



## JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Primary Care Nurse
<b>Pay Band</b>	Band 6
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	East
<b>Department</b>	HMP Berwyn
<b>Base</b>	HMP Berwyn

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Team Leader, Primary Care
<b>Reports to: Name Line Manager</b>	Team Leader, Primary Care
<b>Professionally Responsible to:</b>	Team Leader, Primary Care

#### Job Summary/Job Purpose:

- To support the Clinical Development Lead to ensure high quality, evidence based health care through clinical audit, education and development of staff through appraisal.
- To provide leadership and support to a team of Primary Care staff within HMP Berwyn's healthcare team.
- To co ordinate Clinical Supervision for all members of the Primary Care team to promote learning and self appraisal.

CAJE Reference/Date:

- To work closely with the Mental Health and Integrated Substance Misuse team and all other health providers to ensure the delivery of a fully integrated service.
- Work in partnership with HMP Berwyn to support the reducing re-offending agenda.
- To Comply with NMC Code of Conduct and work within HMP Berwyn and Betsi Cadwaladr University Health Board's identified policies, protocols and guidelines and comply with security requirements at all times.
- Work in Partnership with patients, other health and social care colleagues and services internal and external to HMP Berwyn, including NOMS staff as appropriate, to achieve the optimum health outcome for clients and contributing to reducing reoffending pathways.

## **DUTIES/RESPONSIBILITIES:**

### **CLINICAL CARE**

- Undertake and oversee the screening process and assessment for service users using recognised tools and professional knowledge to make appropriate referrals and decisions about immediate healthcare needs.
- To understand the importance of clear care planning, through assessment, planning, implementation and evaluation of service users' care.
- Develop comprehensive care packages for service users seeking specialist advice from other healthcare professionals where necessary.
- As part of the team co-ordinate and respond to emergency calls as necessary.
- Ensure clinical practice is service users centred and evidence based, in accordance with The NMC Scope of Professional Practice.
- Undertake assessment of suitability of service users to be transferred or released using recognised tools and protocols within the context of the care plan.
- Ensure the comfort, personal appearance; hygiene and nutritional needs of service users are met.
- Lead and develop practice by working collaboratively and in partnership with other practitioners.
- To ensure care provided maintains the individuals privacy and dignity, values diversity and respects cultural and individual rights and choices.
- Use health promotion strategies to reduce harm and improve service user's health, and social well-being taking a whole HMP Berwyn approach.
- Administer medication as prescribed according to NMC guidelines.
- Undertake reviews of ACCTs (Self harm/suicide risk).

CAJE Reference/Date:

- Undertake expanding roles following relevant training.
- Support the SMS and Mental Health teams by working within these teams, within your competencies, in the exceptional circumstances of severe staff shortages.

#### **COMMUNICATION AND LIAISON**

- To develop the Health Care Support Workers within the Primary Care Team to understand their role when delivering planned programmes of care.
- Liaise with officers, and with patient consent, external healthcare providers regarding the discharge pathway of service users from the healthcare facility.
- Develop links with specialist teams who are working within and external to HMP Berwyn.
- Communicate effectively with other team members and with a wide range of multi-disciplinary teams and other agencies both within and without HMP Berwyn.
- Contribute to the communication systems within HMP Berwyn including: the use of radio to maintain security, providing an appropriate response to emergency calls, adherence to security guidelines on usage of the radio.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Communicate effectively with service users and carers

#### **PLANNING AND ORGANISATION POLICY AND SERVICE DEVELOPMENT**

- Support the co-ordination the clinic schedule and visits of external healthcare providers.
- Co-ordinate clinics and endeavour to ensure they run to time.
- Support the development of nurse led services.
- Delegate to and supervise the healthcare/nursing practice of other staff where appropriate.
- Actively contribute to the task of monitoring and evaluating standards of service user's care, seeking to continuously improve the quality of care.
- Ensure that data is collected that will assist in the future planning and delivery of services.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Effectively manage own time, workload and resources.
- Alert other team members to issues of quality and risk

- Work in line with National and local protocols with the whole healthcare team to meet HMP Berwyn's health performance indicators, clinical governance standards and other national standards and targets.
- Be aware of and work towards meeting all recommendations in inspection reports, death in custody reports, prison healthcare action plans and other reports relevant to the delivery of HMP Berwyn's healthcare.
- Assess own performance and take accountability for own actions, either directly or under supervision.

#### **RESPONSIBLE FOR PHYSICAL AND FINANCIAL RESOURCES**

- Assume responsibility for ensuring stocks and supplies are maintained.
- Assist the clinical development lead to ensure on a day to day basis that all equipment is maintained and fit for use, including maintenance of safe fridge temperatures.

#### **RESPONSIBLE FOR HUMAN RESOURCES**

- Support the production of the off duty allocation and ensure that this supports the full provision of services and correct skill mix and is in accordance with Working Time Regulations.
- Day to day management of staff in relation to off duty, sickness, absence, annual leave and overtime.
- Undertake appraisals for specified staff; identify training needs and liaising with Mental Health and Integrated Substance Misuse Managers.
- Provide input to the recruitment and development of staff.
- Contribute to the learning experience and development of staff and students placed within the team, acting as a mentor where appropriate.
- Contribute to the orientation and induction of new members of staff and provide education in a variety of settings to members of the HMP Berwyn's staffing and other care providers.
- Contribute and participate in skills training and clinical supervision/reflective practice.
- Participate in induction programmes for new team members that reflect their individual needs and the needs of the service.

#### **SECURITY**

- To always be aware of security within the department and establishment, and work within the set guidelines to ensure that security is maintained in a manner sensitive to the service user's needs.
- Staff must ensure that they have an appropriate awareness of the Local Security Strategy (LSS) and in any event of uncertainty seek clarification from a Security Manager.

CAJE Reference/Date:

- Ensure that the department complies with the security requirements of HMP Berwyn, the physical security of the environment and the safe custody of healthcare equipment in the department is maintained.
- Assume personal responsibility for the security of issued keys and radios.
- Participate in the dissemination of security information to all staff, ensuring you have access to, and attend the relevant security training and participate in meetings in regard to security.
- Support colleagues to respond to any situation or circumstance that might indicate a threat to security.

## **PERSON SPECIFICATION**

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Registered General Nurse  Degree / Diploma  Nurse Prescriber or willingness to undertake a module  Teaching and Assessing in Clinical Practice or willingness to undertake  Evidence of continued professional development	Knowledge of the UK prison system.	Application form and pre employment checks
<b>Experience</b>	Demonstrable experience at Band 5  Proven experience in a supervisory or management role  Assessment of patient health and well being and the supervision of other staff and systems.  Experience of planning, delivering and evaluation care plans in response to complex needs.	Primary Care or Acute Nursing Care experience.  Nursing in a secure environment  Experience of developing policies and protocols  Experience with working in a forensic.	Application form and interview

<b>Aptitude and Abilities</b>	<p>Able to identify own and others areas of development and knowledge and skills</p> <p>Able to use sound clinical judgement in situations, able to offer advice to others but remains aware when to seek advice or support.</p> <p>Able to exhibit enhanced de-escalation skills and feel confident enough to use these on a regular basis</p> <p>To be able to carry out tasks and work with patients in a non judgmental manner.</p> <p>Ability to work under pressure in terms of time restraints on a daily basis.</p> <p>Motivation self and others to drive forward new to new clinical standards and targets as set out by various governance agencies</p> <p>Specific clinical skills or a willingness to acquire them.</p>	<p>Evidence of previous effective time management and organisation of workload.</p> <p>Commitment to further self development LEO or other leadership courses</p> <p>Management courses.</p> <p>Ability to speak Welsh</p> <p>Data collection /auditing and research skills</p> <p>IT skills</p>	Interview
<b>Values</b>	<p>Evidence of delivering good nursing and clinical care in line with evidence based professional practice.</p> <p>Awareness of the changing Health &amp; Social Care agenda for NHS Wales</p> <p>Professional approach.</p> <p>Flexible approach to meet the needs of the service</p> <p>Change management and leadership skills.</p> <p>Confidence and ability to work positively as part of a multi-disciplinary team.</p>	Knowledge of the Mental Health Wales Measure (2010)	Application Form Interview References
<b>Other</b>	<p>Positive approach to innovative practice.</p> <p>Able to satisfy mandatory security clearance</p> <p>The environment consists of a series of separate areas/ buildings which you may need to access on a daily basis.</p>	Full driving Licence	Application form/ Interview/DBS and Security vetting checks

CAJE Reference/Date:

	<p>The ability to get to these location is essential in the delivery of health care interventions.</p> <p>There is also a series of heavy metal gates which you will need to operate manually in order to access all necessary areas</p>		
--	--	--	--

## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.



- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.  
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

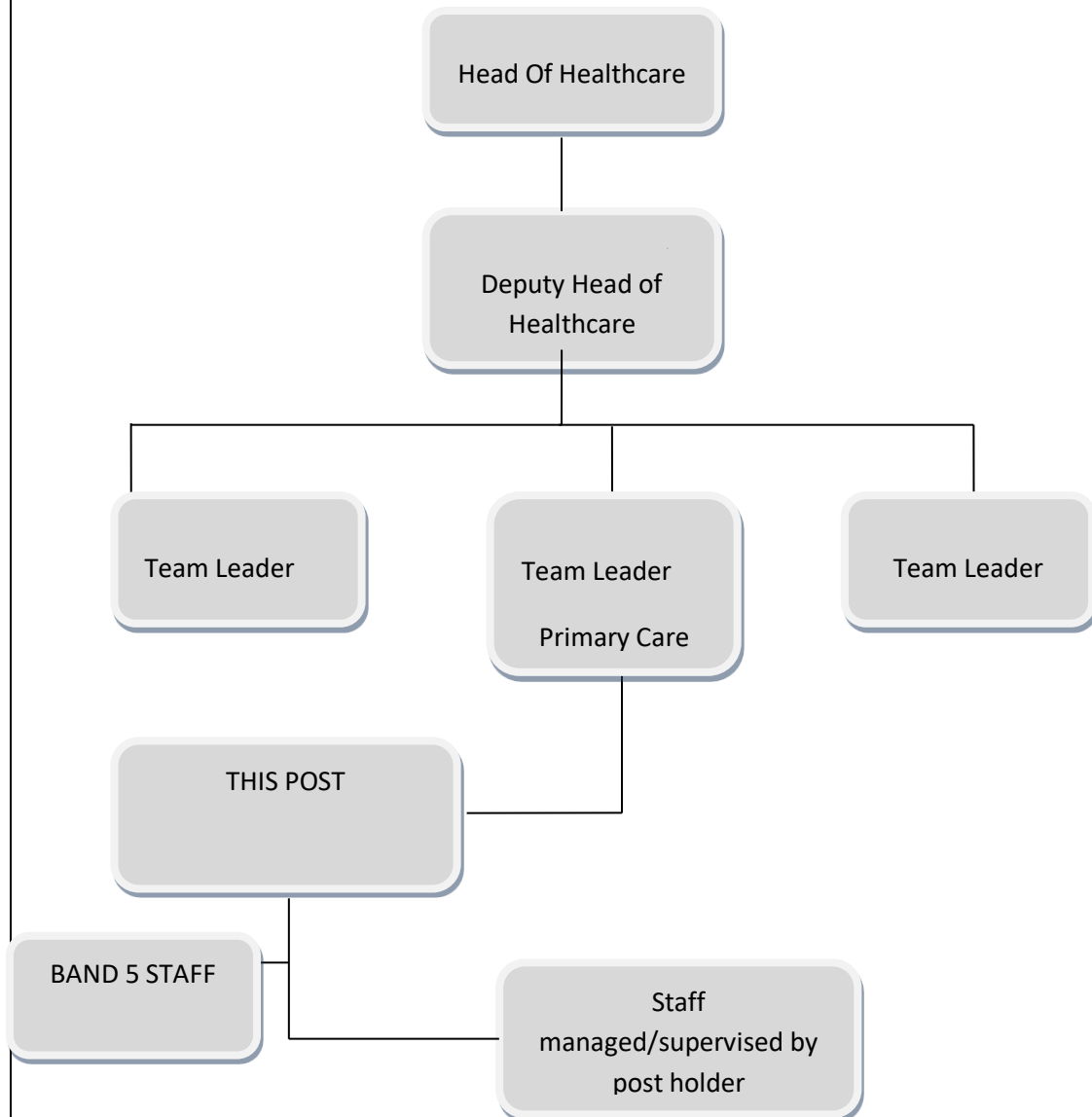
## **APPENDIX 1**

CAJE Reference/Date:

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Job Title: Primary Care Nurse**

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**’

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Frequent requirement to exert light physical effort for several long periods during shift.	<b>D</b>		
Requirement to walk to prison wings, clinic areas and reception during working shift across large geographical area	<b>D</b>		
The environment consists of a series of separate areas/ buildings which you may need to access on a daily basis. The ability to get to these locations is essential in the delivery of health care interventions.	As required		

CAJE Reference/Date:

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Frequent concentration required for checking documents/writing notes/medicines management	D		
Work pattern can be unpredictable due to nature of the work environment receiving/discharging patients throughout the day.	D		
Dealing with complex staffing issues	D		
Dealing with patients complaints in line with BCUHB Policy	D		

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

CAJE Reference/Date:

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Frequent exposure to distressing or emotional circumstances, occasionally highly distressing circumstances; self harm, suicidal or aggressive and threatening behaviour.	D		

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
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 is restrictive, locked environment.	D		

CAJE Reference/Date:

Frequent exposure to highly unpleasant working conditions including bodily fluids, significant noise from patients, geographical isolation of the prison, potential inadequate ventilation and temperature control. Being alert to emergency security procedures.	<b>D</b>		
Frequent exposure to aggressive behaviour of patients, with potential verbal abuse and / or physical violence	<b>D</b>		
An understanding of the need to integrate security requirements within the provision of health care for patients.	<b>D</b>		
Moving about the site during inclement weather.	<b>D</b>		

#### **Submission of documents for job evaluation**

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to [Jenny.Jones9@wales.nhs.uk](mailto:Jenny.Jones9@wales.nhs.uk) OR [Sherryl.Todd@wales.nhs.uk](mailto:Sherryl.Todd@wales.nhs.uk)

Or hard copy to:

**Job Evaluation  
Workforce & OD  
Bryn Y Neuadd Hospital  
Aber Road  
Llanfairfechan  
Conwy  
LL33 0HH**

CAJE Reference/Date: