

NHS Lothian**Post: Charge Nurse Band 5****PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes. Ability to work using own initiative without direct supervision. Committed to promoting evidence based best practice. Self motivated, proactive and innovative. Commitment to personal development. Commitment to interdisciplinary collaboration and team working, and respect and consideration for the skills and views of others.		A/I
Qualifications and Training	First Level registration (General) Evidence of post registration practice. Record of continuing professional development.		A/I/C
Experience and Knowledge	Understanding of relevant NHS Policies and Procedures. Knowledge of relevant national legislation and guidelines. Understanding of clinical governance. Knowledge of methods of developing clinical quality assurance based clinical practice.	Experience of working in a secured setting. Experience of working in an acute setting.	A/I
Skills and/or Abilities	Ability to persuade and influence others. Ability to effectively prioritise a challenging workload to meet departmental and organisational deadlines. Ability to use a range of information and communication systems as effective business tools. Effective decision making skills, the ability to analyse, interpret and compare a range of information.		A/I

Specific Job Requirements			

Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Primary Care Nurse

Responsible to: Charge Nurse

Department: HMP ADDIEWELL

Directorate: East and Midlothian CHP

Job Reference: L-CHP-HMPAHC-PTRN

No of Job Holders:

Last Update: September 2017

2. JOB PURPOSE

The post holder is responsible for the development of programmes of care under the direction of the Team Leader. The post holder will deliver 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 the need for any adjustment or change to the prisoner's care on a daily basis, including assessing their medication requirements and forwarding the request to the most appropriate prescriber (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 be involved in the delivery of nursing care within available resources in the Practise/Treatment Room and is responsible for raising awareness of health and social well being, enabling prisoners to improve their own health.

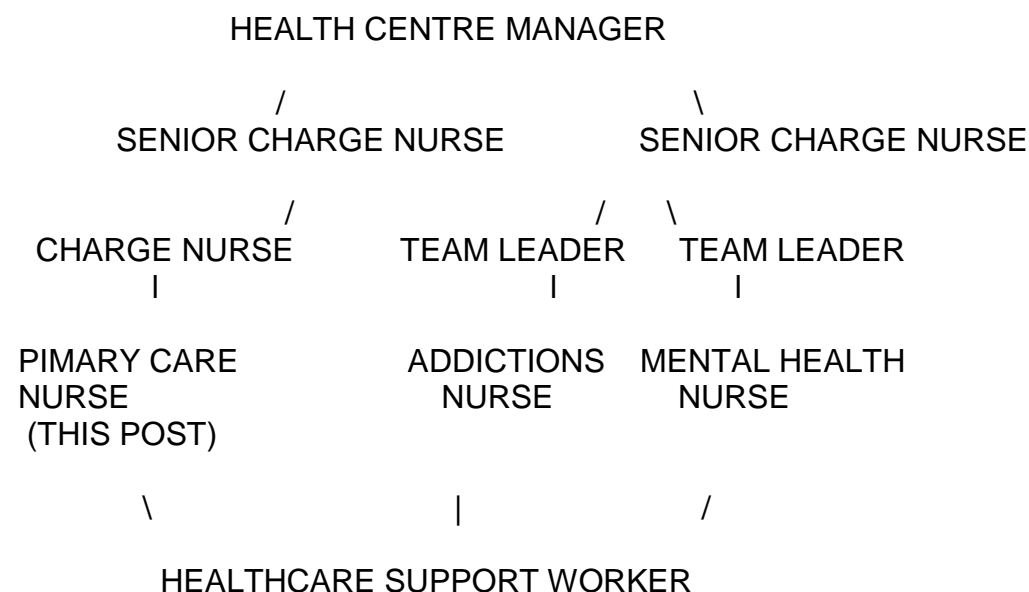
3. DIMENSIONS

The post holder works within HMP Addiewell, which has a population of 796 prisoners.

The post holder is involved in delivering 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 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

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 for admitting to and discharging from their defined caseload without reference to the Team Leader and 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. In addition the post holder will carry out initial prisoner assessments and refer to mental health and addictions nurses if they deem appropriate. 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, chronic disease management. Copd, chd, hypertension reviews, including asthma, diabetic, spirometry, BBV, tissue viability, well man, sexual health, 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, vaccinations, troponin (blood) testing, ear syringing, 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).
7. In the absence of the Team Leader the post holder is expected to organise and delegate workloads efficiently.
8. 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 assist in the development of 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.
9. 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.
10. The post holder will participate in Integrated Case Management meeting, which requires them to be competent in their field of practise.
11. 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 assist in the development and implementation of innovations and standards to ensure evidence based practice and quality of service. The post holder also has responsibility for risk management and contributing to clinical audit which and promotes evidence based/best practise
12. The post holder will participate in the ongoing process of professional development of self and new members of the team, including during induction and participating in the development and delivery of ongoing training programmes and supervision and mentorship.
13. 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	
Peak Flow meter	Volumatic Device
Glucometer	Auroscope
ECG Machine	INR Monitor
Stitching/stapling equipment	Doppler
CO2 Monitor	

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)

Drug recording systems and Registers

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

Personal Communication Device (radio carried continually throughout the shift)

Audit Systems, both local and national

TRAK

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 responsible to the Team Leader in their area of responsibility. Duties are largely generated by the prisoner's health care needs and the post holder will make autonomous clinical decision regarding the prisoners on their Caseload.

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 Team Leader 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 responsibility to make relevant changes to patient care/management as required but has access to the GP or Clinical Manager if they deem it appropriate. They will make decisions through assessment and 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 nursing treatments and will advise the GP 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.

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, misplaced 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 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 concerns from junior members of the Team and where appropriate refer onto the Team Leader

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 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

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 Injections, complex wound dressings, insertion and removal of sutures, 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. 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 completion of training on appointment)

Substantial experience and evidence of recordable post basic registration study.

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

The post holder will be trained in chronic disease management, suturing, suture removal, stapling

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 detailed 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 support to 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: