

## Job Description

<b>JOB TITLE:</b>	<b>Staff Nurse</b>
<b>BAND:</b>	Band 5
<b>DIRECTORATE:</b>	Addictions and Offender Care
<b>LOCATION:</b>	Medway Secure Training Centre, Rochester, Kent

In order to meet the needs of the Trust's services you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

**ACCOUNTABLE TO:** Team Manager

**RESPONSIBLE TO:** Lead Nurse

**KEY RELATIONSHIPS:**

- Nursing Team
- Trainee Assistance and Centre Managers
- Lead Nurses
- Healthcare Managers
- Medical Staff
- Multi Disciplinary Team Members
- User Groups
- Voluntary Sector Organisations
- Relevant departments and professionals allied to medicine
- Pharmacy staff

### JOB PURPOSE:

To provide, and supervise the delivery of high standards of nursing care to children and young people in accordance with up-to-date evidence based professional practice and Trust policies. To ensure that resources and patient care are managed efficiently, and in the absence of the Senior Nurse or Lead Nurse, to assume responsibility for the nursing care within the department.

## **JOB SUMMARY:**

To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without direct supervision. Demonstrate and supervise practice and procedures to registered and unregistered nursing staff to secure effective nursing practice. To take a key role in the induction and mentorship of new and unregistered staff, and provide supervision. To regularly take charge of the nursing care within the department in the event of absence of the Senior Nurse or Lead Nurse.

### **1. QUALITY OF CARE**

#### **STANDARD**

- Promote the health and well-being of patients and maintain a safe, caring and therapeutic environment.

#### **INDICATOR**

- Ensure nursing practice is in accordance with the NMC Code of Professional Conduct, which incorporates and respects differences in respect of gender, sexuality, ethnicity, religion, culture and disability.
- Always act in such a manner as to promote and safeguard the interests and well being of patients, visitors and colleagues.
- Participate as an active member of the nursing and multi-disciplinary teams, accountable for your practice, and work in partnership with other health care professionals, patients and others in the delivery of care.
- To participate in effective nursing, providing a high standard of care to clients in keeping with the philosophies and operational policies of the Offender Care Services and Trust policies and procedures.
- To have knowledge of Use of Force procedures, and an awareness of your responsibilities within the prison.
- Work closely and openly with relatives and carers providing help, guidance, support and information when appropriate.
- To act as an advocate for patients, within good practice guidelines, ensuring that they understand their rights and can access written and verbal information in a format which is appropriate to their current health status and language/sensory needs.
- Assess the care needed to address patients' physical, psychological, social and spiritual needs.

- Develop, implement & continuously evaluate programmes of care using a problem solving approach that ensures the needs of each individual patient's are met throughout their imprisonment, including detailed arrangements for release.
- Update care plans regularly and accurately, working in partnership with the patient.
- Be responsible for the management of a group of patients, within the framework of the nursing process. This will include daily allocation of patient group.
- Participate in the accurate maintenance of general and specific patient observations, accurately recording all relevant information and informing members of the multi-disciplinary team.
- To participate in providing / running specific healthcare clinics or groups, designed to support and educate clients, including pre-session planning and post-session evaluation.
- To be conversant with the legal requirements concerning the prescribing, control, security and administration of drugs.
- To be conversant with the Trust's policies and procedures, and the Prison's policies and procedures.
- To participate in the maintenance of standards, in accordance with Trust policies and procedures, Clinical Governance and NMC professional documents.
- To act in a manner to raise standards of care and make the services culturally sensitive, relevant and accessible to meet the needs of patients.
- Participate in rotational duties and work in alternative care settings as required.
- To carry out any other duties commensurate with the band as allocated by the Senior Nurse.

## **2. MANAGEMENT OF RESOURCES**

### **STANDARD**

- Work within agreed levels of resources both human and financial.

### **INDICATOR**

- To assist and support the Senior Primary Care Nurse / Lead Nurse in the establishment of an efficient working environment, making the most effective and efficient use of staff, supplies and services and ensuring the minimum standards are met.
- To utilise all available resources to the maximum benefit of the service, being aware of resource implications specific to the Unit.

- Ensure that agreed Trust policies and procedures are followed.
- Report any maintenance requirements through the Trust processes, reporting any difficulties upwards.

### **3. COMMUNICATION AND LIAISON**

#### **STANDARD**

- Ensure open channels of communication with both internal and external agencies.

#### **INDICATOR**

- Possess excellent communication skills and be able to form a positive, therapeutic relationship with all patients in the context of partnership and trust.
- To be aware of how your verbal and non-verbal communication can be interpreted by others and ensure a polite approach is maintained at all times.
- Help promote Team cohesiveness, multidisciplinary working and at all times work collaboratively with colleagues in all parts of the Trust to achieve healthy and effective communication
- Carry out physical and psychological observation and monitoring of patients and document and communicate these effectively.
- To ensure that all views of patients are effectively sought, channelled and acted upon. This may include dealing with complaints in accordance with the Trust policy.
- To appraise the Senior Primary Care Nurse / Lead Nurse with professional concerns and promote professional practice at all times.
- To ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection Act.
- Ensure that all documentation is legible and written in accordance with professional guidelines and best practice.
- Act as mentor for students on placement and provide education and support.
- Ensure that all patients receive adequate triage, prior to contacting medics for advice.

#### **4. PERSONAL DEVELOPMENT**

##### **STANDARD**

- Promotion of an up to date and appropriate service which provides a positive image and good clinical practice through self-development.

##### **INDICATOR**

- To keep up to date and participate in training programmes identified in a Personal Development plan.
- To ensure knowledge of current national mental health strategies is kept up to date, accessing Department of Health and National Offender Management Service.
- Participate in annual appraisal and develop personal development plan with line manager
- Participate in special projects, research and surveys related to the clinical area as directed.
- Participate in managerial and clinical supervision.

#### **5. HEALTH AND SAFETY**

##### **STANDARD**

- Ensure that the environment is safe as laid down in the Health and Safety Act (1974) and the prison Health and Safety manual.

##### **INDICATOR**

- Adhere to the Health and Safety at Work Act, under which it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work and receive relevant training, communicating to the Manager any problems that may compromise safety.
- Be committed to the Trust's Equal Opportunities Policy and avoid any behaviour that discriminates against colleagues, potential employees, service users, carers and visitors for whatever reason.
- Adhere to the Trust's NO Smoking Policy and refrain from smoking anywhere other than a designated smoking area

## **Rider Clause**

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

## **Supplementary Information:**

### **Job Flexibility**

The post-holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

### **Working Relationships**

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

### **Health and Safety**

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

### **Infection Control**

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

### **Improving Working Lives**

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

### **Staff Involvement**

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication

systems that ensure staff are well informed and have an opportunity to feedback their views.

### **Smoking**

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

### **Alcohol**

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

### **Confidentiality**

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

### **Equal Opportunities**

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

### **Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures**

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

### **Personal Development**

The post-holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

### **Conflict of Interest**

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

### **Working Time Regulations**

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

### **Conditions of Employment**

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

### **Terms and Conditions**

The terms and conditions of service associated with this position are those agreed by the Trust.