

HEALTH & JUSTICE SERVICE LINE

JOB DESCRIPTION

Job Title:	Primary Care Staff Nurse
Grade:	Band 5
Hours:	37.5 hrs per week Health & Justice Service Lines work to a 7 day a week working model.
Base:	HMP Downview All CNWL Prison Sites – Surrey , Kent, Milton Keynes and Buckinghamshire In order to meet the needs of the Trust's services you may be required from time to time to work outside your normal place of work and it is possible that the normal location may also be changed. The Trust reserves the right to change your normal place of work to any other location within the Trust.
Accountable To:	Head of Healthcare
Reports To:	Clinical Team Leader – Primary Care
Organisational Chart:	Head of Healthcare Primary Care Lead/Modern Matron Clinical Team Leader Senior Staff Nurse/Pharmacy Tech Staff Nurse/Pharmacy Tech Healthcare Assistant

Key Working Relationships:

- Healthcare colleagues including:
 - GP
 - Pharmacy
 - Mental Health services
 - Substance Misuse services
 - Subcontracted partners
 - Allied health professionals
- Prison staff and Managers of all grades
- Education, Gym, Chaplaincy
- Commissioners
- Wider CNWL colleagues
- Visiting clinicians: Dentist, Podiatrist, Physiotherapist and Consultants
- Community resettlement teams

Job Purpose:

Staff working within Primary Care will:

- Provide an accessible individual patient assessment, treatment and referral service
- Monitor the ongoing health status of patients and address identified issues

- Work with patients to influence the impact on their health arising from current lifestyle patterns/choices
- Implement effective discharge plans for transfer or release locations
- Co-ordinate multi-disciplinary clinical practice to provide focused integrated care and treatment programmes/packages.
- Work collaboratively with staff of other disciplines e.g. officers and governors to provide integrated and coordinated treatment plans.

Key Tasks:

- Triage patient needs in accordance with specific standard operating procedures and national policy e.g. NICE guidance
- Assess, plan and implement care for patients within each care/treatment pathway in order to promote wellbeing
- Facilitate the use of evidence based practice to ensure that clinical care is both effective and appropriate
- Carry out general nursing duties
- Maintain contemporaneous records
- Support and make a professional contribution to the development of integrated healthcare
- Act as a preceptor/mentor in accordance with experience.

MAIN DUTIES AND RESPONSIBILITIES:

1. Clinical

- ❑ Assess, plan, implement and evaluate care for patients using agreed Patient Group Directives or care pathways where appropriate.
- ❑ Plan and organise own workload without direct supervision in order to meet the requirements of the site regime.
- ❑ Administer medication as prescribed, which may include oral, immunisations, intramuscular injections, insulin or nebulisers, and may be compounded by frequent unplanned interruptions such as other patients, staff requests.
- ❑ Treat where possible (e.g. Hep B, Covid and Flu vaccines, minor ailments), referring on to other departments, clinical specialists or any other appropriate person as required.
- ❑ Ensure that those identified as requiring specialist input such as mental health or substance misuse, are referred in a timely a manner and that relevant paperwork is completed and care communicated to relevant staff, taking due account of the sensitivity of any information shared with non healthcare professionals who have to manage the patient on the wing.
- ❑ For those identified as being at risk of self-harm, complete an ACCT document following a thorough assessment and communicate concerns to the appropriate member of staff.
- ❑ Provide appropriate and timely health promotion interventions to the patient and advise staff accordingly.
- ❑ Participate in health promotion/harm minimisation clinics in specific disease related areas, ensuring that clinics run smoothly and meet national and local priorities and guidelines e.g.
 - Smoking cessation
 - Hepatitis B
 - Immunisations and vaccinations
 - Sexual health
 - Diabetes

- Asthma
- Coronary Heart Disease
- ❑ Will be required to take, collect or transport specimens such as blood, wound swabs or urine.
- ❑ Will be required to undertake wound dressings.
- ❑ Ensure that patients being discharged back to the community have sufficient medication and a discharge letter summarising their care package for their GP.
- ❑ Carry out CPR when required and make best use of the emergency equipment such as the defibrillator.
- ❑ Attend case conferences as required for patients e.g. ACCT reviews, safety intervention meetings or complex case reviews.
- ❑ Undertake such other duties as may be reasonably required from time to time, which are consistent with the responsibilities and grade of the post. This may include providing cover for other teams internally or at other sites.

2. Administrative

- ❑ Participate in audits and provide statistical data as required to Health & Justice directorate, Central North West London NHS Foundation Trust or the prison, ensuring confidentiality and compliance with the Data Protection Act at all times.
- ❑ Generate, keep and maintain accurate contemporaneous records of activity and other data, giving due regard to local and national policies and professional standards for record keeping to facilitate effective communication systems within nursing and wider multi-disciplinary teams and other agencies.
- ❑ Complete prison specific paperwork e.g. security intelligence reports and incident report forms.
- ❑ Identify shortfalls in stock levels and/or failure of equipment and liaise with the appropriate manager to arrange replenishment or replacement.

3. Education and Development

- ❑ Participate fully in the appraisal/personal development review process, identifying personal, professional and developmental needs.
- ❑ Actively work towards developing the necessary skills and competencies as defined by the Knowledge and Skills Framework (KSF) Outline and provide evidence to support this.
- ❑ Complete all mandatory training.
- ❑ Support junior staff and peers, both formally and informally, in their development using encouragement, informal teaching and coaching activities.
- ❑ Work with your Senior Managers and wider multidisciplinary team to provide appropriate learning experiences for colleagues, students and others allocated to the team, facilitating new skills and knowledge required to meet changing needs.

4. Professional

- ❑ Work within the policies and guidelines set out by Health & Justice Services; CNWL NHS Foundation Trust; The Code of Conduct (NMC) and other relevant legislative frameworks using a reflective approach to practice.
- ❑ Exercise professional accountability at all times, particularly in the use of skills, knowledge and expertise in changing environments, unfamiliar circumstances and across professional

boundaries, and be aware of statutory national requirements relevant to the job function e.g. the Health and Safety At Work Act.

- ❑ Participate in the overall planning, delivery and evaluation of healthcare services through meetings and working groups, taking into consideration the broad framework of clinical governance.
- ❑ Work in close partnership with other members of the multidisciplinary team (statutory and voluntary) within the prison to ensure any managerial, professional practice and service developments are implemented effectively.

5. Responsibilities Specific To The Prison Environment

- ❑ Comply with all relevant security procedures pertaining to keys, and the passing on of relevant information, which might pose a risk to staff, other patients or third parties.
- ❑ Be familiar with Prison Service Standards, Standing Orders, Circular Instructions, Notices to Staff, Prison Rules, Health and Safety and any other relevant material, in order to function as an informed practitioner within the Prison Setting.

6. Working Conditions

- ❑ Staff may be exposed to distressing or emotional circumstances such is information regarding patient's criminal behaviour or occasionally exposed to distressing episodes of self harm.
- ❑ Staff will be required to concentrate for periods of time where the work is unpredictable.

The following responsibilities are applicable to all employees:

Professional registration

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

Safeguarding

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

Infection Control and Waste Disposal

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Data Protection, Confidentiality and Access to Health Records

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health

records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

Promoting Equality and Diversity

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Trust Sustainability Green Plan Pledge

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a

wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.

PERSON SPECIFICATION FOR Band 5 Nurse – Health & Justice Directorate – All Sites

We recognise that newly qualified nurses will have to refer to their experiences as student nurses in order to demonstrate that they meet the personal specification below.

CRITERIA	ESSENTIAL Requirements necessary for safe and effective Performance in the job	SEE KEY	DESIRABLE Where available, elements that would contribute to immediate performance in the job	SEE KEY
Education and Qualifications	Registered nurse Adult Numeracy skills required for the safe administration of medicines	A As	Evidence of relevant Continuous Professional Development	A
Previous Experience	Previous experience of working in Primary Care services either as a band 5 nurse, or a student nurse.	A / I		
Skills and knowledge	<u>Communication:</u> Able to communicate with the multi-disciplinary team, present cases, take note of actions, update others in the team and use handover effectively. Speaking face to face but also by telephone and writing letters and reports. Maintaining accurate, timely, concise and legible clinical records both electronic and handwritten which adhere to the CNWL policies Able to talk to people about sensitive issues in a supportive manner but also challenge others assertively where necessary	A / I A / As I	• Wound care management • Clinical triage • Ear care • Venepuncture • Chronic Disease Management • Smoking cessation • Cervical screening	A / I

	<u>IT Skills:</u> Able to maintain electronic patient records Use Microsoft Word for letter and report writing <u>Nursing Skills</u> You are expected to have the skills required to act as a professional, registered nurse and adhere to the NMC Code of Conduct. These will vary from service area to service area but all band 5 nurses should be proficient in: - Care planning: able to assess patients, develop, implement and evaluate a care plan - Empowering and working in partnership - Safeguarding and advocacy - Understanding how the Mental Capacity Act and Deprivation of Liberty Safeguards impacts on their work and the patients they are working with - Understanding how the Mental Health Act impacts on their work and the patients they are working with - Understanding the concept of quality and their role in improving safety, clinical outcomes and the patient experience - Infection control and Aseptic Non-Touch Technique - Manual Handling patients - Obtaining informed consent - Medicines management and administration <u>Working with Others</u> • Work well with other members of the team, communicating effectively, being kind and considerate, reliable and enthusiastic.	I A / I A / I		
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	• Help others in the team achieve their objectives and deliver safe, effective care • Mentor, teach and support others in the team • Supervise others in the team • Contribute to a positive culture in the team, enabling it to be inclusive, kind and hard working			
Attitudes, aptitudes, personal characteristics	Be a role model and embody CNWL's values by being: • <u>Caring</u> for the patients who use our services, their families and carers, and other staff • <u>Respectful</u> of others and genuinely treating them how you would want to be treated • Able and willing to work with patients, family and carers, and staff in a way which <u>empowers</u> and supports others and makes them feel better about themselves • Able and willing to work in <u>partnership</u> with patients, their friends and family as well as other health care professionals	A/I		
Other	• The post holder must have the ability to understand and implement the equal opportunities policy at a level appropriate to the job. • Ability to promote anti-discriminatory and anti-racist practices. • Ability to promote and work in line with the working model of a 7 day a week service.	A / I		

* **Key:** Measured by **A** = Application Form, **I** = Interview, **As** + Assessment