A4C Banding No: P1330 OSD AC

Job Description

TITLE:	Primary Care Sister/Charge Nurse
DEPARTMENT:	Healthcare
LOCATION:	HMP Birmingham
PROFESSIONALLY ACCOUNTABLE TO:	Primary Care Manager
BAND:	Band 6
HOURS:	37.5 hours per week

Job Purpose

The post holder will be part of a multi disciplinary team responsible for ensuring the effective and efficient delivery of primary health care provision to the population of HMP Birmingham and participating in the development of services within the prison.

Responsible for

The post holder will not directly manage staff but may direct tasks as part of clinical duties. To undertake Clinical Supervision

Main Duties

- Undertake a range of clinical activities appropriate to the assessed needs of patients and relating to prison healthcare.

- Assess, plan, implement and evaluate high standard of care packages that are sensitive to the needs of patients in custody.

- To work within HMP Birmingham in the areas of reception, primary care providing a 24 hour service incorporating emergency response to the prison population.

- To assist the clinical teal leader in the clinical treatment of patients or appropriate referral plus removal of risk factors in a situation where risk of self harm, harm to others or suicide seems evident.

- Participate in clinical supervision.

- Develop and implement health promotion/education programmes to meet the needs of the prison population.

- Participate in the development of care standards, care pathways and Patient Group Directions to ensure best care of provision.

- To contribute to the Prison Healthcare Service Development Plan.

- Undertake appraisals for staff and identify training needs, reporting outcomes to lead nurse/head of prison primary care.

- To undertake clinical supervision for staff.

- Work within the clinical governance agenda including participation in audit and benchmarking activities.

- Work in collaboration with the health care services provided at HMP Birmingham.

- To develop and maintain evidence based practice and effective management of health needs specifically chronic disease management.

- Provide experience supervision and education for student nurses or other visitors.

- Participate in the provision of training for all other bands of staff including induction programmes.

- Organise and manage the nursing team in the absence of the Clinical Team Leader.

- To undertake the role of Nurse Prescriber within BCHC guidelines.

- Work in a manner that ensures patients are treated appropriately taking into account equality and diversity.

- To work in collaboration with external agencies to ensure continuity of care on prisoner release.

Security

The job holder must comply with the security policy/processes of the prison and ensure all staff do.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Key Relationships

To establish effective working relation with the following: HMP Staff, Team Members

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare NHS Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults polices, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Smoking

The Trust operates a No Smoking policy.

Mobility

Whilst the postholder will be based at HMP Birmingham this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trusts resources are used efficiently with minimum wastage throughout their daily activities

Dignity in Care

Birmingham Community Healthcare NHS Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

Job Description

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE: _____

DATE: _____

A4C Banding No:

PERSON SPECIFICATION

Title	HMP Primary Care Nurse	Band	6

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Qualifications / training Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	Registered nurse adults tor & Assessor award or equivalent Evidence of continuing Professional Development Caseload management experience	E	AF Certificate		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Experience Length and type of experience Level at which experience gained	Significant post registration experience Evidence of multi disciplinary team working	E	AF / I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Skills/knowledge Range and level of skills Depth and extent of knowledge	Sound knowledge of Palliative care and long term conditions management Leadership skills and ability to work in a supervisory capacity Evidence of time and resource management Evidence of assessment skills and individualised care planning Custodial experience Knowledge of current issues and legislative changes affecting NHS, Health & Social care, particularly those pertinent to the primary care setting Ability to teach patients and staff across all areas of care & practice Ability to undertake clinical audit and demonstrate sound knowledge of standard setting and audit process	E E	AF / I AF / I		

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Example key areas	Job requirements	W	How identified	Candidate score	Comments
Skills/knowledge continued	Ability to demonstrate individual responsibility in respect of Health & Safety Ability to demonstrate written skills that are relevant ,accurate concise and legible To have basic I.T. knowledge and inputting skills Awareness of the needs of ethnic minority patients/carers, within the framework of valuing equality and diversity Ability to work in a supervisory capacity Demonstrate application of appropriate guidelines and protocols within clinical practice Knowledge of risk management procedures and how they relate to clinical practice	E	AF / I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Personal qualities	Ability to learn and apply knowledge appropriately		AF / I		
Other job requirements	Demonstration of a commitment to team working Ability to work flexibly eg weekends/bank holidays/day shifts		AF / I		
	Overall Candidate score				

W (Weighting) - E = Essential **D**= Desirable

How identified = Application = AF;   **I**nterview = I;   **T**est = T;   **P**resentation = P.

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