

## JOB DESCRIPTION

<b>Job Title:</b> Primary Care Nurse	
<b>Reports to (post title):</b> Senior Primary Nurse/Clinical Matron	
<b>Role Purpose:</b>  To provide high quality nursing care to patients with physical healthcare needs in a prison setting.  Accountable for the assessment, planning, implementation and evaluation of the patients care.  To provide basic leadership to junior staff by maintaining professional standards ensuring adherence to all relevant policies and procedures to ensure the delivery of high-quality care.  To provide support and supervision for junior staff and learners	
<b>Role Context:</b>  This role requires a Registered General Nurse to work as part of a team delivering care to patients both within the Healthcare Centre's and on the Wings within the prison environment.	
<b>Trust Values</b>  All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Trust Values:  <p style="text-align: center;"><b>Trust- Honesty- Respect- Compassion- Teamwork</b></p>	
<b>Key Accountabilities</b>	<b>Performance Measures</b>
Responsible for the assessment, planning, implementation and evaluation of healthcare for patients.  Safe administration of medication in accordance with National, Trust and Local policies  Provide a triage service and clinical interventions, recognising environmental limitations and the need for appropriate referral, assessment and transfer of patients who require care within wider NHS provision.  Respond to healthcare emergencies within the prison in accordance with the Trust's and Local policies and procedures.  Maintain accurate healthcare records Deliver evidence-based care	All patients have accurate care plans  Audit scores and action plans.  Clear and effective communication demonstrated in healthcare records.

<p>Undertake the assessment of patients to be transferred or released using recognised tools and protocols.</p> <p>Seek specialist advice from other Healthcare professionals both internal and external.</p> <p>Liaise with external healthcare providers regarding the safe discharge and transfer of patients</p> <p>Act as a named nurse for patients with specialist or complex health needs</p> <p>Provide nurse-led clinics in the healthcare centre, on the prison wings or other suitable settings.</p> <p>Handles sensitive and confidential information appropriately.</p> <p>Organise and be responsible for the allocation of workload to deliver effective and efficient high-quality care.</p> <p>To provide basic leadership to junior staff by maintaining professional standards ensuring adherence to all relevant policies and procedures to ensure the delivery of high-quality care.</p> <p>To provide support and supervision for junior staff and students</p> <p>Deputise and take charge of the shift in the absence of line manager.</p> <p>Promote independent self-management of patient's healthcare needs</p> <p>To identify patients who could be at risk of self harm and escalate appropriately</p> <p>Respect Patients individuality and maintain their privacy and dignity within the constraints of the custodial environment.</p> <p>Actively participate in the development of the healthcare services within the Offender Health Directorate.</p> <p>Ensures the effective and efficient use of resources within their own sphere of responsibility.</p> <p>Prioritises own workload based on clinical priority</p> <p>Responsible for identifying own learning needs and participate in training to develop and maintain own knowledge, personal qualities and skills.</p>	<p>Supervision and case review</p> <p>Training records and supervision.</p> <p>Attend and contribute to team meetings.</p> <p>Supervision evidence.</p> <p>Appraisal completed in a timely manner.</p> <p>Appropriate referrals made to other services.</p> <p>Understanding of boundaries and actions to take.</p> <p>Timely and appropriate use of IT communication systems.</p> <p>Medication audits</p>
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<p>To actively participate in all aspects of clinical and managerial supervision Take responsibility for your own and others' health and safety in the working environment.</p> <p>To work within the provision of and keep up to date with the Trust and Local policies and procedures</p> <p>To undertake any other duties that would be a reasonable expectation</p>	
<b>Dimensions</b>	
<p>Working within prison environments</p> <p>Liaises with the nursing and wider healthcare team, prison staff to ensure continuity of care.</p> <p>To work across other prison sites as required to meet the needs of the service</p> <p>Working within a prison environment for Offender Health the post holder will be required to work within multi skilled healthcare teams supporting junior staff on a day to day basis.</p>	
<b>Safeguarding</b>	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support.</p>	
<b>Disclosure and Barring Services</b>	
<p>Where this post meets the definition of 'Regulated activity' a defined in Safeguarding Groups &amp; Freedoms of Protections, the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate</p>	
<b>Infection Control</b>	
<p>All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role</p>	
<b>Communication</b>	
<p>Communicate sensitive information concerning patients' medical condition within a custodial environment, requiring you to have persuasive and reassurance skills. Some patients have special needs therefore there are barriers to understanding.</p> <p>Cooperate with others to support the organisations' vision, values, strategies and objectives.</p> <p>Effective verbal, non-verbal and written communication skills</p> <p>Always act in a dignified and responsible manner with patients, visitors and colleagues, using appropriate language and communication skills which acknowledge cultural differences</p> <p>To complete documentation as required in accordance with Trust policy and NMC Professional Standards</p>	

<b>Knowledge, Training and Experience</b>
Professional qualification – 1 st Level Registered General Nurse
Professional and clinical knowledge acquired through training
IT Skills including use of patient information systems, with ability to learn to effectively utilise service specific computer packages
Experience of providing general nursing care to patients in a practice environment as an autonomous practitioner
The ability to work on own initiative, self-motivation and work as part of a multi-disciplinary team
<b>Analytical and Judgement Skills</b>
Initial patient assessment
Diagnose minor illness and injury
To refer and signpost to other internal and external specialist i.e. GPs, physiotherapist, etc
<b>Planning and Organisational Skills</b>
Plan and organise own workload
Allocation and reallocation of work to other members of the team
To effectively plan discharges and prison releases in conjunction with community services
Ability to prioritise need and respond accordingly
Plan and deliver patient interventions
<b>Physical Skills</b>
Dexterity and accuracy required for procedure i.e. IV injection, IM injection, Venepuncture, catheterisation and removal of sutures etc
Standard keyboard
Breakaway
<b>Equality &amp; Diversity</b>
All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.
<b>Responsibility for Patient/Client Care</b>
To assess, plan, implement and evaluate patient care.
Responsibility for contemporaneous record keeping.
To ensure that confidential information is handled appropriately and in line with Trust policy
To respond to patients concerns, comments or criticisms and escalate if required to senior staff on duty.
<b>Responsibility for Policy/Service Development</b>

Follows policies in own role and may be asked to contribute to the development of local procedures and propose changes to working practices

To identify service development issues/ themes and inform the Senior Practice Nurse.

The duties and responsibilities of the post will be undertaken in accordance with Local and Trust policies

and procedures. It is the post holder's responsibility to ensure they keep up to date with these policies.

#### **Responsibility for Financial and Physical Resources**

Observe personal duty of care in relation to equipment and resources.

Responsible the safe use of highly complex equipment such bladder scanners, spirometer machines etc.

#### **Responsibility for HR**

Day to day supervision of staff

To ensure you attend and actively participate in mandatory and other training, along with engaging in managerial and clinical supervision.

To support the induction of new staff and students

Supervise junior staff and students

To support team working with colleagues and wider directorate teams

#### **Responsibility for Information Resources**

Maintain accurate and contemporaneous patient health care records including computerised systems (SystmOne) and databases

Personally, generated information

Ensure adherence to Information Governance policies relating to the safeguarding of information

To support the generation of individual patients reports e.g. for use in parole boards

#### **Responsibility for Research and Development**

Undertake surveys or audits as necessary to own work

Contribute to data collection and analysis with regards to service development

#### **Freedom to Act**

Work is managed rather than supervised

Working within a prison decides when to refer to senior colleagues for advice and support

Assessing and developing care plans and delivering interventions with guidance and the clinical supervision from Senior Practice Nurse

Works within The Code: professional standards of practice and behaviour for nurses and

midwives (NMC), Trust and Local policies

### **Physical Effort**

Frequent requirement to exert light physical effort for several long periods during a shift

Requirement to undertake desk-based activities for intermittent periods of time

Requirement to walk to prisoner wings, clinic areas and reception across a large geographical site.

Respond to healthcare emergencies and incidents.

### **Mental Effort**

Frequent concentration required when engaging with patients, work pattern unpredictable due to the nature of the prison environment.

Occasional prolonged concentration required when checking documentation or when dispensing medication

### **Emotional Effort**

Occasional exposure to highly distressing or emotional circumstances. Caring for patients with chronic illness and conditions, terminal illness and death.

Working closely in clinical practice with patients in a prison setting.

### **Working Conditions**

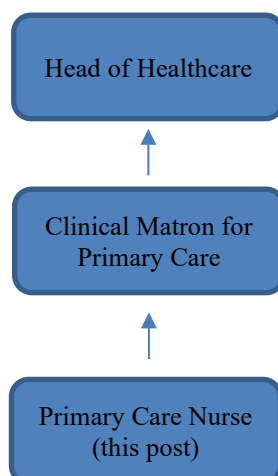
Prison environment that provides healthcare services for offenders whom are either on remand awaiting court dates or have been sentenced. This involves being the subject of searching and security procedures, responsibility for keys and working in a restrictive, locked environment.

Occasional exposure to aggressive behaviour of prisoners, with potential verbal abuse and /or physical violence.

Frequent exposure, to highly unpleasant working conditions including exposure to bodily fluids, significant noise, geographical isolation, restrictive environment, potential inadequate ventilation and temperature control.

### **Organisation Chart**

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## Our promise to you:

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures

After reviewing the document, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

Next level Manager:

Date: