

## OXLEAS NHS FOUNDATION TRUST JOB DESCRIPTION

**JOB TITLE:** Health Care Assistant

**GRADE:** Band 3 AfC

**DIRECTORATE:** Forensic and Prison Services Directorate

**HOURS OF WORK:** 37.5 hours per week

**RESPONSIBLE TO:** Head of Healthcare

**ACCOUNTABLE TO:** Director of Forensic and Prisons Services

### **LIAISES WITH:**

Integrated Healthcare Services & Clinical Lead, Multi-professional teams, PCTs, independent service providers, CMHTs, multi-agency protection panels, Probation Service, Court Services, Prison Services & agencies, offenders, carers and families

**LOCATION:** HMP Leyhill

### **Job Summary:**

To assist in the delivery of high quality nursing care to patients in BSGW Prisons in support of a registered nurse. Is able to work unsupervised for significant periods. To undertake an extended role e.g patient focused health promotion activities and programmes.

### **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**

Providing physical care to patients according to a written care plan

Being an effective communicator, observer and listener

To work as directed by a registered nurse.

Understanding the need for and maintaining patient confidentiality and security at all times.

Adhering to all organisational and prison policies, procedures and guidelines.

Ensuring good working relationships with patients, carers, relatives, other professionals and prison and healthcare staff

Developing an understanding of and demonstrating use of clinical supervision to reflect upon and modify practice.

Behaving at all times in a professionally acceptable manner

### **Main Duties and Responsibilities**

Responding to the needs of patients in an honest, non judgemental and open manner, which respects the rights of individuals and groups.

Actively engaging with patients in the provision of holistic, needs-led care which takes into account the physical, psychological, emotional, social and spiritual needs of individuals and groups.

Demonstrates a commitment to equal opportunities for all people.

Demonstrates a knowledge of the term 'professional boundaries' and how to applying this to working with patients, offenders and others.

Responding to the needs of people sensitively with regard for age, culture, race, gender, ethnicity, religion and disability, especially regarding patient privacy and dignity

Understanding the need for promoting health & well-being and the delivery of health promotion activities and programmes (including patient self-help programmes) in support of a registered nurse.

Understanding the need for and assisting patients to attain optimal physical health and assisting with physical procedures in support of a registered nurse.

Demonstrating good verbal and non-verbal communication skills

Contributing appropriately to risk assessment and individualised care planning

### **Dimensions of Post Holder**

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

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 registered staff, Integrated Primary Healthcare Services

### **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:** Healthcare Assistant

**DEPARTMENT:** Forensic & Prisons

Domain	How measured
<b>Education/Qualifications</b>	
<ul style="list-style-type: none"> <li>Care experience (essential)</li> <li>NVQ level 3 or equivalent experience</li> <li>Associate nurse Practitioner qualification (desirable)</li> </ul>	Application Form and Interview
<ul style="list-style-type: none"> <li>Able to effectively communicate in English both verbally and in writing. This will mean that you can take part in conversations with patients and colleagues, expressing yourself in fluent English and have no difficulty in making yourself understood.</li> </ul>	Application Form and Interview
<ul style="list-style-type: none"> <li>To meet the numeracy, literacy and clinical competency requirements of the role</li> </ul>	Competency test Drug calculation test at interview
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of facilitating /planning /supporting groups in a healthcare setting i.e., health improvement/ smoking cessation/ activities.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Physical skills to support working in a prison setting i.e., providing patient care, carrying out tests/observations.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Experience of being able to work within policy frameworks in a regulated patient care setting</li> </ul>	Application Form/Interview
<b>Skills /Abilities /Knowledge</b>	
<ul style="list-style-type: none"> <li>Ability to assess risk and care plan effectively, whilst understanding the needs and rights of people.</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>Participate in any audits, research projects</li> </ul>	Application Form/Interview

<ul style="list-style-type: none"> <li>• To take responsibility for clinical equipment /resources with which you are allocated as well as patient property and valuables.</li> <li>• Good communication and an ability to form positive relationships with patients, carers and other professionals.</li> <li>• Ability to relate to patients who may be experiencing high levels of distress and emotional disturbance.</li> <li>• Strong interpersonal skills and able to work under pressure.</li> <li>• To act on own initiative when delivering patient care seeking support as required.</li> <li>• Ability to identify poor practice and standards of care when you see it and ensure that your Manager /Modern matron is aware.</li> <li>• Able to demonstrate a flexible approach to client intervention</li> </ul>	<p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<b>Effort and Environment</b>	
<p><b>Physical Effort</b></p> <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> <p><b>Emotional effort</b></p> <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> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• Ability to work in a challenging secure environment and adhere to all security requirements of the prison.</li> <li>• May be required to navigate a large</li> </ul>	

<ul style="list-style-type: none"> <li>number of stairs and cover long distances in a single shift.</li> </ul>	
<b>Mental Health and Learning Disability Specific</b>	
<ul style="list-style-type: none"> <li>An understanding of the Mental Health Act, Mental Capacity Act, Care Programme Approach, and other relevant legislation and guidance.</li> <li>The ability to support and safely manage patients who are presenting with challenging and physically aggressive behaviour.</li> </ul>	
<b>Forensic and Prison Specific</b>	
<ul style="list-style-type: none"> <li>An understanding of the Mental Health Act, Mental Capacity Act, Care Programme Approach, and other relevant legislation and guidance.</li> <li>The ability to support and safely manage patients who are presenting with challenging and physically aggressive behaviour.</li> <li>To be able to comply with prison orders, procedures and instructions; and to be able to comply with all prison security requirements.</li> </ul> <p>To work within the rules, regulations and laws regarding Prison safety and security.</p> <ul style="list-style-type: none"> <li>To demonstrate some understanding of the nature of nursing in secure environments; and be able to demonstrate a basic knowledge of criminal justice system.</li> <li>The ability to support and safely manage patients who are presenting with challenging and physically aggressive behaviour.</li> </ul>	

*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