

JOB DESCRIPTION

JOB TITLE:	SECURITY LIAISON NURSE - CLU-NUR-368
BAND:	6
DEPARTMENT:	37.5 HOURS PER WEEK
DIRECTORATE:	Forensic
REPORTING TO:	HEAD OF SECURITY
ACCOUNTABLE TO:	Director of Security

JOB SUMMARY

A key function of the role will be to promote the concept of Therapeutic Security through effective integration of the security and treatment components of patient care. The post holder will provide clinically sensitive security advice and support to multi-disciplinary teams. They will also engage closely with ward and other direct care staff, in the assessment and management of risks posed by patients based on best security and clinical practice. Be required to deputize for the Line Manager as required. The post-holder is actively involved in the provision of a security service within a Forensic setting, which includes personality disordered patients and patients of high risk.

KEY RESPONSIBILITIES

1. You will provide specialist Security advice and support to clinical teams. You will use your clinical knowledge to provide appropriate Security advice. You will work co-operatively with all members of the multi-disciplinary team/s providing an objective Security focused clinical contribution at ward meetings. CPAs etc. Provide forensic/security clinical advice across the Trust.
2. You will work with Ward Managers within your area of responsibility and other members of the ward multi-disciplinary team in developing ward operational policies that reflect the security requirements of the patient population.
3. As part of a team you will contribute to the development and maintenance of a comprehensive Security Intelligence capability.
4. You will contribute to the identification and lead on the provision of security training needs for staff.
5. You will contribute to the development of Security policies and procedures and to a programme of compliance testing and audit.
6. You will contribute to the provision of routine advice and support on all Security issues and provide a response to emergency situations.
7. Coordinate external assessments for admission and provide training for junior staff in the assessment process

8. Contributing to investigations into serious untoward incidents for the forensic service.

MAIN DUTIES AND RESPONSIBILITIES (DELETE IF NOT APPLICABLE)

Patient Care	<ul style="list-style-type: none"> • Have a sound understanding of Therapeutic Security and its components i.e. physical, relational, procedural. • Contribute to a wide range of risk assessment and risk management activity; in particular patient centred clinical risk assessments. • Work with named nurses in developing appropriate nursing care plans that support the CPA process for patients who present a particular Security risk. • Contribute to the nursing care of patients during high risk movement of patients outside the Medium Secure Area, e.g., court attendances etc. • Liaison with patients' families, significant others, where appropriate e.g. in respect of risk management of home visits.
Clinical	<ul style="list-style-type: none"> • Work with the Ward Managers and other members of the ward multi-disciplinary team in developing clinical practices which take account of patient population while complying with all necessary Trust wide policies and procedures. • Regularly attend and contribute to ward clinical team meetings. • Contribute to the development of the Security Intelligence Database. • Gather information that may be of Security relevance and be involved in data entry. • Develop Security profiles for patients within your area of responsibility. • Investigation of complaints and Security Incidents, recommending appropriate action as required.

	<ul style="list-style-type: none"> Contribute to the analysis of Security Intelligence information. Provide detailed reports to Senior Managers and Clinical Teams as required.
Administration	<ul style="list-style-type: none"> To ensure department is adequately equipped with all necessary equipment on an ongoing basis To ensure that all documentation and record management in the department is managed in compliance with relevant procedures
Safety and Security	<ul style="list-style-type: none"> Provide a response to routine requests for Security advice and support. Ensure that all procedural and administrative arrangements are in place and correctly adhered to for patient movement outside the Secure Area. Coordinate and facilitate the transfer of high-risk patients to other hospitals, prisons and high secure hospitals.
Training	<ul style="list-style-type: none"> Contribute to the programme of Security Induction training of all new staff. Contribute to Security Update training including comprehensive search training for ward based and other direct care staff, training on all new and amended Security policies Provide training to staff at all levels
Management	<ul style="list-style-type: none">
Policies and Procedures	<ul style="list-style-type: none"> To contribute to the development and updating of Security related policies and procedures. Working closely with the Security Advisor be responsible for ensuring a robust and effective audit process is in place. Undertake regular compliance testing of ward operational practices with your own area of responsibility.
Human Resources	<ul style="list-style-type: none"> To contribute to the recruitment process of the department To Lead Manage Supervise and appraise junior staff To support staff with sickness and well-being related matters
Performance and Quality	<ul style="list-style-type: none"> To be involved in the department and directorate's quality improvement programme. T
Financial and Physical Resources	<ul style="list-style-type: none"> To manage the staff duty rosters ensuring contribution to effective budget management To support supervisors in staff duty rota related matters To effectively manage the annual leave for all junior staff

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time.



time and changed, after consultation with the postholder.



We care

We respect

We are inclusive

Statement on Employment Policies	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities: -	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
No Smoking	To refrain from smoking in any of the organizations premises not designated as a smoking area. 'East London Foundation Trust is a Smoke free Trust – this means that staff must be smoke free when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognize that even small amounts of alcohol can impair work performance and affect one's ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorized person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the

General Data Protection Regulation (GDPR)	organization in line with the provisions of the GDPR. As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.
Safeguarding	All employees must carry out their responsibilities in such a way as to minimize risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
Service User and Carer Involvement	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day-to-day work.
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Quality Improvement	The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.
Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However, such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
Infection Control	Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations. Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

PERSON SPECIFICATION

JOB TITLE:	Security Liaison Nurse
BAND:	6
DEPARTMENT:	Security
DIRECTORATE:	Forensic
REPORTING TO:	Head of Security
ACCOUNTABLE TO:	Director for Security

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	<ul style="list-style-type: none"> First Level Registered Nurse RMN and/or RNMH 	<ul style="list-style-type: none"> Evidence of post basic development. 	<ul style="list-style-type: none"> S/I
Previous Experience	<ul style="list-style-type: none"> At least 3 years post basic ward experience, or equivalent. 	<ul style="list-style-type: none"> Post basic experience in forensic setting. Previous experience of adult, risk assessment/managem ent. Previous experience in security related work. 	<ul style="list-style-type: none"> S/I
Knowledge and Skills	<ul style="list-style-type: none"> Good written and verbal communication skills General computer literacy Person management skills. Sound clinical skills. Ability to undertake specialist Security training at Under/Post Graduate or Diploma level. 	<ul style="list-style-type: none"> Analytical and investigatory skills. Training skills. 	<ul style="list-style-type: none"> S/I/T
Knowledge	<ul style="list-style-type: none"> Up to date knowledge of nursing practice and current trends. Knowledge and understanding of the principles underpinning Therapeutic Security. Knowledge of legislation pertaining to Mental Health in-patients e.g. MHA, CPA. Knowledge of UKCC Standards and code of conduct. 	<ul style="list-style-type: none"> Knowledge of principles of audit. Knowledge of risk assessment/ management. Knowledge of physical security requirements and systems. 	<ul style="list-style-type: none"> S/I/T
Other	<ul style="list-style-type: none"> Ability to work as a member of a team. Inquisitive and analytical. 	<ul style="list-style-type: none"> Self-motivated; methodical; sound judgement. 	<ul style="list-style-type: none"> S/I/T

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S: Shortlisting I: Interview T: Test