

# Oxleas Devon South-West Prisons

Dear Candidate,

Thank you for taking an interest in our Clinical Lead post. Please find an overview of Oxleas and the prisons within the Devon 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.....





## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **OXLEAS NHS FOUNDATION TRUST JOB DESCRIPTION**

<b>JOB TITLE:</b>	Clinical Lead RGN
<b>BAND:</b>	Band 7
<b>DIRECTORATE:</b>	Forensic and Prison Services Directorate
<b>HOURS OF WORK:</b>	37.5
<b>RESPONSIBLE TO: (Line manager)</b>	Head of Healthcare
<b>ACCOUNTABLE TO:</b>	Director of Forensic and Prisons Services
<b>LOCATION:</b>	HMP Exeter
<b>LIAISES WITH:</b>	Prison senior management teams & staff NHS professionals; police, courts, probation, CPS, Ministry of Justice, social care services and other statutory and non-statutory agencies involved with offender healthcare and aftercare supervision; NHS acute and mental health services

#### **Job Summary:**

- The post holder will act as clinical lead in the inpatient service.
- To provide quality primary care interventions to offenders
- Provide direct line management, leadership and support to junior colleagues.
- Assist & support senior staff to deliver care within the service
- Develop specialist practice-based clinical models of care
- Provide a range of quality services and interventions

#### **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 degree of personal and professional autonomy, make complex and critical judgments under the supervision of the Inpatient manager and have decision making skills to satisfy the expectations of the role.

To be responsible for inpatient ward rotas, taking into account efficient use of resources, staff capacity and changing service needs

Responsible for staff supervision and annual appraisal

To support and undertake research, clinical audit and evaluate the service as directed. This will include acute care, long term conditions management and health promotion activities and be in line with the NHS Plan, public health and National Service Frameworks.

To demonstrate and provide robust clinical leadership to junior staff 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 participate in all monitoring systems to promote the development of evidence based practice in the specialist field and to promote research as appropriate.

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

Lead in the identification of all aspects of specific service, training and personal development needs.

To lead in the implementation of effective and appropriate patient centred care planning tools / Care Programme Approach (CPA) and consistent delivery throughout all the prisons and forensic units within the service.

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.

The post holder will participate in all service reviews as required

### **Main Duties and Responsibilities**

To play a lead role in the on-going development and delivery of an effective integrated healthcare service team clinical model.

To manage a clinical caseload.

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

Deliver strategies designed to promote and improve health and prevent disease, working proactively and collaborating with other professionals, organisations and agencies as directed

Support systems for the collection, triage & management of all referrals.

Monitor and audit of the quality and effectiveness of all aspects of service delivery.

Maintain an effective case management service to ensure care and continuity of treatment is maintained throughout an offender's care pathway whilst detained in prison.

To liaise with others to share expertise, promote ideas and work collaboratively with key stakeholders, agencies and organisations as required.

### **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 HMPPS and Senior management teams and staff, probation services, CPS, police and all other statutory and non-statutory agencies that are integral to offender care and offender management.

Undertake other duties agreed in conjunction with senior staff

### **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.

### **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**

**Note:**

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

**OXLEAS NHS FOUNDATION TRUST**  
**PERSON SPECIFICATION**

**JOB TITLE:** Clinical Lead RMN

**DIRECTORATE:** Forensic and Prisons

Domain	How measured
<b>Education/Qualifications</b>	
<ul style="list-style-type: none"> <li>• Professional Qualification. (Registered Mental Health or General Nurse)</li> <li>• Post Graduate Qualification to Masters level or equivalent experience.</li> </ul>	Application Form
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Minimum 3 years of post-qualification practice.</li> <li>• Minimum 2 years' experience at a senior management level or supervisory role including managing change and introducing new ways of working.</li> <li>• Experience of working within secure &amp; prison settings</li> <li>• Working knowledge of current issues/agendas facing prison/offender healthcare</li> <li>• Experience of multi-professional collaboration including working in partnership with other statutory and voluntary organisations. Experience of setting, monitoring and evaluating standards of care.</li> </ul>	Application Form
<b>Skills/Abilities/Knowledge</b>	
<ul style="list-style-type: none"> <li>• Ability to communicate effectively both verbally and in writing, presenting ideas with clarity in a persuasive and influential style.</li> <li>• Ability to demonstrate an understanding of change management and new ways of working.</li> <li>• Ability to work effectively and autonomously</li> <li>• Ability to lead and empower people to make decisions and to plan ahead.</li> <li>• Knowledge of current National Prison Health Quality &amp; Performance Indicators</li> <li>• Good analytical and judgement skills</li> <li>• Excellent interpersonal skills</li> </ul>	Application Form & Interview

<b>Effort and Environment</b>	
<ul style="list-style-type: none"> <li>• Strong leadership and management capacity</li> <li>• Ability to use initiative and creativity in problem solving</li> <li>• Ability to resolve conflict and build teams</li> </ul>	
<b>Physical Effort</b>	
<ul style="list-style-type: none"> <li>• Day to day contact with offenders</li> <li>• Ability to manage complex &amp; challenging behaviour</li> <li>• Manual handling</li> <li>• Use approved breakaway techniques</li> <li>• Standard IT skills</li> </ul>	
<b>Emotional effort</b>	
<ul style="list-style-type: none"> <li>• Ability to manage complex &amp; challenging behaviour</li> <li>• Ability to work in a challenging and changing environment</li> <li>• Working conditions</li> <li>• Ability to work in a challenging secure environment and adhere to all security requirements of the prison.</li> <li>• 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</li> </ul>	

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**