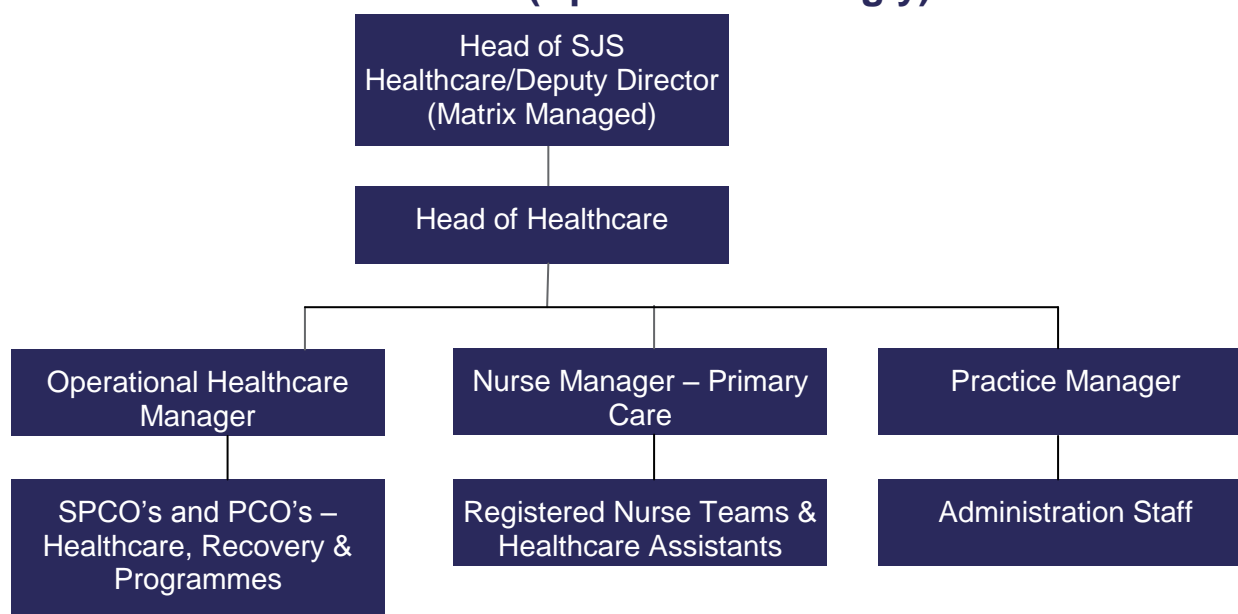


# JOB DESCRIPTION

## HR 4.2 F

<b>Position Title:</b>	Head of Healthcare	<b>Department:</b>	Custodial Services
<b>Generic Job Title:</b>	Senior Manager	<b>Segment:</b>	Sodexo Justice Services
<b>Team Band:</b>	H2	<b>Location:</b>	Forest Bank
<b>Reports to:</b>	Head of SJS Healthcare/Deputy Director	<b>Office / Unit name:</b>	HMP Forest Bank

## ORGANISATION STRUCTURE (Update Accordingly)



## Job Purpose

- To manage the delivery and development of health services to prisoners at HMP Forest Bank (clinical, substance misuse and offender programmes)
- To provide clinical and managerial leadership to ensure that those services are of high quality, cost effective and accessible to prisoners

## Accountabilities or “what you have to do”

- Identify, manage, mitigate, and review departmental risks (clinical, operational, financial, reputational, compliance, knowledge and people) and contribute to, support and develop the management of the prison's risk management framework and process.

- Provide clinical and managerial leadership to the healthcare team
- Work proactively with the Business Manager to ensure financial balance at year end
- Provide oversight of external contracts for clinical service provision at HMP Forest Bank
- Develop positive working relationships across the prison, wider SJS and with key external stakeholders
- Maintain and manage the healthcare risk register in consultation with the Director
- Actively participate in relevant forums such as partnership board, clinical governance board, partners meetings, prison health liaison, healthcare QCRM, healthcare compliance and policy, medicines management meetings and other forums at SMT representative level
- Exercise oversight of the recruitment of clinical staff
- Ensure that all newly recruited clinical staff receive comprehensive induction across clinical and security aspects of practice
- Monitor delivery of training for professional staff to meet needs identified in health development plan and gaps identified within skills needs analyses
- Monitor NMC registration compliance of nurses employed within the function
- Ensure sound performance and attendance management in place
- Ensure that systems are in place, and complied with, relating to all clinical incidents, promoting a lessons learned culture. To include, but not exclusive of medicines and other clinical risks/errors, SI reporting procedures, Datix reporting procedures, and patient complaints
- Ensure sound standards of infection prevention and control and environmental hygiene are in place
- Ensure that processes are in place to promote patient voice
- Provide leadership and oversight of health promotion activities
- Monitor functional compliance with information governance requirements
- Manage and deliver positive progress within NHSE performance metrics and against HMIP and CQC action plans and SJS clinical audit action plans
- Contribute to the Health Needs Assessment and monitor delivery of the Health Development Plan
- Actively promote Equality & Diversity and a Health & Safety culture
- Develop and monitor progress of the functional business plan
- Recognise good performance and foster a culture of staff engagement
- Work with clinical colleagues to embed a cycle of clinical audit across a range of domains
- Management oversight of clinical substance misuse services and offender behaviour programmes

### **Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”**

- Positive ratings within NHSE performance metrics
- Positive progress recognised within HMIP and CQC inspection reports and clinical audit action plans
- Financial balance achieved within functional budget
- Improving levels of staff engagement, staff recruitment and retention
- Robust performance and attendance management
- Active service user engagement processes in place, with service user feedback valued and considered within service development
- PDR's completed to timescales and of good quality
- Positive working relationships within the prison and across organisational boundaries with key stakeholders
- Relevant Service Delivery and Schedule F Targets met or exceeded, with minimal financial penalties
- An embedded culture of continuing service improvement
- Sound systems and processes in place to capture data and trends relating to complaints, datix reports, audit, with evidence of actions to develop improvements
- CPD for professional staff meets needs and addresses gaps identified within skills needs analyses
- Newly recruited staff receive induction to promote safe and effective practice across clinical and security domains

- A sound balance of security and care evident within the function
- Risks are managed proactively
- Offender behaviour programmes delivered to contract requirements

## Dimensions

<b>Financial</b>	TBC
<b>Other</b>	TBC

## Skills, Knowledge and Experience

### Essential

- Registered Nurse (Adult) with current NMC registration OR Suitably skilled and experienced non-clinical senior manager of the right calibre
- Experience at Senior Nurse Manager level, preferably within a prison health setting
- Knowledge of clinical substance misuse services
- A strong and consistent moral compass and the ability to provide value based leadership.
- Understanding of clinical governance processes
- Ability to exercise sound judgement in a politicised environment.
- Ability to network effectively with a range of agencies and organisations.
- Strong commitment to continuing professional development

### Desirable

- Knowledge of commercial financial management processes and procedures.
- Risk management skills.
- Knowledge of clinical IT systems (SystemOne)
- Knowledge of budget management
- Educated to Degree/Masters level

## Contextual or other information

- Member of SMT
- Sodexo Management Capabilities Band B

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Document owner:	Barbara Ellis		