



## Oxleas Dorset South-West Prisons

Dear Candidate,

Thank you for taking an interest in our post Learning and Disability Nurse. Please find an overview of Oxleas and the prisons within the Dorset prisons.

We hope that you find this useful and look forward to receiving your application.

Oxleas have been delivering healthcare in secure environments for over a decade, we have developed teams that meet the unique needs of each population, namely:

- Younger Adults
- Older Adults
- Foreign Nationals
- Cat A Long Term High Secure (LTHS)
- Cat B Remand
- Cat C Training/Sentenced and
- Cat D Open Prisons.

Oxleas as lead provider directly deliver Mental Health, Physical Health, Pharmacy and Clinical Substance Misuse in an integrated healthcare delivery model. Patients are at the heart of everything we do, and we build individual care around each patient, our teams come together to ensure the best care is delivered to patients at the right time to improve long term outcomes and reduce health inequalities.

Oxleas are the leading NHS provider of healthcare within secure environments, we ensure our healthcare team model is bespoke to each population. We want to encourage staff from all backgrounds to join our team to provide excellent, innovative services for positive, long term patient outcomes.

We want you to be part of our team, and our future vision. We believe that within our teams there are opportunities for personal development and careers, we will support and encourage ambition, training and continuing development.

Oxleas is a great place to work, we care about our staff, and we reinvest in our teams. Are you a passionate and committed individual? Are you looking for a varied and exciting career within Prisons and/or Forensics? If so come and join Oxleas to pursue your ambition.  
Exciting times ahead.....



**OXLEAS NHS FOUNDATION TRUST  
JOB DESCRIPTION**

|                        |   |
|------------------------|---|
| <b>JOB TITLE:</b>      | Neurodiversity Lead RMN/RMNLD   |
| <b>BAND:</b>           | Band 6  |
| <b>DIRECTORATE:</b>    | Forensic and Prison Services  |
| <b>HOURS OF WORK:</b>  | 37.5 hours  |
| <b>RESPONSIBLE TO:</b> | Mental Health Managers  |
| <b>ACCOUNTABLE TO:</b> | Head of Healthcare  |
| <b>LIAISES WITH:</b>   | HMP Portland Prison Managers, 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. |
| <b>LOCATION:</b>       | HMP Portland  |

**Overview of the Post**

Provide visible, high calibre nursing care and support to the Dorset prisons healthcare teams within a multi-disciplinary framework for adults with learning disabilities and/or additional complex needs and/or learning difficulties.

The post holder will join an established nursing team and contribute to the development of good clinical practice promoting the clinical and professional development of staff to ensure they provide holistic and evidence-based care. The post holder will also provide deputy management duties within this unit and participate in the overall development of the Service.

**Key Principles of health and wellbeing model for Prison 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 Task and Responsibilities

Participate in the assessment and preparation of service users for the first intake and support other nurses to undertake this task.

Promote and develop communication systems which enable staff to work in a person centred way with service users.

Ensure the provision of contemporary evidence based challenging behaviour services  
Actively participate in the adoption of a person-centred holistic approach to service user's assessment and care planning using contemporary models of care. To involve service users with mild/moderate learning disabilities in these processes.

Demonstrate evidence based guidance on person centred/holistic assessment, care planning, intervention and evaluation for adults with severe challenging behaviour,

Ensure the principles of Valuing People and Transforming Care are embedded in practice.

Ensuring Safeguarding Vulnerable Adults policy is understood and adhered to and that issues are reported appropriately.

Demonstrate understanding the importance of developments/contemporary practice issues in relation to challenging behaviour and people learning disabilities.

Demonstrate understanding and the importance of risk assessment and management of risk with particular reference to people with mild to severe learning disabilities and challenging behaviour.

Actively involved in clinical supervision and staff support group facilitation around challenging behaviour practice and interventions.

Undertake direct specialist assessment/therapeutic work with individuals or groups, in liaison with the MDT and encourage others to do so.

Lead in co-ordinating and/or take part in the education of a range of specialist training initiatives about challenging behaviour and people with mild to moderate learning disabilities  
Contribute to Clinical Governance and lead on specific projects.

Work to enhance the standards of nursing practice across the Service.

Participate in local audit and trust wide audits.

Work closely with Dorset prisons MDT, other Oxleas Services and internal/external colleagues to enhance service

Promote equality and diversity initiatives

Develop and maintain effective relationships with key partners, within the forensic and prisons directorate, Local Authority, local Universities, The Home Office, Police, the voluntary sector, and non-statutory agencies.

Provide cover for the clinical charge nurses 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.

## **Clinical**

Provide clinical leadership supporting the ward manager and staff, combining safe therapeutic practice with innovation and enthusiasm

Contribute to the service delivery within the guidance of the operational manager with a particular emphasis on the quality of nursing and the support and development of junior staff in challenging behaviour practice, maintaining morale and motivation

Actively contribute to the service delivery and standards through ongoing Periodic Service Review audits

Keep the line manager updated on key developments within the post holder's scope of expertise and responsibility

Ensure consistent implementation of National and Trust policies and Clinical Governance requirements. Exert an influence on the development and enhancement of such policies and procedures among colleagues

Ensure completion of incidents and complaints in accordance with Trust policy.

Actively participate in the ward/unit management meetings and strategy meetings in the improvement of care and services

Provide and fully participate in Clinical Supervision and ensure ongoing personal/professional development in line with Oxleas Policies

Work autonomously to promote good practice, encourage and participate in reflective practice

Provide a highly visible staff nurse presence in the Unit, including at meetings, reviews and handovers.

Act as a professional role model providing nursing leadership in the development for junior staff

Be accessible and responsive to the needs of service users, staff and carers

Actively participate with others in supporting individual advocacy, user forums, carer groups and service user councils

Actively participate in ensuring systems are in place for assessment, care and discharge planning within a multi-disciplinary framework, ensuring the Care Programme Approach or any other statutory method of care delivery works effectively. To also ensure service user involvement in all stages of these processes.

Work with other colleagues and senior staff and MDT to ensure that a range of therapeutic, social, occupational and leisure activities exist through active support or other agreed service model

Ensure the service meets the requirements of the Mental Capacity Act and other relevant legislation

Maintain an up to date knowledge reference system in conjunction with Oxleas Knowledge Services and use of e-learning

Enhance Dorset prisons service reputation as a dynamic learning environment for students and staff from all disciplines

Promote the benefits of IT in improving knowledge and care standards

Ability to use skills in electronic clinical information systems, including SystemOne

### **Managerial**

Ensures effective delegation of tasks to other within the team to meet prioritized needs

Demonstrates leadership ability to manage, respond and lead staff through difficult situations as appropriate

Ensures the understanding and adherence to Trust policy and procedures for own practice and its implementation.

Compiles reports and documentation as required by the service

Supports in the compilation of incidents and accident reports within agreed deadlines

### **Custodial Responsibilities**

Assume personal responsibility for the security of issued keys.

Understand and comply with prison orders, procedures, and instructions in your area of work.

Comply with all security requirements.

Respond to any situation or circumstance that might indicate a threat to security of the establishment or to the safety of an individual, completing Incident, Security, Injury, or other reports as appropriate.

Report breaches of order and discipline including reporting and recording untoward incidents according to local protocol.

Contribute to effective risk assessment and management procedures.

### **Freedom to Act**

Work within the NMC code of conduct and provide expert knowledge and guidance to others in professional nursing capacity

Alert managers to areas where there may be deficits in the professional standards required in high quality care.

### **Leadership**

Provide nursing leadership across within the unit and work to the Oxleas Nursing Strategy. Actively participate in the service developments as required to raise the standard of services provision within the Dorset prisons

Take part in risk assessment and its management within the ward/unit to help manage complex situations

Actively encourage service user and carer involvement in care standards and service development

Where qualified and appropriate for the service users and in consultation with the MDT, provide psychological therapies, e.g. cognitive, psychosocial therapy/interventions.

Actively encourage and practice social inclusion, reduction of stigma, prejudice and discrimination in learning disability service

Recognise the potential importance of spirituality and religion for service users, liaising with experts in Spirituality and Cultural Diversity

Foster a blame-free culture of positive therapeutic risk taking, learning from mistakes and challenging bad practice without fear of negative consequences

Actively participate in the application of consistent and skilled techniques of Prevention and Management of Violence, with emphasis on skilled management of challenging behaviour and service users with mild to severe learning disabilities

### **Research**

Participate and take the lead where appropriate in facilitating audits and/or external and internal reviews, and for the implementation of any new initiatives as a result of these.

Regularly undertake activity to ensure service commitment to Research, Development and Audit, working collaboratively with other professional leads.

Ensure incorporation of evidence-based practice into care plans and care pathways  
Promote evidence-based treatment interventions to improve recovery outcomes.

### **Communication**

Ensure the implementation of LD Strategy ensuring appropriate for individuals with mild/moderate learning disabilities

Lead by example in the full range of communication methods with empathy and reassurance.  
Deal sensitively with highly complex information in relation to service users and carers.

Set an example of high standards in communication between own colleagues and other professionals.

Develop effective communication systems for interaction with service users and carers regarding service delivery and standards.

Able to plan leave sufficiently in advance to ensure Service needs continue to be met  
Develop and participate in management LD plan with the prison.

### **Physical / emotional / mental effort**

Ensure health promotion activities and physical health assessments are completed for service users

Maintain personal health

Promote the benefits of positive for own health and that of junior colleagues, and its necessity for psychological wellbeing, concentration and ability to perform physical manoeuvres safely

Generally encourage reduction in smoking, regular exercise and good diet  
Deal confidently and sensitively with emotionally distressing situations as they arise  
Provide leadership in situations of exposure to unpleasant aspects of caring for complex, vulnerable and challenging clients, e.g. aggression, verbal and physical abuse, self-harm, restraints, body fluids and smells, or enforced treatment under law

### **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 Trusts 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. Use of uniform where required as per trust policy.

### **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**

**Note:**  
**Please attach an organisational chart alongside, a person specification, and Job Description.**

**OXLEAS NHS FOUNDATION TRUST  
PERSON SPECIFICATION**

**JOB TITLE:** Neurodiversity Lead - RMN/RMNLD

**DIRECTORATE:** Forensic and Prison Service

| Domain   | How Measured                    |
|--|---------------------------------|
| <b>Education/Qualifications</b>  |                                 |
| <b>Essential</b> <ul style="list-style-type: none"> <li>• RNLD/RMN</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Degree level qualification or equivalent</li> <li>• Demonstrate other relevant forms of professional development</li> </ul>  | Application Form                |
| <b>Experience</b>  |                                 |
| <b>Essential</b> <ul style="list-style-type: none"> <li>• Two years post registration experience working with people with a learning disability.</li> <li>• Is a driver holding full driving licence as expectation this post the person would travel various sites</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of working in a multidisciplinary/multi agency team.</li> <li>• Experience of supervising staff.</li> <li>• Experience of delivering training.</li> <li>• Experience of prison nursing</li> </ul>  | Application Form/<br>Interview  |
| <b>Skills/Abilities/Knowledge</b>  |                                 |
| <ul style="list-style-type: none"> <li>• Experience and knowledge at providing assessment, formulating plan and delivering intervention</li> <li>• Good interpersonal skills – able to get on with people and communicate well under pressure.</li> </ul>  | Application Form<br>/ Interview |
| <b>Effort and Environment</b>  |                                 |
| <ul style="list-style-type: none"> <li>• <b>Physical Effort</b><br/>Ability to perform physical manoeuvres safely</li> <li>• Frequent moderate effort for several short periods when giving care to patients.</li> <li>• <b>Mental Effort</b></li> <li>• Provide leadership in situations of exposure to unpleasant aspects of caring for complex, vulnerable and challenging clients, e.g. aggression, verbal and physical abuse, self-harm, restraints, body fluids and smells, or enforced treatment under law</li> <li>• Frequent concentration for patient assessments and observations.</li> </ul> <b>Emotional Effort</b> |                                 |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Deal confidently and sensitively with emotionally distressing situations as they arise</li> </ul> <p><b>Working Conditions</b><br/>Occasional unpleasant conditions</p> <p>Verbal aggression/ body fluids.</p> |  |
|---|--|

*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