

NHS GREATER GLASGOW AND CLYDE

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| 1. JOB IDENTIFICATION  Job Title: Charge Nurse – Mental Health  Responsible to: Nurse Team Lead – Mental Health  Department: Prison Health Care – HMP Greenock  Operating Division of NHS GG: Glasgow City CHP  No. of Job Holders: 1  Last Update (insert date): New Post August 2011 |
| 2. JOB PURPOSE  In conjunction with the management team contribute to and deliver a comprehensive Mental Health Service in partnership with Primary Care and Addiction Services practitioners as part of a multi-disciplinary team within the prison setting.  To operate as part of an extensive multi-disciplinary team, providing the role of the Staff Nurse to undertake mental health assessment, provide and evaluate a range of mental health interventions, to meet prisoner healthcare needs and contribute to the wider continuous development of prison healthcare services.  Demonstrate knowledge, skills and understanding of mental health issues and treatment options to provide mental health clinical guidance to all staff on matters relating to mental health and wellbeing.  The post holder carries continuing responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards of care within a secure environment.  This post is primarily based at HMP Greenock however can be moved between the three prison sites if needed to meet exigencies of the service |
| 3. ROLE OF DEPARTMENT The Prison Healthcare Service provides a full range of Health Care to meet the needs of patients within the prison population. Care provided is both clinically effective and cost efficient providing a variety of interventions to meet prisoner healthcare needs. This service works with SPS other services and agencies within the establishment to improve the physical and mental health and wellbeing of prisoners. |
| 4. ORGANISATIONAL POSITION  Nurse Team Lead Mental health  Prison Health Care Service Manager  Operational Manager HMP Greenock  Professional Nurse Lead Prison Health Care & Health Care in Custody  Charge Nurse  Mental Health  This post |
| 5. SCOPE AND RANGE  The post holder will support the Clinical Team Leader in managing a team of nurses and healthcare support staff  The post-holder will work collaboratively with the Nurse Team Leader to ensure the effective utilisation of resources. This includes supporting the effective deployment of the nursing manpower resource, as well as the effective management of health care supplies.  The post holder is operationally responsible and professionally accountable to the Nurse Team Leader. |
| 6. MAIN DUTIES/RESPONSIBILITIES To be responsible for the management of a mental health caseload acting as keyworker / case manager within the team for allocated clients, including those with complex health and social care needs. The post holder will carry out assessments of risks and coordinate care for those who require to be managed by the care programme approach.  Develop, organise, deliver, evaluate and manage mental health clinics and treatments within a prison setting.  Responsible for liaising directly with all referrers including Procurator Fiscal, prisons, courts, consultant psychiatrist, multi-disciplinary teams, assessing individuals and preparing standardised documentation for appropriate agencies, demonstrating effective partnership working.  To monitor the effectiveness of clinical interventions and report on any side effects and level of patient compliance. Monitor changes in the client’s mental state, ensuring prompt and accurate communication with medical staff and other members of the multidisciplinary team.  Develop and maintain good relationships with service users, carers, relatives and fellow health care professionals, SPS, social and welfare professionals both internal and external to the multidisciplinary team who are involved in care delivery.  Empowering patients to take responsibility for their health, well being, recovery and future lifestyle.  To conform to NMC professional codes of conduct thus safeguarding the interests and wellbeing of patients within their sphere of responsibility.  To maintain a high standard of written, verbal and electronic records in accordance with NHS GG&C standards on confidentiality and within professional and legal requirements, providing reports as required and patient reports for legal purposes.  Be familiar with and ensure implementation of all, departmental, NHS GG&C, SPS and national policies, procedures and guidelines pertinent to staff within area of responsibility and comply with their contents in the pursuit of the highest standards of patient care.  Be familiar with and comply with all mental health, protection of vulnerable groups and child protection legislation.  Supervise junior staff in all areas of nursing practice, contributing to and encouraging the development of good practice and initiative.  To ensure that care to all patients within the prison setting is provided in a fair, equitable and consistent way free from all forms of discrimination.  The post holder will have an understanding of the clinical budget and its application in the planning and implementation of care in the area, in order to meet service aims and objectives.    The post holder will understand and work within the organisational recruitment policies which include equal opportunity policies, confidentiality and data protection policies.  Working collaboratively with the Nurse Team Leader the post holder will be responsible for the recruitment and selection process, taking cognisance of the needs and dynamics of the wider nursing teams when making decisions.    Manage and provide clinical leadership and be a role model for the nursing team by representing the values and beliefs of the nursing profession as well as that of the organisation.  The post holder will be responsible for the day-to-day line management of the nursing team and will ensure that the delegation of work to the team takes account of the role, skills and competence of staff and is appropriate to their scope of practice.  To establish and participate in systems of practice support, caseload supervision and personal development plans for the nursing team.  The post holder will be responsible for the operational management of his/her team. Prepare and/or validate the duty rotas, manage the annual leave, sickness/absence and study-leave for team members, organise and support the team to attend staff meetings and clinical and mandatory training. This should be done in collaboration with other relevant colleagues.  Maintain accurate up-to-date clinical records and care plans in accordance with NMC standards for records and record keeping, ensuring compliance with the Data Protection Act and the Freedom of Information Act.  The post holder will be responsible for the utilisation of various clinical and environmental risk assessment tools in order to identify actual and potential risks and ensure implementation of appropriate interventions. The post holder will also be responsible for reporting incidents and critically appraising them in order to reduce any recurrences and participate in further investigation as required. Participate in the induction all new nursing and health care support staff into the team. Supervise junior staff in all areas of nursing practise and complete their personal development plans/KSF as appropriate.Be responsible for own professional development and encourage and support the continuing professional development of the nursing team. Identify capability and performance issues of team members and utilise a framework to support clinical and professional practice as required.  The post holder is accountable for his/her own professional actions and must be able to justify decisions based on the nursing assessment of the patient, family/carer and environment. The range of resulting interventions may be complex and require a higher level of ongoing decision-making to ensure the effective management of the care package.  The post holder must be aware of his/her own scope of practice and that of the nursing team members. In addition he/she is accountable for the appropriate delegation of work to others providing care to patients within the caseload.  Co-operate with nurse teaching establishments in ensuring a realistic learning experience for student nurses and be responsible for the quality of the programme and for demonstrating the role of the mental health nurse within prison healthcare service to the multidisciplinary team, medical students and post graduate student nurses.  Develop and participate in mental health education initiatives both internal and external to the organisation.  Initiate and develop new ideas to improve patient care, through personal professional development, involvement in setting standards, research and quality initiatives, both internal and external to the organisation.  To assess, plan, implement and evaluate evidence based programmes of care and throughcare needs of the prisoner with complex health needs. This to be achieved by the appropriate risk assessment, care plans, effective clinical judgement and decision making skills.  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 a high risk to the wellbeing of prisoners and staff.  To work collaboratively with Scottish Prison Service colleagues to ensure security and stability of the prison regime is maintained.  The post holder will be required to identify potential interpersonal conflict and manage this using motivational, persuasive and negotiating skills.  To ensure that care to all patients within the prison setting is provided in a fair, equitable and consistent way free from all forms of discrimination. |
| 7a. EQUIPMENT & MACHINERY  Computer equipment  Syringes, needles, tourniquet, assorted blood bottles and specimen containers, drug ampoules, dosette boxes, sharps containers, watch, sphygmomanometer, weight scales, Alcometer. Sure-step drug tests.  Basic life support equipment  Security keys, personal alarm and 2 way radio  Sundry stationery.  7b. SYSTEMS  The post holder will be competent in the use of and have responsibility for ensuring that his/her team are competent to use the following:  Microsoft office systems e.g. Word and outlook  Computerised Healthcare records e.g. Vision  Manual healthcare records  Prison Record System (PR2)  Healthcare marker System  SPS Suicide Risk Management system  Drug prescription and recording systems and registers  Clinical Rating Scales e.g. Opiate and alcohol withdrawal assessment tools  Performance appraisal system  E learning to complete mandatory training |
| 8. DECISIONS AND JUDGEMENTS  Management and delivery of care  Application of clinical judgement to changes in clients needs and circumstances external to the individual.  Determining when to seek advice from senior clinical or management staff.  Determining appropriate response to crisis situations and acting accordingly.  Referring clients to other health/local authority/voluntary services as appropriate.  Allocating tasks to junior staff.  Can manage competing priorities and react to unforeseen circumstances, incidents and emergency situations  Analysing information from assessment.  Participate in audit  Determining frequency of contact with clients.  Engaging support/intervention from other professional or agencies.  Assessing risk to clients or others, which are consequent to changes in mental state or environment.  Evaluation of performance of junior staff, developing plans to respond to performance difficulties, notifying management of concerns or development need.  Ability to identify and resolve difficulties. |
| 9. COMMUNICATIONS AND RELATIONSHIPS  The post holder will regularly be involved in communicating internally and externally with health and social care professionals as well as. The role will involve an educational dimension with users and colleagues. The post holder will be required to receive and communicate highly complex and sensitive information on a daily basis.  INTERNAL  Healthcare team  Prison staff and management  NHS staff and management  Social workers  Addictions services  Chaplains  Parole Staff  Psychology and Psychiatry staff  Prisoners  Family and carers  EXTERNAL  Pharmaceutical Supplies Provider and out of hours pharmacy telephone advice service  GPs and community nurses  NHS Services/hospitals  Addiction services  Social workers and Local Authority  Criminal Justice Service  Members of the public e.g., prisoners relatives  Translation services  Voluntary agencies e.g., Samaritans |
| 10. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB  Physical Skills  Keyboard skills  Intramuscular injection techniques  Manual handling skills  Management of aggression skills  Carrying radios and keys  Physical Demands  Moderate, moving equipment, manipulating patients  Mental Demands  Sustained concentration  Ability to analyse information  Application of theory to practice  Unpredictable workload  Ability to make decisions quickly when a client is in crisis  Interruption in work pattern is common  Ability to guide other staff including non nursing staff  Emotional Demands  Environmental risks  - calculating drug dosages  - carrying radio  -Weapons  -Hostage situations( prison)  -Animals  Dealing with highly distressing situations which may arise unpredictably. Dealing with individuals in extreme emotional distress. Working with a client group who are recognised as having a high risk of violence, aggression, sexual, predatory offending behaviour, suicide or deliberate self harm.  Working Conditions  Custodial setting  Daily x-rays of belongings and person  Metal detector tests  Random staff searches including personal rub down  Threat of prison inflicted injury and being taken hostage.  Daily contact with body fluids, including blood, which may be potentially infectious. Coping with the potential exposure for blood borne viruses, infestations and infections. |
| 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB  Effectively assessing and managing clinical risks related to suicide, self-harm and harm to others.  Maintaining a therapeutic relationship with patients who have been subject to compulsory measures under Criminal Procedures Acts. Effectively meeting patient care demands within available resources.  Working collaboratively and negotiating with SPS colleagues within a secure setting where different organisational cultures exist.  The post holder is regularly required to communicate sensitive information, utilise negotiating, influencing and persuading skills when dealing with prisoners 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 under the influence of unknown illicit substances, prisoners with learning disabilities or sensory impairment and non-English speaking prisoners. |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB  Essential  Registered Mental Health nurse  Educated to degree level or equivalent.  Significant post registration experience working within a relevant clinical setting  Evidence of continuing professional development and post basic study relevant to role  Awareness of professional and clinical accountability, legal issues, role limitations and boundaries and balancing duty of care and public safety issues.  Understanding of the application of the Mental Health (Care and Treatment) (Scotland)Actct 2003  Excellent communication and organisational skills  Literate in current IT techniques  Ability to work on own initiative  Ability to prioritise workload and meet tight deadlines  Excellent interpersonal and organisational skills.  Desirable  In depth knowledge of prison needs in relation to primary care, mental health and  addiction support and an ability to work across these areas. |