

Job Description: Nurse(RGN/RMN)

Function:	Healthcare
Position:	Registered Nurse (RMN/RGN)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Team Leader
Additional reporting line to:	Primary care Manager
Position location:	HMP Forest Bank

1. Purpose of the Job – State concisely the aim of the job.

- Working within a primary healthcare team, to deliver a comprehensive range needs based health care services to adult and young offenders residing within HM Prison Forest Bank. Services will achieve equivalence with health care services provided in primary care by the NHS.
- Develop and deliver therapeutic activities and programs to enhance the health and wellbeing of the patients residing in the healthcare inpatient unit.

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Work within the NMC guidelines
- Work within a high pressured versatile environment
- Work within prison scope and local/national Sodexo policies

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Assist in the promotion, monitoring and development of evidence based primary health care services, and monitor the work of others providing services to the population
- Provide an emergency first line response service in emergency situations daily within the prison environment
- Maintain clinical credibility in order to remain updated and influence the practice of others
- Attend meetings associated with your area of responsibility and in the absence of or at the request of the HCC Manager
- Demonstrate a willingness to develop professionally and contribute to the delivery of the NSFs to the practice population
- Promote and support multidisciplinary and interagency working throughout the delivery of healthcare, understanding the contribution of others in the wider prison system
- Assist the primary care manager in the development and implementation of policies, standards and procedures
- Administer medications as prescribed according to local and royal pharmaceutical society guidelines
- Support the development, implementation, and monitoring of Clinical Governance and quality assurance
- Support the continuous personal development and training of all healthcare staff
- Participate in clinical supervision
- Initiate and participate in research and clinical audit to ensure compliance with prison healthcare and NSF standards
- Develop and deliver therapeutic activities alongside a healthcare support worker, to those patients residing in the inpatient unit.
- Have an oversight of patients within the inpatient unit and respond appropriately to their needs, liaising with members of the MDT where necessary.
- Deliver clinical care in the reception process and secondary screening services.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Completion of all documentation to a high standard maintaining accurate and up to date records.
- Completion of accurate clinical assessments on all patients
- Completion of care plans where necessary
- Appropriate and timely referrals to relevant internal and external agencies
- Development of clinical interventions to clients
- Adherence to Policies and procedures
- Contribute to Healthcare data records

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Current NMC registration RGN/RMN
- Evidence of professional development
- Non-judgemental approach towards all individuals
- Flexibility to work shift patterns on a 24-hour rotational basis in response to the needs of the prison including nights/weekends/bank holidays
- Evidence of good communication skills
- Proven ability to work independently and as a team member
- Ability to prioritise and meet goals with tight deadlines

Desirable

- Previous prison experience

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

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Document Owner			