

# Job Description:

## Team Leader Primary Care



Function:	Justice Services
Position:	<b>Team Leader Primary Care</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Deputy Head of Healthcare
Additional reporting line to:	Head of Healthcare
Position location:	HMP / YOI Bronzefield

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

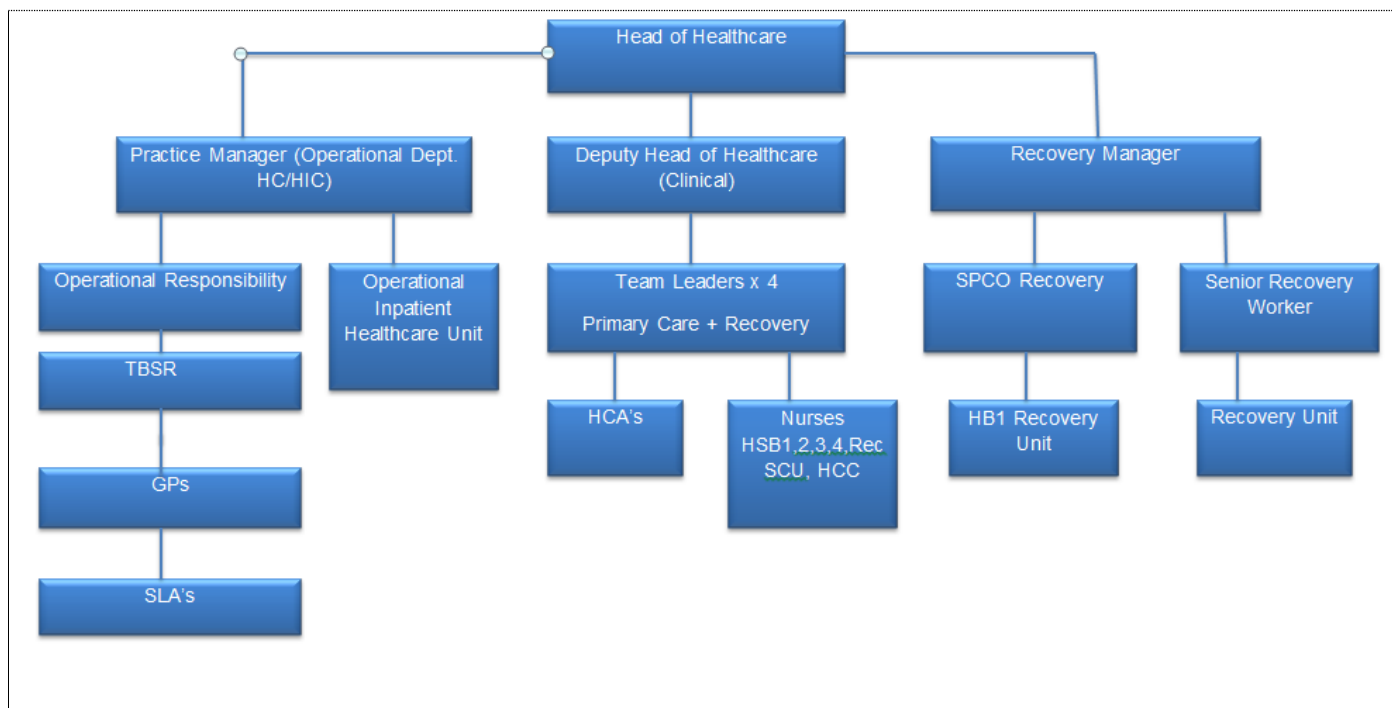
- To provide leadership and management to the nursing team to ensure to provide a high standard of patient care providing supervision and support where appropriate
- You will be the named nurse for one of the houseblocks in the prison, providing visibility, working as part of the multidisciplinary team
- To ensure nursing procedures are carried out in accordance with the Sodexo policies and procedures including taking appropriate actions in emergency situations
- In conjunction with team leaders, be responsible for setting, monitoring and maintaining high standards of care on your houseblock

### 2. Dimensions

16 Registered  
Nurses & 6  
HCA's (subject  
to change)

572 residents

### 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.

- Attend medicines management and clinical governance meetings as required.
- Conduct clinical audits.
- Represent the Prison at external meetings.
- Investigate clinical incidents & complete lessons learned.
- Have input into the production of SOP's and Policies.

- Work within NMC code of conduct, performance & ethics.
- Work clinically as part of the primary care team
- Provide day to day clinical management support to registered nurses.
- Maintain fitness to practice for self and registered nurses in line with registration.
- Maintain Skills & Knowledge to enable Safe and Effective Practice.
- Maintain clear professional boundaries comply with security.
- Lead and Work effectively as part of a multi-disciplinary team.
- Ensure Clear & Accurate Records are Maintained
- Respect Confidentiality.
- Managing and monitoring Covid 19 related clinical processes including reporting to PHE & NHS England, patients testing and isolation procedures, patients vaccinations and staff use of PPE and other covid guidance
- Provide Clinical supervision to junior members of the team
- Provide guidance and support to staff

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

- Manage performance and attendance of team in line with SJS corporate policy
- Comply with Equality and Inclusion policy
- Maintain a safe environment in line with violence reduction and safer custody strategy.
- Maintain a clean healthcare environment in accordance with Infection Control standards
- To develop a communication structure, including regular staff meetings, to disseminate information from the healthcare manager/establishment to healthcare staff
- To ensure Caldecott Principles are maintained.
- To establish maintain and utilise information systems that will inform performance management.
- To participate in recruitment of staff within the organisation and for other organisations as required.
- To ensure that medical records are properly maintained and stored by managing clinical audits.
- To investigate and manage complaints in accordance with local policy
- To allow staff access to SJS policies and procedures. To ensure and demonstrate staff understanding and compliance with policies.
- To ensure effective communication is maintained with external partners.
- Deploy and manage your staffing resources to meet the service delivery in line with the “Staff Detail Policy”
- Contributing to corporate policies as required.
- Assist with recruitment and retention of clinical staff
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- Reduction in number of complaints & clinical incidents.
- Positive service user feedback.
- Good working relationships between disciplines, external contracts & agencies
- Improved standards in line with Audits & Health & Justice Indicators of Performance, CQC
- Development of service which meets the populations needs and service demands.
- Evidence of qualified nursing staff that are appropriately trained to deliver service.
- Adherence with policies and procedures.
- Provide a safe working environment.

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

### Essential

- Valid NMC registration (Adult Nursing)
- Excellent leadership skills
- Minimum 2 years' experience as a registered adult nurse
- Commitment to the delivery of high-quality services

### Desirable

- Experience of working in custodial environment.
- Mentorship/ ENB Qualification or working towards
- Non-Medical Prescriber
- Management Qualification
- **This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the post holder and may develop to meet changing needs of the service. Sodexo aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties**

in accordance with the Sodexo's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

- The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/her and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act 1974.
- The post holder will be required to familiarise his/herself with, and adhere to, all Prison security procedures and protocols

**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

Version	1	Date	01/01/2017
Document Owner	Michael Underwood		