g. Defibrillator, Resuscitation equipment * Be familiar with the use, storage and maintenance of all equipment used within the clinical area of work * Moving and handling equipment e.g. Hoists, patient slides, bath chairs, Pressure relieving mattresses, profile beds   Other specialist equipment where necessary   * All aspects of Information Technology would be used very frequently e.g. PC and keyboard will be used daily, including word processing, data input including use of excel and preparation of spreadsheets, email, and preparation of presentation using power-point. * Telephone and answering machine and mobile telephone will be used daily. * Car for travel throughout Tayside sometimes in poor weather conditions.  Systems  * Utilise IT systems routinely, including e-mail, excel. Laboratory systems, Datix, Trakcare, Clinical portal and SCI-gateway * Adhere to accurate management, storage, monitoring and retrieval of patient records in accordance with professional standards and those of NHS Tayside including, Data Protection and IT policies. * Adhere to Administration of Medicines Policies according to NHS Tayside and UK NMC guidelines. * Implement national and local guidelines. * Implement action plans from case reviews, care programme approaches and national enquiries. * Adhere to policies, procedures and guidelines in NHS Tayside.   The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non-clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.  **Note:** New equipment/systems may be introduced as the organisation and technology develops, however training will be provided. | |
| 7. ASSIGNMENT AND REVIEW OF WORK | |
| * Following timely assessment, identify and document the appropriate care pathway using the agreed tools. * Provide advanced clinical liaison to outreach departments i.e. Consults connect/OOH/SAS * Utilise advanced communication skills to support patients and their families through communicating information and advice to effective understanding including discussions regarding end-of life care, anticipatory care plans, DNACPR discussions and clinical management plans. * Ensure the clinical environment is supportive of education and learning * Provide mentorship and supervision to nursing staff and trainee ANPs * The post holder will be required to participate in the GP Rota.   The post holder is employed within NHS Tayside and there may be a requirement to work flexibly across Tayside to meet service demands  The post holder will take a lead role in the promotion of evidence-based advice and information across agencies and will provide, professional support, clinical expertise and supervision to nurses in Prison Healthcare  The post holder will inspire innovation and the promotion of collaborative working, working in a healthcare system which provides integrated health and social care, a focus on prevention, anticipation and supported self-management. Providing advanced clinical  The post holder will ensure that care is patient centered, safe and clinically effective and lead sessions in clinic settings carrying out appropriate assessment, diagnosis, treatment and management of patients, including complex care.  The post holder will ensure continuity of care and that it is delivered with compassion and is clinically excellent.  The post holder will work autonomously within the nursing structure demonstrating visibility, clinical credibility, critically appraising and undertaking research, audit and improvement work to ensure best practice and standards for developing Prison Healthcare.  The post holder will provide clear communication and explanation about conditions and treatment and encourage effective collaboration between clinicians, patients and others involved with the patient pathway. | |
| **8. DECISIONS AND JUDGEMENTS** | |
| * Clinical practice will be autonomous and will adhere to the legal and ethical framework established by the UK NMC and national legislation, and work within NHS Tayside’s local policies, procedures and guidelines. * Assessing and interpreting patient’s conditions in a variety of settings and making relevant changes to patient care and management as required, including Independent Prescribing referrals and investigations. * Expert judgement is required when dealing with sensitive information during a patient/family consultation in order to maintain a therapeutic relationship and to enable the patient/family decision making process. * Coordination and supervising of staff and Team Leaders taking remedial action as required to resolve clinical issues and to ensure best clinical practice is adhered to at all times and clinical, referring to Service Manger as required. * Undertaking investigations in line with NHS Tayside’s policy. * Resolution of complaints from patients, determining when to refer to Service Manager. * Resolution of clinical issues within the multi-disciplinary team setting, determining when to refer to Service Manager and Clinical Leads, as appropriate. * Participate in the appraisal process through Personal Development Planning and Review in line with the TURAS appraisal Framework. Address performance management issues for area of responsibility.   **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. | |
| 9. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB | |
| * Developing new pathways of care for people in prison and service delivery during a time of change and challenge – both professionally and financially within the NHS Tayside. * Developing new pathways of care and service delivery for people in prison alongside other NHS Tayside developments, and where nursing roles are expanding and where there are recruitment and retention issues. * Juggling the pressures of maintaining advanced practice and an educational and leadership role while meeting the demands of spending 6 sessions of the time in direct patient contact. * Dealing with ever changing and introduction of new clinical procedures and ensuring that these are communicated and enshrined in clinical practice. * Making advanced clinical decisions in a range of settings Managing both scheduled and unscheduled care, balancing conflicting and unpredictable priorities daily. * Managing resistance to change amongst clinical staff. * Fostering and maintaining high staff morale in Prison Healthcare in Tayside in a time of ever changing and competing priorities. | |
| **10. COMMUNICATIONS AND RELATIONSHIPS** | |
| The post holder will:  * Be able to help others through advanced communication skills, through use of verbal written and electronic information where needed. * Demonstrate an expert ability to communicate highly complex and sensitive information to patients and carers where there may be barriers to communication or may include information which could have implications for patients’ relationships with family members, partners and others. This must be done while ensuring confidentiality at all times and ensuring sensitivity to the patient’s level of understanding and prior knowledge e.g. communicating difficult and unpleasant news to patients. * Effectively articulate an expert perspective on a patient’s condition with colleagues, when various management options are available. * Be prepared to challenge behaviour or attitudes amongst staff or patients that may prejudice the care of any person attending the service. * Use communication and influencing skills to improve the standard of care for people in Prison. * Demonstrate excellent verbal and communication skills with colleagues, other health professionals and partner agencies. * Demonstrate effective use of information technology systems within the workplace. * Demonstrate excellent teaching and presentation skills. * Provide support, reassurance and guidance to staff involved in care of people in prison within a change management environment. * Demonstrate the ability to listen to and act as an advocate for people in prison, careers and families and communicate their wishes.   **Communication and relationships**  The post holder will regularly communicate with various people by face - to- face contact, telephone, writing, email and by use of technology e.g. CISCO, Webex.  Internal   * Patients, carers and relatives * Nursing staff and students across the organisations * Staff Organisations * AHPs, Pharmacists * Consultants, medical staff and GPs (inc. Practice managers) * Team leaders * H.R.   External   * Scottish Prison Service * Community drug and alcohol recovery services * Community Mental Health services * Social Work Dept * Voluntary and Independent ant contractors e.g. Care Homes * Institutes of Higher Education | |
| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**:   * Stand/walk/kneel for much of the shift worked. * Manoeuvring of patients. * Keyboard skills. * Ability to travel * Carrying equipment and training materials e.g. laptop computers, projectors, flipcharts, overhead projectors and photocopied materials and packs. * Personal safety. * Attend to patients in their residential areas, when required. This may be responding to emergencies or patients unable to attend the Health Centre.   **Mental**:   * Assimilation, retention and communication of up to date clinical and theoretical knowledge and information. * Concentration required when checking reports, documents/patients notes, working directly with unpredictable behaviours, frequent interruptions, NHS networks. * Maintenance of precise and accurate records and report writing. * Dealing with staff, conveying information which may not be we received, coping with staff’s personal issues and grievances. * Requirement to meet deadlines regularly within tight timescales. * Concentration and analytical skill required when dealing with clients with complex psychological/physical problems. * Concentration and sensitivity required when dealing with anxious clients and staff. * Concentration and sensitivity required when dealing with anxious carers and relatives. * Diplomacy, quick thinking, courtesy and authority all demanded simultaneously when dealing with complaints by telephone or face to face. * Managing competing priorities. * Thinking quickly at meetings and when required to give an authoritative decision.   **Emotional**:   * Emotional aspects of dealing with crisis situations. * Coping with need for frequently changing and rapid decision making in area of clinical expertise. * Dealing with relationship difficulties in teams and conflicts of clinical opinion. * Frequent exposure to a variety of extreme emotions, distress and complex long-standing difficulties e.g. elder abuse, alcohol misuse. * Communication with anxious and distressed carers and patients, including discussions around vulnerable adults/children. * Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments. * Working with staff who may have high resistance to change. * Working with families and relatives who may have resistance to care plans and placements and may hold conflicting views to those of clinical staff.   **Environmental**:  This job has a variety of settings each with their own working conditions and some would be experienced more frequently than others.  There is likely to be exposure to bodily fluids including urine, faeces, blood and unpleasant smells and as well as the possibility of exposure to physical or verbal aggression or infections.  inclement weather, when travelling to different sites, poor and dangerous road conditions, cramped office space with frequent changing of environment in different patient’s own cell which each has its own unique set of risks and conditions. | |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers **Qualifications**  * Registered General Nurse/Allied health professional. * Degree at Masters level in an area relevant to this post evidence of working towards completion of Masters. * Independent Prescriber.  Experience  * Extensive experience in senior post at Band 7 (or equivalent) or above working directly with in prison healthcare. * Experience of working across inter-agency and organisational boundaries. * Proven experience of managing staff and developing services relevant to older peoples care of people in prison. * The post holder will have experience of working across professional boundaries in a flexible, creative way, pertinent to care of people in prison. * Demonstrable experience of creating teams and developing a culture of multidisciplinary working.   **Knowledge and Competencies**   * Expert knowledge of the health, nursing and psychosocial needs of people in prison. * Evidence of continuing professional and clinical development within the sphere of nursing at an advanced level. * Advanced clinical assessment skills. * Highly effective interpersonal and communication skills. * Negotiating and influencing skills. * Competent in all aspects of Information Technology. * Proven ability to produce high level written information and formal reports and to deliver these within tight timescales. * Competent in presentation skills. | |
| **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:  Head of Department Signature:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |