

Oxleas Bristol, South Gloucestershire & Wiltshire South-West Prisons

Dear Candidate,

Thank you for taking an interest in our post Senior Nurse. Please find an overview of Oxleas and the prisons within the Bristol, South Gloucestershire & Wiltshire South-West 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 & 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: Mental Health Manager/ Deputy Head of Healthcare
(Line manager)

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

LOCATION: HMP Bristol

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 (Band 7) as directed to deliver a nurse-led integrated primary care service and develop a specialist practice-based clinical model of care to Bristol, South Gloucestershire & Wiltshire South-West prisons

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 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

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 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.

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"> Professional Qualification. (Registered General Nurse) (Essential) 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. 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