

# Job Description: Head of Healthcare Justice Health Services



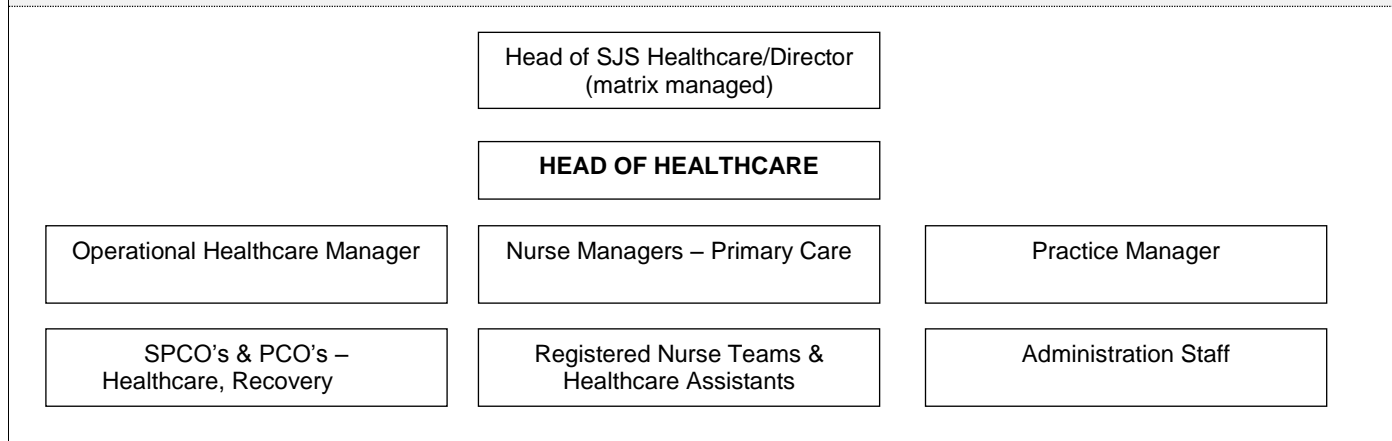
Function:	Sodexo Justice Services
Location:	HMP Peterborough
Position:	Head of Healthcare
Job Band:	H2
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	

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

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

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.


## 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.

Maintain compliance with all regulatory requirements (CQC, HMIP)  
Manage recruitment and retention of clinical staff

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

- 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 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 Peterborough
- 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 the clinical team have the opportunity to undertake clinical supervision, with key staff trained to act in the role of clinical supervisors
- 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 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
- Act in the role of CQC Registered Manager for HMP Peterborough (requires application to be successful within CQC application/interview process)
- Ensure sound standards of infection prevention and control and environmental hygiene are in place
- Ensure that processes are in place to promote patient voice
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- 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 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

**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.

- Positive ratings within NHSE performance metrics
- Positive progress recognised within HMIP 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

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

**Essential**

- Experience at Senior Nurse Manager/Senior Manager level, preferably within a prison health setting
- Registered Nurse (Adult) with current NMC registration
- 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
- Full driving licence, with ability to travel across sites and to external meetings

**Desirable**

- Knowledge of commercial financial management processes and procedures.
- Risk management skills.

- Knowledge of clinical IT systems (SystmOne)
- Knowledge of budget management
- Educated to Degree/Masters level

**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		Date	
Document Owner			