

Introduction to Kent Prisons

Dear candidate,

Thank you for taking an interest in our Senior Nurse role. We hope that you find this overview useful and look forward to receiving your application.

Our Kent Prisons healthcare services are underpinned using our 'health and wellbeing' model. It has evolved over the past 5 years, where it was originally implemented at the Greenwich cluster. HMP Belmarsh in 2017 which was a first for NHSE (London Region) and a model which other services built on, for us followed by HMP Isis 2018 and HMP Wandsworth 2019.

There are core principles, however, how these are achieved are bespoke to the local healthcare and prison team during the model implementation:

- Patient focused with health promotion at the heart of our care
- Designing services which meet the unique needs of the prison
- The right staff, right place, right time ensuring experienced professionals are on hand to lead and support patients when needed
- A no exclusions model that ensures everyone with mental health needs is managed within the step care model
- Being highly supportive of clinical and prison staff with training, support enabling the team to work smarter and as part of an effective multi-disciplinary team

For the patient, they will experience a different type of care tailored to their needs:

- Every patient receives a comprehensive person-centred assessment within 48 hours of arrival. This includes greater use of Cognitive Behavioural Therapy empowering the patient to self-care.
- For patients with complex needs, their care is coordinated by a named coordinator who ensures a care plan is developed in conjunction with the multi-disciplinary team.

Our healthcare departments operate across six prisons each of which require a bespoke service responding to the prisoner and prison needs:

Prison	Location	Category	Population	Healthcare
HMP Elmley	Isle of Sheppey	'B' Remand	1,200 (male)	24/7
HMP Swaleside		'B' High Security	1,200 (male)	Inc. Inpatient Unit
HMP Stanford Hill		'D' Open	500 (male)	Standard
HMP Rochester	Rochester	'C'	650 (male)	24/7
HMP Maidstone	Maidstone	'C'	500 (male)	24/7
HMP E Sutton Park		'D' Open	100 (female)	Standard

The six prisons are located across three estates, Isle of Sheppey, Rochester and Maidstone, with the Isle of Sheppey prisons being with a few minutes' walk from each other and East Sutton Park approximately 7 miles from Maidstone.



Oxleas
NHS Foundation Trust

JOB DESCRIPTION & PERSON SPECIFICATION

OXLEAS NHS FOUNDATION TRUST JOB DESCRIPTION

JOB TITLE: Senior Nurse

GRADE: Band 6

DIRECTORATE: Forensic and Prison Services Directorate

HOURS OF WORK: 37.5

RESPONSIBLE TO: Team Manager
(Line manager)

ACCOUNTABLE TO: Director of Forensic and Prisons Services
(Director)

LOCATION: Kent Prisons – HMP Maidstone

LIAISES WITH: Integrated Primary Healthcare Services & Clinical Lead, Multi-professional teams, Commissioners, third-sector service providers, acute trusts and community services, multi-agency protection panels, Probation Service, Court Services, HMPS, offender management services, carers and families

Job Summary

To provide a quality primary care service and a range of specialist interventions for offenders. To support junior colleagues. Assist & support the Team managers as directed to deliver a nurse-led integrated primary care service and develop a specialist practice-based clinical model of care to Kent Prisons.

Key Principles for Healthcare for the Service

Patient focused with health promotion at the heart of our care

Putting the right staff in the right place at the right time – specialist posts to ensure that experience is on hand to lead and support patients e.g., leads in learning disability, long term conditions, older adults, complex case practitioners and discharge coordinators.

Designing and delivering healthcare for the unique needs of each prison

Being highly supportive of clinical and prison staff with training and support enabling the team to work smarter and as part of an effective Multi Professional Team.

Key Tasks and Responsibilities

The post holder will exercise a high degree of personal and professional autonomy and have the ability to plan and reach complex and critical judgments and have decision making skills.

To deliver high quality clinical care within the Integrated Healthcare Service for the prison. This will include acute & primary care, long term conditions management, enhanced assessment and diagnostic intervention services and health promotion activities and be in line with the NHS Plan, public health indicators and National Service Frameworks.

To demonstrate and provide robust expert clinical skills with a sound understanding of evidence-based nursing practice to provide a pro-active approach to ensure quality and outcome driven practice on a day-to-day basis.

To support the development of evidence-based practice in the specialist field and to promote research as appropriate.

To participate in managerial and professional clinical supervision programme, to ensure junior staff receive appropriate supervision, training and annual appraisal and to ensure that it becomes an integral part of team practice.

To ensure the implementation of effective and appropriate patient centred care planning tools, long-term condition registers and consistent delivery throughout all the prisons within the service.

The post holder will work collaboratively with the Clinical Lead, GPs, and other clinicians to meet and review service needs as required

To deputise for the Team manager as required

The post holder will be part of skilled multidisciplinary teams comprising all healthcare staff, including strategic partners, and prison managing a single referral pathway.

The post holder will be required to undertake training to maximise uptake of screening, health promotion and prevention activity, including vaccinations.

The post holder will ensure a named care co-ordinator is allocated for every patient with complex needs who will ensure a proactive, evidence-based approach to clinical interventions, health promotion/prevention activity, and management of acute and long-term conditions using our stepped care approach.

The post holder will ensure that a single, integrated, care plans developed, and the individualised care is regularly reviewed.

The post holder will ensure that a comprehensive risk assessments and care plans are regularly reviewed in a needs-led review cycle.

The post holder will ensure a care coordination criteria and MDT meetings for patients with complex needs will be tailored to the needs of the establishment.

The post holder will ensure that they undertake all training in evidence-based CBT approaches, to enhance consistency and quality of care delivery

The post holder will support patients to manage their health at every stage, from oral health to long term conditions.

The post holder will ensure that health promotion embedded into every aspect of the service.

Main Duties and Responsibilities

Operational

To support the delivery of an effective integrated healthcare service clinical model.

To manage a complex clinical caseload.

To support the development, implement and maintenance the National Standards for Health Care in Prisons for the service.

Ensure all clinics and consultations are delivered in a clinically effective and timely way, in line with service needs.

Maintain systems for the collection of triage & allocation of referrals as appropriate and monitoring and supporting the auditing of quality and effectiveness of service delivery.

To be able to give intravenous injections, immunisations and syringe pumps and infusions as necessary for the role of co-ordinating complex prisoners.

Management

Implement the strategies designed to promote and improve health and prevent disease, working proactively and collaborating with other professionals, organisations and agencies as required

Maximising resources to target need, including the supervision of staff.

Delegate appropriate responsibility and authority to team members, whilst retaining overall responsibility and accountability on a shift-to-shift basis.

To maintain an effective case management service to ensure care and continuity of treatment is maintained throughout a patient care pathway whilst detained in prison.

To implement appropriate & effective and accredited care planning tools that are subject to the process in accordance with agreed Trust Policies.

To implement effective systems and interfaces with community and acute health services ensuring continuity of care on release or discharge. To actively promote and demonstrate working across professional and organisational boundaries.

To maintain close working partnerships with all services that may be involved with the care and management of offenders, (prison staff, Ministry of Justice, Trust & Directorate senior managers & relevant forums, CMHT staff, NHS Hospitals, Probation Services, CPS, Courts, GP's, community health services, Housing/Benefit services, social care, community multi- agency forums etc.).

Human Resources

Responsible for day-to-day co-ordination of the Integrated Healthcare Team.

To ensure systems are in place for clinical supervision to junior team members including annual appraisal and identification of specific service, training, and personal development needs.

Governance

Ensure junior staff compliance with all Prison and Trust clinical policies and procedures as appropriate.

Ensure appropriately skilled & qualified staff comply with the administration and management of medications according to their responsibilities in accordance with all relevant policies, guidance, and procedures.

Ensuring high standards of electronic record-keeping competencies and offender confidentiality in line with trust & prison policy and systems, through effective monitoring and auditing processes.

General

To liaise with other senior Trust personnel to share expertise, promote ideas and to ensure the service is working collaboratively with the Trust's other Directorates as required.

To work positively and effectively in a difficult and often hostile environment.

Be aware of environmental hazards in the working area; ensure staffs are aware of relevant health & safety policies deriving from the Health & Safety at Work Act.

To work in accordance with Trust policies and guidelines

To be familiar with Prison Standards, Standing Orders, Circular instructions, Notices to Staff, Health and Safety and all other relevant material to function as an informed practitioner within a prison setting.

Promote equality of opportunity and provide an environment in which the dignity of individuals is respected and free from workplace harassment and bullying.

Dimensions of Post Holder

Develop and maintain inter-disciplinary and inter-agency working with all relevant agencies and organisations

Develop and maintain close working partnerships with HMPS, Prison Governors and Heads of Prison Services, Forensic Services, Probation Services, Crown Prosecution Service, Police and all other non-statutory agencies that are integral to prisoner/patient care and offender management.

Undertake other duties agreed in conjunction with the Integrated Primary Healthcare Services.

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trust's infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

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 policies, 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.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

TRUST MISSION AND VALUES

At Oxleas our mission is to **"Improve Lives"**

Our values express what the Trust sees as the heart of Oxleas. They are the lens we look through that informs how we act, the decisions we make, and how we work with our service users, patients, families, carers, and colleagues.

Our values are.

- **We're Kind,** We show consideration, concern and thoughtfulness towards everyone.
- **We're Fair,** We embrace difference, treat everyone with respect and we promote diversity, equity and inclusion.
- **We Listen:** We always seek to understand, learn, and improve.
- **We Care:** We work together and innovate to put the patient at the heart of everything we do.

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**OXLEAS NHS FOUNDATION TRUST
PERSON SPECIFICATION**

JOB TITLE: Senior Nurse

DIRECTORATE: Forensic and Prisons Directorate

Domain	How measured
Education/Qualifications	
<ul style="list-style-type: none"> Registered Nurse RGN/RMN (Registered General Nurse- Desirable) Post Graduate Qualification or equivalent experience. 	Application Form
Experience	
<ul style="list-style-type: none"> Minimum of two years' experience at Band 5. Experience of working within secure & prison settings (desirable but not essential) Working knowledge of current issues/agendas facing prison/offender healthcare Experience of multi-professional collaboration including working in partnership with other statutory and voluntary organisations. Experience of setting, monitoring and evaluating standards of care. 	Application Form
Skills/Abilities/Knowledge	
<ul style="list-style-type: none"> Ability to communicate effectively both verbally and in writing, presenting ideas with clarity in a persuasive and influential style. Ability to demonstrate an understanding of change management and new ways of working. Ability to work effectively and autonomously Ability to lead and empower people to make decisions and to plan ahead. Knowledge of current National Prison Health Quality & Performance Indicators Good analytical and judgement skills Excellent interpersonal skills 	Application Form & Interview
Effort and Environment	
<ul style="list-style-type: none"> Day to day contact with offenders Ability to manage complex & challenging behaviour Manual handling Use approved breakaway techniques Standard IT skills <p>Emotional effort</p> <ul style="list-style-type: none"> Ability to manage complex & challenging behaviour Ability to work in a challenging and changing environment <p>Working conditions</p> <ul style="list-style-type: none"> Ability to work in a challenging secure environment and adhere to all security requirements of the prison. 	

Domain	How measured
<ul style="list-style-type: none"> Healthcare staff may be required to navigate a large number of stairs and cover long distances in a single shift. In medical emergencies, equipment must be carried to the site of the emergency 	

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description

Signed by Line Manager

Signed by Post Holder

Print Name

Print Name