

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Charge Nurse
Band:	Band 6
Department:	HMP Pentonville Inpatient Unit
Location and mobility:	Your normal place of work will be HMP Pentonville . However, you may be required to work at any other location of the Trusts interests, including travelling to appropriate meetings, outside of the borough, as required.
Accountable to:	Team Manager, Inpatient Unit
Responsible to:	Team Leader, Mental Health Services
Responsible for:	Inpatient Unit
DBS check required (Level of disclosure):	Enhanced

WORKING RELATIONSHIPS:

Internal: all healthcare depts

External: other third parties

JOB SUMMARY:

The post holder will work on the Inpatient unit at the Healthcare Dept at HMP Pentonville. The 22 bedded Healthcare Ward in HMP Pentonville which provides mental and physical healthcare to Prisoners transferred to the unit from the Prison wings due to their healthcare needs.

He/she will be a key member of the Prison Healthcare Inpatient Team acting as the charge nurse for the unit and be responsible / primary nurse for a designated group of patients and will be responsible for the assessment of their needs and for the planning, implementing and evaluation of the care provided to meet those needs.

He/she will be an integral part of the multi-disciplinary team and will liaise closely with other agencies both within and outside the ward/unit.

The post holder will be required to work a Rota that includes working weekend or night shift if required for service needs. He/she will be expected to work in other areas of prison healthcare if required and as appropriate to meet the needs of the service and to provide experience to staff in working in more than one area of prison healthcare.

The post holder will be leading on shifts on the ward and also provide clinical supervision to junior staff members.

The post holder will provide support, consultation, and formal and informal training to colleagues and other staff. Excellent communication and relationship management skills are essential to this post.

1. Clinical Responsibilities

- 1.1 Act as lead nurse for a defined group of patients and liaises with the primary / associate nurses to ensure a consistent approach to delivering care.
- 1.2 Act as the charge nurse for the unit, organising clinics if required, data collection as required and provide a holistic care approach to the clients.
- 1.3 Assess plan, implement and evaluate the care provided especially with regard to identifying and managing risk.
- 1.4 Accept responsibility for the implementation of the Care Programme Approach with their primary patients.
- 1.5 Encourage patients to accept an optimum level of responsibility for their individual programmes.
- 1.6 Enter and maintain records using electronic and paper based systems.
- 1.7 Works in partnership with Healthcare Officers & other healthcare Depts. to ensure that patient's needs are addressed, and to maximise the time out of cell and range of activities available for patients.
- 1.8 Treat prisoners and patients with fairness and respect, maintaining confidentiality appropriately.
- 1.9 Contribute to develop strategies for dealing with disturbed behaviour especially the ability to recognise and respond to signs of imminent disturbance as required.
- 1.10 Assist the inpatients manager, the team and charge nurses in maintaining standards of care and participate in evaluation studies and projects as required.
- 1.11 To keep up to date with developments and research in mental health nursing and applies relevant to practice.
- 1.12 Participates in the running of therapeutic patients groups and provide a recovery focus approach to deliver care.
- 1.13 To be fully involved in presentations in ward rounds, handovers and other meetings where patient care is discussed and reviewed as required.
- 1.14 To expedite and participate in the assessment, admission, transfer and discharge of patients according to local guidelines and standards.
- 1.15 Ensure that as a nurse they understand the confidential nature of their work and their responsibilities as identified in the NMC Code of Professional Conduct.
- 1.16 To ensure the safe custody of drugs and that they are ordered and administered accordingly to Trust policies and the Misuse of Drugs Act.

- 1.17 To maintain an effective working knowledge of the administrative requirements and needs of patients detained under the Mental Health Act (1983).
- 1.18 To lead on the physical health care of the patients.
- 1.19 To support MH practitioners / nurses to develop more awareness in Physical Health care.
- 1.20 To have a good knowledge and understanding of the Mental Capacity Act.

2. Educational Responsibilities

- 2.1 Be aware of and assess the impact of new developments in the field of offender care.
- 2.2 Make suggestions and contribute to the formulation of new strategies aimed at improving the effectiveness and efficiency of the service.
- 2.3 Identify and share good practice.
- 2.4 Contribute to the induction and teaching programme for staff and students.
- 2.5 Promote sound clinical practice by contributing to the promotion of current developments in the care of mentally disordered offenders and physical health patients.
- 2.6 Contribute, assist and cooperate appropriately with research programmes which may be related to your work.
- 2.7 Implement therapeutic programmes based on empirical evidence.
- 2.8 To take full responsibility for coordinating and implementing mental health research and development. To use research findings, where appropriate, in developing an exploratory approach to practice.
- 2.9 Continually appraise and audit own practice and that of others.
- 2.10 Critically update knowledge, skills and practice by attending mandatory in-service training and other educational opportunities.
- 2.11 Act as mentor/preceptor for relevant junior staff.
- 2.12 Keep abreast of issues pertaining to Mental Health legislation of Mentally Disordered Offenders.

3. Responsibilities – Governance and Performance

- 3.1 Participate in clinical supervision, appraisal and objective setting.
- 3.2 To meet with the team to monitor and review the performance, governance, clinical practice and business of the service.
- 3.3 Provide clinical cover for colleagues in their absence when required.

- 3.4 Report all sickness, absence, accidents or incidents using the correct Trust processes.
- 3.5 Aid in the development of effective working relationships with other service lines and other providers for both statutory and non-statutory agencies.
- 3.6 Keep up to date with Trust and Unit policies/procedures.
- 3.7 Provide information to meet the requirements of the Trust, Health Authorities, Department of Health and Ministry of Justice.
- 3.8 To coordinate the safe transfer of care relating to restricted patients from forensic services to local care providers.
- 3.9 Maintain links with partnership agencies, which might include Commissioners of services, voluntary organisations and statutory organisations such as Social Services and the police.

4. Professional Responsibilities

- 4.1 Maintain own personal and professional status by ensuring that the requirements laid down by NMC for periodic registration and continuity of personal professional licence are met.
- 4.2 Maintain high standards of professional patient care in accordance with the Trust's aims and objectives.
- 4.3 Uphold the principle of the NMC code of professional conduct.
- 4.4 To work within the legal, professional and ethical frameworks established by national bodies such as the NMC and frameworks established by the Trust.
- 4.5 Any other duties commensurate with the grade and in line with the requirement for this post.

JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES

MOBILITY

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

HEALTH and SAFETY

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

INFECTION CONTROL

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

RISK MANAGEMENT

All staff 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.

HEALTH PROMOTION

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local polices that support the promotion of health and the prevention of ill health e.g. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

FLEXIBLE WORKING

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

SMOKING

Barnet, Enfield & Haringey Mental Health NHS Trust has a smoke free policy. Smoking will not be permitted on any Trust premises (including the grounds that those premises are sited on) or in any Trust-owned vehicle. Applicants should be aware that it will not be possible to smoke throughout working hours.

EQUAL OPPORTUNITIES

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

POLICIES AND PROCEDURES

All employees, at all times are subject to the policies and procedures of this Organisation.

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.

Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and

act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

DATA PROTECTION

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

CONFIDENTIALITY

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the seven information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Everyone must justify the purpose(s) for which patient-identifiable information is used
2. Do not use patient-identifiable information unless it is absolutely necessary
3. Only use the minimum necessary for the purpose
4. Access to patient-identifiable information should be on a strict "need to know" basis
5. Everyone with access to patient-identifiable information should be aware of their responsibilities
6. Everyone with access to patient identifiable information should understand and comply with Data Protection and Security legislation
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

STANDARDS OF BUSINESS CONDUCT FOR NHS STAFF & 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. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

MANDATORY TRAINING

All staff is required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

SATISFACTORY CLEARANCES

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the post holder must maintain satisfactory clearance status throughout his/her employment in the post.

PROFESSIONAL REGISTRATION

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the post holder must maintain satisfactory registration status throughout his/her employment in the post.

ADDITIONAL CLAUSE FOR ALL MANAGERS

RISK MANAGEMENT

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed and that staff receives appropriate training, that a local risk register is developed and regularly monitored and reviewed. Significant level risk must be reported through the Quality Improvement and Risk Committee (QIRC) network. Risk registers need to be submitted to the Support Services Manager or other nominated officer, on an annual basis.

ADDITIONAL INFORMATION FOR ALL STAFF

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

BEH-MHT VISION AND VALUES

Our vision

Our vision is embedded within our clinical strategy. We want to help people live, love, do.

- Live - A safe and secure place to call home
- Love - Re-building relationships which may have broken down during a period of illness
- Do - Help people to find a meaningful activity - that may be getting back into employment or further education

Our values

The Trust's values are:

- Compassion
- Respect
- Being Positive
- Working together

NHS VALUES

It is recommended that where possible the NHS values below are reflected in job descriptions. Please go to the NHS Confederation website for further information www.nhsconfed.org

RESPECT AND DIGNITY

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

COMMITMENT TO QUALITY OF CARE

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

COMPASSION

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

Improving lives

We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

WORKING TOGETHER FOR PATIENTS

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

EVERYONE COUNTS

We use our resources for the benefit of the whole community, and make sure that nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

DIGNITY AT WORK STATEMENT

Barnet, Enfield & Haringey Mental Health NHS Trust is committed to treating all of our staff and patients with dignity and respect. You are responsible for behaving in a way that is consistent with these aims. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

PERSON SPECIFICATION

GENERAL INFORMATION

Job Title: Charge Nurse

Band: Band 6

Department: HMP Pentonville Inpatient Unit

REQUIREMENTS	ESSENTIAL
EDUCATION AND QUALIFICATIONS	RMN with NMC registration ENB 998 or teaching equivalent
EXPERIENCE AND KNOWLEDGE	Minimum of 18 months post qualification experience Experience of working within a specialist area of mental health Ability and experience in dealing with developing and implementing systems that support clinical excellence Experience of working in a multi-cultural environment and of involving users and carers ensuring that nursing practice is culturally sensitive Experience of identifying, initiating, implementing and managing effective practice Prevention and Management of Violence and Aggression experience (PMVA) Experience of leading a team to achieve objectives and high standards of patient care Experience of developing and maintaining effective links with external agencies to enhance patient care Experience of promoting and developing multi-disciplinary team working within the team Experience of developing and delivering teaching and practice development sessions for the team Experience of writing reports and acting as an advocate for service users Experience of conducting appraisals and personal development planning and of providing feedback in a constructive way Experience of working in a multi-cultural environment and of involving users and carers ensuring that nursing practice is culturally sensitive Detailed knowledge of the Mental Health Act to be able to advise other staff in particular cases as required

	<p>Ability to implement Policies and Procedures, leading their implementation where appropriate</p> <p>Knowledge of a full range of therapeutic skills and approaches supported by further training in the specialty and management practice</p> <p>Detailed knowledge and understanding of the CPA process to the level of being able to advise and guide others</p> <p>Able to evidence current and practice knowledge of clinical, managerial and policy issues related to the clinical specialty and the wider NHS</p>
SKILLS AND ABILITIES	<p>Ability to organise and prioritise own and others workload to balance clinical and other service priorities</p> <p>Ability to negotiate and influence</p> <p>Ability to effectively run the ward showing leadership and effective co-ordination in the absence of the ward manager</p> <p>Ability to facilitate effective teamwork</p> <p>Ability to act as an advocate as and when necessary</p> <p>To make balanced judgements and decisions</p> <p>Excellent communication skills, both written and verbal</p> <p>Ability to work under pressure while remaining calm and maintaining quality</p> <p>Ability to develop effective links with external agencies</p> <p>To have a flexible and creative approach to problem solving</p>
PERSONAL QUALITIES	<p>Demonstrates well developed interpersonal skills</p> <p>Ability to work as part of the MDT</p> <p>Willing to train and be trained</p> <p>Demonstrate caring and sensitive approach</p> <p>Able to travel to other sites/hospitals to attend meetings/courses</p>
OTHER REQUIREMENTS	<p>Flexible to needs of unit</p>

Date – 2.9.19 Reviewed by Junaid Dowool

