#### Form JE 5



**JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION | |
| |  |  | | --- | --- | | Job Title: | Mental Health Nurse Practitioner | | Responsible to: | Health Centre Manager/Clinical Manager in Charge/Clinical Manager Forensic Mental Health Service | | Department(s): | Health Centre | | Directorate: | Mental Health Nurse Practitioner | | Operating Division: |  | | Job Reference: | SPS-Core-6 | | No of Post Holders: |  | | |
| 2. JOB PURPOSE | |
| In conjunction with the Clinical Manager deliver modem Mental Health Services, in partnership with Primary Care and Addiction Practitioner, as part of an extensive multi-disciplinary team within the unique setting of a prison environment.  To operate as a Mental Health Nurse in accordance with the Nursing & Midwifery Council (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.  To provide a comprehensive assessment, consultation and treatment to Mentally Disordered Offender's (MDO's), including mental health risk assessment and management, and give an advice service to a range of referrers.    To promote mental wellbeing and provide support, education and deliver a range of interventions to prisoner with mental health problems  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.  The post-holder will deliver mental health nursing care to prisoners within SPS.  This is a diverse role which involves the day-to-day delivery of autonomous nurse-led care, to a population who have a comprehensive 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 assistants, nursing and medical students, junior doctors, training of prison staff with regard to health care issues. | |
| 3. ORGANISATIONAL POSITION | |
| HEALTH CENTRE MANAGER  TEAM LEADER FOR MENTAL HEALTH  **THIS POST**  STAFF NURSE MENTAL HEALTH  ASSISTANT PRACTITIONER MENTAL HEALTH  HEALTH CARE ASSISTANTS | |
| 4. ROLE OF DEPARTMENT | |
| The role of the Prison Healthcare Service is to provide a range of cost effective and efficient clinical service 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 | |
| ***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 clinics, eg assessment, triage, caseload, physical health monitoring, depot. * Care professions, i.e. addictions, primary care and sexual health. practitioners, the post holder 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. * To support health governance arrangements by undertaking a range of clinical interventions that enable compliance with Health Care Standards. As a first responder 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 m accordance with 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. * Act as Care Co-ordinator for Enhanced CPA, organise and implement Discharge Integrated Care Pathway. * 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 along with conflict management. * 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**   * Maintain clear, concise and accurate records in accordance with SPS and NHS policies and * procedures. * Providing accurate-and timely assessment/discharge summaries to referring agent. * Maintain professional standards working within the parameters of both local and national policies * and professional code of conduct and guidelines. * Responsibility for own personal development and meeting training needs, participating in Personal * Development Planning and Appraisal processes. * Contribute and participate in audit programmes. * Knowledge and application of local policies, Scottish Government, 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 Talk to Me (anti-suicide policy)   * Engages with Clinical Supervision for self and junior staff.   ***Managerial***   * Organise, manage and deliver Mental Health Clinics within a prison setting. * Participate in departmental clinical meetings, team meetings, managerial and developmental * meetings. * Assume care co-ordinator role for patients registered on Care Programme Approach. * Responsible for the ordering, storage and safe management disposal of materials necessary for the * safe administration of depot injection other medications. * Be involved in clinical governance and clinical effectiveness initiatives within the service. * 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. * Provide mentorship of mental health students allocated to the prison service. * In the absence of other health care professions, i.e. addictions, mental health and sexual practitioners, the post holder will undertake the necessary care programmes for prisoners*.*   **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 ensuing their induction programme is completed. Supervision and support of pre-registration nursing students on placement and completion of student assessment documentation   **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. | |
| 6a. EQUIPMENT AND MACHINERY | |
| The job requires the post holder to become fully conversant with the use and calibration of range of healthcare equipment including: -  Basic Life Support Equipment e.g. semi-automatic defibrillators, 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,  Methadone dispensing pump and glass conical measures  Blood Collection System including sharps and sharp boxes  Vaccine Fridge including temperature monitoring  ECG machine  INR monitor  Telemid  Security keys, personal alarm and 2-way radio | |
| **6b. SYSTEMS** | |
| 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)  • Healthcare Marker System  • SPS Suicide Risk Management System  • Databases  • Electronic patient health care records and care plans  • Drug prescription an4 recording systems and registers  • Clinical Rating Scales e.g. opiate and alcohol withdrawal assessment tools  • Personal Alarm System  • Personal Communication Device (radio carried continually throughout the shift)  • Personal Performance Appraisal System (PPMS)  • E Learning to complete mandatory tq1ining ·  **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. | |
| 7. ASSIGNMENT AND REVIEW OF WORK | |
| Duties are largely generated by prisoners’ 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).  • Engage in caseload clinical review and allocation involving multidisciplinary colleagues.  • The post holder will at times work without direct supervision, or with advice available on-site  • The post holder will participate in clinical supervision and personal development planning.  • The post holder will work in conjunction with their line manager to identify ongoing objectives.  • This job requires the post holder to work using their own initiative. | |
| **8. DECISIONS AND JUDGEMENTS** | |
| Key involvement in risk assessment and management on a daily basis within the multi-disciplinary  approach.  To work as an autonomous practitioner and make decisions without direct supervision on a daily basis.  The postholder is required to make decisions and judgements regarding the level of safety of patients,  family, carers, potential victims, neighbours and the public generally.  On a daily basis uses their own judgement to disseminate relevant information regarding risk posed by  the prisoner.  Can manage competing priorities and react to unforeseen circumstances, incidents and emergency situations. | |
| 9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| To deliver Healthcare from within a prison setting.  At times being the only clinical worker on site.  Balancing issues of role conflict i.e. managing individual patient care ensuring duty of care aspects  and at times acting as advocate for individuals whilst requiring to be aware of 'risk' and public  safety issues along with issues of maintaining confidentiality.  Dealing with untoward incidents such as completed suicide, or other acts of violence or aggression  Managing complex and competing demands when addressing priority needs.  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  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.  A requirement to represent the -SPS at court as.' a competent professional witness e.g. at a fatal  accident inquiry. · | |
| **10. COMMUNICATIONS AND RELATIONSHIPS** | |
| Develop and maintain excellent communication and working relationships with clients, carers,  relatives, multidisciplinary colleagues and other health professional, criminal justice services, local authority and voluntary agencies.  Provide accurate, timely reports, records and summaries for GPs, Criminal Justice Services, Social Services or other referring and partner agencies.  Communicate effectively and have the ability to interpret diagnoses, educate using verbal and written  information, being sensitive to the individuals' needs of clients and carers.  Responsible for 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 verbally and in writing risk assessment and risk management plans | |
| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **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, can-ying emergency equipment in excess of 15kg. E.g. defibrillator, oxygen bottles, intubation equipment. * Frequent moving of dmg 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. * Daily walking between prison areas, involving use of stairs, is often outside and sometimes at speed as first responder to incidents, carrying emergency equipment * Frequent (at least twice daily) moving of dmg storage/administration equipment (weight> 10kg) to residential areas which involves going outside and up flights of stairs and key holder responsibility for the security of the drugs, which can include controlled drugs e.g. Methadone, contained within them. * Occasional moving and handling of prisoners e.g. for emergency aid and in self-defence. * 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 prison work environment is extremely challenging, and prisoners display challenging behaviours on a daily basis once the role will place a high level of mental and emotional demand on the post holder * You must be responsible for the operation and security of a radio and to continually listen, via an ear piece, 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 * The requirement to attend meetings anywhere throughout the SPS estate which may involve long periods of travel on public transport and overnight stays * 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   **Mental/Emotional**   * Responsibility for suicide risk assessments and case conferences for prisoners managed under the Talk to Me 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 * Dealing with patients with challenging behaviour. Required to meet the emotional demands of caring for patients, others and manage the emotional outcome for patients and staff following stressful incidents. * Patients, carers and staff can disclose highly sensitive information e.g. regarding threats to others (potential to kill others), sexual or domestic abuse (to or by the patient) which requires a calm, respectful, empathetic, professional and non-judgemental approach and reaction from the postholder. * The postholder is occasionally exposed to cns1s situations, severely challenging and unpredictable behaviour, demanding/ conflict situations, verbal/ physical threats, attempts to assault, possession of weapons and at times stalking which are extremely demanding and stressful. * Daily working with individuals who are distressed, depressed, anxious, challenging, thought disordered or memory impaired. * Frequent concentration when engaged in group or individual sessions. * Using all skills to complete mental health assessment and risk assessment. Collating all available information. * Calculating drug dosages. * Subject to interruptions, for example attending medical emergencies approximately two to three times per week * Ability to manage conflict in relation to patient care within professional relationships. * Exposed to physical threats and physical aggression from patients, carers and others. * Witnessing and responding to critical incidents and traumatic events as first responder. * 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 * Giving witness statements to police, interviews by solicitors and court appearances representing the SPS * The insidious level of stress, use of foul and abrasive language and the risk of potentially life-threatening situations e.g. hostage taking. * 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. | |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| * Registered Nurse - Mental Health/ Leaming Disability, currently registered with the NMC. * Previous experience in a relevant clinical setting is desirable e.g. working in the field of Mental Health or working in a secure environment * To demonstrate knowledge to allow working as an autonomous practitioner in a mental health environment. * Evidence of continuing professional development * Awareness of professional and clinical accountability, legal issues, role limitations and boundaries and balancing duty of care and public safety issues. * Awareness of Child Protection/Vulnerable Adult policies and issues and the responsibility to refer concerns on appropriately * Post holder must have experience of teaching, supervising and mentoring nursing students and maintain strong links with their educational establishments * Postholder must be able understand the application of the Mental Health (Care and Treatment) (Scotland) Act 2003 * Extensive knowledge of medication prescribing guidelines, including the prescribing of controlled drugs * Ability to monitor the effectiveness of their own clinical practice through quality assurance strategies such as audit and peer review * 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 centre as appropriate * Understanding of the implications of confidentiality in accordance with NMC guidelines and DATA protection. * Good organising and prioritising skills * IT skills * During induction the postholder must undergo necessary mandatory health care training in anaphylaxis, resuscitation, manual handling and lifting and must complete prison related training covering areas such as Talk to Me suicide strategy, radio and key handing, breakaway self-defence techniques, Multi Agency Public Protection Arrangements (MAPP A), conditioning, intelligence and human rights * During induction the post holder must undertake the Certificate in Management of Drug Misuse in Primary Care. | |
| **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: |