

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Primary Care Nurse

Responsible to: Senior Charge Nurse

Department: HMS Edinburgh Prison

Directorate: REAS

Job Reference: L-EMCHP-HMPECH-PCN

No of Job Holders:

Last Update:

2. JOB PURPOSE

The post holder is responsible for the development and delivery of programmes of care within the unique setting of a prison environment. The post holder is responsible for the initial assessment, planning, implementation and ongoing care needs of the prison population and adjusting the prisoner's care according to need on a daily basis, including assessing their medication requirements and forwarding the medication request for to either the doctor on duty or the on-call doctor (in most cases there is no medical review undertaken). The post holder is also responsible for deciding when a prisoner should be discharged from their caseload and providing support, education and advice on how to manage the prisoner's ongoing healthcare needs.

The post holder will lead and manage the Practise/Treatment Room nursing team in the delivery of nursing care within available resources and is responsible for raising awareness of health and social well being, enabling prisoners to improve their own health.

3. DIMENSIONS

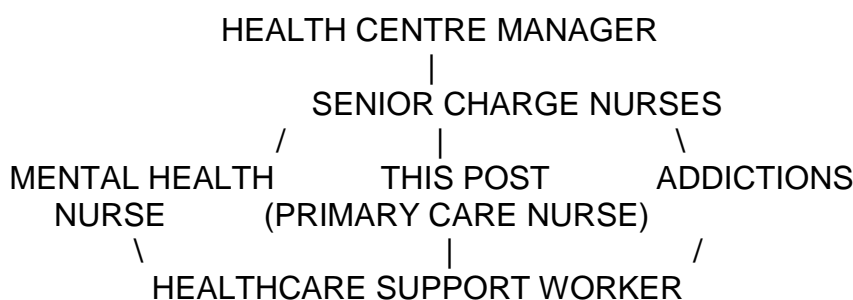
The post holder works within HMS Edinburgh Prison, which has a population of 900 prisoners.

The post holder is responsible for a nurse led primary care clinic/treatment room on a daily basis and are often on site without a medical presence and will provide guidance, support and education to healthcare support staff, students and non healthcare staff working within the prison. The post holder will also provide guidance, mentorship and support to new members of the nursing team.

The post holder accepts direct referrals from prisoners, prison officers, Allied Health Professionals, and will contribute to the planning of the prisoner's first nights in custody from a healthcare perspective. The caseload is not delegated but generated from these sources and managed autonomously by the post holder

During weekends the post holder may be required to carry out a basic mental health/addictions assessment and refer onto the appropriate specialist as required.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The role of the Prison Healthcare Service is to provide a range of clinical services and interventions that meet prisoner healthcare needs ranging from their physical and psychological

needs through to their addictions and social well being during their stay in prison and on release. The service provides ongoing rehabilitation and contributes to the Offender Outcome Strategy.

The service is expected to plan and deliver existing and new nursing services to meet with local and national strategies, within a robust clinical governance framework.

6. KEY RESULT AREAS

1. The post holder is responsible and accountable for the ongoing assessment, development, implementation and monitoring of physical needs of the prison population, ensuring that the highest standards of care is delivered in an effective way within the treatment room primarily. The post holder is responsible for assessing, deciding on treatment and evaluating. Either solely or in partnership. The post holder is expected to triage prisoners and base treatment plans on this assessment.
2. The post holder has overall responsibility to maintain accurate clinical records in accordance with NHS Lothian Policy. The post holder will establish and maintain effective communications and relationships with the prisoner, the prison officers, the medical staff, other healthcare colleagues within the Team. Statutory and voluntary agencies, which promotes collaborative working and effective co-ordination of services. This will include liaison to develop packages of care for prisoners with complex needs.
3. The post holder will enable prisoners to address their own health needs by raising awareness of factors that will impact on their health and social well being and to target health improvement activities which will enable the prisoner to achieve a healthier lifestyle both in custody and on their release.
4. The post holder will run nurse led clinics, including asthma, diabetic, BBV, tissue viability, well woman, sexual health (including cervical cytology screening), etc,. In addition the post holder will conduct initial screening of prisoners and identifying assessment and treatment requirements. They will also conduct clinical urine screening as requested/required and are expected to act upon the findings.
5. The post holder will undertake Treatment Room duties including Venepuncture, complex wound management, suturing, stapling, suture removal, lancing, im injections, iv injections, vaccinations, troponin (blood) testing, ear syringing, cervical cytology screening (female staff only), ECG's.
6. The post holder is a "First Responder" and is expected to manage emergency situations without support of medical staff, where there is a high risk to the wellbeing of prisoners and staff. First responder care includes situations such as seizures, cardiac arrests, injuries including head and spinal injuries, attempted suicides (overdoses, ligature injuries), self harm, severe burns, haemorrhages. In this role the post holder can administer emergency medication without prescription (eg GTN, Aspirin, Epi Pen, Naloxone) and has the clinical skills to manage airways, spinal injury, head injury, ILS etc. The post holder is expected to decide when it is appropriate to escalate the situation to an emergency ambulance or

hospital care.

During weekends and at other times (in the absence of the Clinical Manager) the post holder is expected to organise and delegate workloads efficiently.

7. The post holder will act as a resource and provide specialist nursing advice to other professionals and relevant agencies. The post holder will also liaise with external agencies and develop protocols for throughcare of prisoners both on arrival and release from prison. The post holder will also co-ordinate manage and participate in multi-disciplinary case conferences for prisoners with complex needs.
8. The post holder is expected to participate in and contribute to working groups with regards to the development of operational and strategic policy to ensure the development and delivery of the most appropriate services in order to address health inequalities and promote the physical, mental and social well wellbeing of the prison population.
9. The post holder will participate in Integrated Case Management meeting, which requires them to be competent in their field of practise.
10. The post holder is expected to be actively involved in research and audit; to critically evaluate Practise and Treatment Room nursing practise and developments. The post holder will disseminate findings and develop and implement innovations and standards to ensure evidence based practice and quality of service. The post holder also has responsibility for risk management, monitoring standards of clinical practise, contributing to clinical audit and promoting evidence based/best practise to improve clinical outcomes.
11. The post holder will ensure and facilitate the ongoing process of professional development of team colleagues, student nurses and other learners, including during induction, ensuring they are appropriately prepared and supported in the performance of their duties and participating in the development and delivery of ongoing training programmes and supervision and mentorship.
12. The post holder will act in accordance with the NMC Code of Professional Conduct, NHS Lothian policies and Procedures and maintain personal Post Registration in Practise. The post holder will be able to demonstrate continuous professional development, including the ability to perform specific clinical skills within the constraints of a prison environment.

7a. EQUIPMENT AND MACHINERY

The post requires the post holder to be fully conversant with the use and calibration of a range of health care equipment and includes:-

Semi automatic defibrillator	pulse oximeter
Auto dose injectorpen	nebuliser
Oxygen equipment	Spirometer
Peak Flow meter	Volumatic Device
Glucometer	Auroscope
ECG Machine	INR Monitor
Stitching/stapling equipment	Cervical Smear Test Eqpt
This list is not exhaustive	

7b. SYSTEMS

The post holder is responsible for maintaining accurate and up to date clinical records complying with all statutory policies and procedures of NHS Lothian and to complete statistical/informational returns as required by NHS Lothian

The post holder will use the following systems on a daily basis:-

Manual Health Care Records System

Prisoner Records System (PR2)

Electronic patient records

Drug recording systems and Registers

Clinical Rating Scales (eg opiate and alcohol withdrawal assessment tools)

Clinical Audit Systems including Health Care Standards Assurance, which is specific to the SPS.

Personal Communication Device (radio carried continually throughout the shift)

Audit Systems, both local and national

TRAK

SURS (Smear recording system)

The post holder is expected to be proficient in the use of IT systems including email, internet/intranet, E Learning.

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is expected to work autonomously in their area of responsibility and duties are largely generated by the prisoners health care needs.

The post holder will be expected to prioritise their own workload on a daily basis, monitor activity and anticipate and resolve problems

Work is generated via direct referrals from prisoners, prison officers, allied health care professionals.

The post holder will contribute to the development of specific areas of work within the wider context eg service development, some of which will be self generated.

The post holder will ensure clinical supervision is accessed on a regular basis.

An annual performance review will be undertaken by the Clinical Manager and a professional development plan agreed.

9. DECISIONS AND JUDGEMENTS

The post holder has autonomous responsibility for workload. They will assess and interpret acute and other patient conditions. The post holder has overall responsibility to make relevant changes to patient care/management as required. They will make decisions through assessment interpretation of prisoner's health care need.

The post holder accepts referrals from a variety of sources to make nursing diagnosis and determine follow up care with level of decision being determined by clinical judgement, knowledge and experience.

The post holder will make decisions on treatments and will advise on appropriate medications in conjunction with the prisoner, regarding the appropriate delivery of care and support to meet the identified needs including when to refer to other healthcare professionals and other agencies, both internal and external.

The post holder will prioritise, assess and deliver services within available resources. They will use their own judgement to disseminate relevant information regarding the risk posed by the prisoner as well as other information, to other members of the health care team. This includes information to criminal justice agencies responsible for community supervision and to the SPS Intelligence Management Unit.

The post holder must have awareness of Child Protection and Vulnerable Adult policies with the responsibility to refer concerns onto the appropriate Agency.

In the absence of the Clinical Manager has the authority to book bank staff to ensure there is sufficient cover to deliver the service in a safe and effective manner.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The post holder works in a prison environment and the work is extremely challenging where they are exposed to situations where there is violence, aggression and a high risk to the well being of other prisoners and staff. The post holder will be trained in break away techniques. The post holder is regularly open to abusive and threatening language and behaviour. They must work with the constant exposure to potentially dangerous situations eg hostage taking.

The post holder must respond quickly and effectively to critical incidents such as attempted suicide/self harm in order to provide support to colleagues and other prisoners.

The post holder is responsible for the safety of the security keys they are allocated; being aware of the potential security breach if mishandled, misc placed or misused. They are also responsible for the operation and security of a radio and are expected to listen continually, via an ear piece, to the prison radio traffic and respond appropriately to situations as required, using approved Radio Procedure.

The post holder delivers palliative and end of life care in a cell environment and is expected to problem solve in order to provide optimum care whilst working within prison restrictions.

The post holder is responsible for time management – work required versus time available. They must prioritise workload on a continuous basis, managing scheduled and unscheduled care, balancing conflicting and unpredictable priorities.

The post holder will deal with staff concerns where appropriate using appropriate skills and knowledge or refer onto the clinical manager.

The post holder, on occasions will be required to remain in the prison after working hours to deliver health care for emergency or operational reasons. The post holder will carry out risk

assessments.

The post holder will be required to represent the prison at court as a competent professional witness eg at a fatal accident enquiry.

The post holder must manage the emotional impact of working in an unpredictable environment on a daily basis.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will regularly communicate verbally and in writing to members of the multi disciplinary/ multi agency team and is expected to have highly developed communication skills.

In addition to contact with the prisoner the post holder regularly communicates with the following:-

INTERNAL

Health Care Team
Prison staff and management
Social workers
Drug Services
Chaplains
Parole Staff
Psychology
Psychiatric services
Visiting Healthcare services

EXTERNAL

Pharmaceutical Supplies Provider
Out of hours pharmacy
MEDCAS 24
GP
Community nurses

NHS Services/hospitals
Drug Services
Social Workers and Local Authorities
Criminal Justice Service
Translation Services
Prisoner's relatives
Voluntary Agencies
Police Services

Communication is regular, face to face, on the telephone, or in written correspondence, formal and informal. This can include inter-professional issues and highly sensitive issues.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

PHYSICAL SKILLS

Highly developed physical skills, accuracy important, manipulation of fine tools, materials
Manual dexterity and accuracy required for administration of IM/IV Injections, complex wound dressings, insertion and removal of sutures, use of smear equipment, venepuncture

PHYSICAL DEMANDS

This role encompasses the entire area of the prison and therefore there is daily and frequent walking and stair climbing

As a first responder to incidents the carrying of emergency equipment weighing over 15kg, such as defibrillator, oxygen bottles, at speed and over fair distances, including outside. In addition frequent moving of equipment weighing over 10kgs, to residential areas which involves going outside and climbing stairs.

Working in cramped conditions whilst standing for long periods of time.

MENTAL DEMANDS

A high degree of concentration is required during prisoner assessment who, in many cases have a complex and comprehensive range of physical, psychological, substance misuse and social problems and may be under the influence of illicit substances.

A higher level of concentration is required due to the responsibility of carrying a security radio

and security keys and the requirement to continually monitor this radio, responding to specific incidents when they arise.

Frequently responds to unscheduled appointments which results in work plans being changed at short notice. In addition the unpredictability of shift finish times, for example courts running late or admissions from outlying courts where prisoner must be risk and health assessed.

The ability to act expediently and appropriately when responding to crisis situations such as deliberate self harm, suicide attempts, completed suicides, medical emergencies and prisoner or staff assault. This happens on a frequent basis.

Working with patients with complex and diverse needs and the ability to adapt to complex clinical situations.

On-going requirement for continual updating and learning of techniques and practises, including information technology skills.

EMOTIONAL DEMANDS

Communicating with distressed/anxious/worried prisoners on a daily basis.

Discussion with prisoner about prognosis, treatments and implications of long term and terminal illness

The post holder delivers palliative and end of life care within a prison cell environment. Frequently dealing with sensitive issues with prisoners such as rape, abuse, bereavement, family conflict, suicide attempts, deliberate self harm. In addition working with prisoners with a history of violent, sexual or predatory offences

Managing/dealing with aggressive, abusive, threatening behaviour and situations on a daily basis.

Dealing with vulnerable people and being alert to child protection issues.

Balancing the demands of NHS Lothian and SPS on a daily basis.

WORKING CONDITIONS

Frequent exposure to bodily fluids, needle stick injuries

Frequent exposure to verbal aggression

Frequent exposure to physical aggression

Frequent exposure to potentially volatile situations

Working in a secure environment with daily x ray of belongings, subject to random staff searches of belongings and personal rub down searches.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post holder will be a first level registered general nurse

Nurse Prescriber or required to undertake training on appointment

Trained in breakaway techniques.

The post holder will be expected to complete prison related training –ACT2 Care Suicide strategy, Multi Agency Public Protection Arrangements (MAPP A), radio and key handling.

The post holder will be trained in chronic disease management, suturing, suture removal, stapling, smear tests (or required to undertake training on appointment)

The post holder is expected to triage autonomously and base both treatment and medication plans on this assessment.

The post holder will be expected to work autonomously, planning own workload.

The post holder will have a sound knowledge of NHS and SPS policies

The post holder will have well developed communication and interpersonal skills, particularly influencing and negotiating skills.

Evidence of Continuing Professional Development. Attends mandatory/recommended training as required by the organisation.

The ability to work flexibly as part of the team and demonstrate leadership with junior staff .

General information and technology skills, including use of the computer to record and retrieve clinical information.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

Person Specification

Personal Qualities	Essential	Desirable
Ability to work using own initiative without direct supervision	X	
Commitment to promoting evidence based best practice	X	
Self motivated, proactive and innovative	X	
Commitment to personal development	X	
Commitment to interdisciplinary collaboration and team working, and respect and consideration for the skills and views of others	X	
Team working skills	X	
Experience	Essential	Desirable
First Level Registration (General)	X	
Evidence of Post Registration Practice	X	
Record of continuing professional development	X	
Experience of working within secure setting		X
Experience of working within acute setting		X
Skills	Essential	Desirable
Ability to persuade and influence others.	X	
Ability to effectively prioritise a challenging workload to meet departmental and organisational deadlines	X	
Ability to use a range of Information and communication systems as effective business tools.	X	
Effective decision making skills, with the ability to analyse, interpret and compare a range of information	X	
Knowledge	Essential	Desirable
Understanding of relevant NHS Policies and Procedures	x	
Knowledge of relevant national legislation and guidelines	x	
Understanding of Clinical Governance	x	
Knowledge of methods of developing clinical quality assurance and evidence based clinical practice	x	