

# Job Description: Registered General Nurse

Function:	Justice Services
Job:	Registered General Nurse
Position:	Registered General Nurse
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Team Leader
Additional reporting line to:	Clinical Nurse Manager
Position location:	Healthcare

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

- To manage and support junior staff and to ensure the highest professional clinical standards promoting safety for staff and prisoners.
- To ensure the healthcare regime is delivered in a safe and timely manner.
- To deputise for senior staff when required.
- To link and work closely with other agencies to ensure holistic shared care planning for 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.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics    ■    Add point									

## 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.

- Add point
- Add point
- Add point

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

- To take responsibility for the assessment of individuals with healthcare needs including the development and implementation of care plans for all individuals as required.
- To develop confidence and competence to manage emergency response duties.
- To ensure medication is administered/dispensed as prescribed and in accordance with Medicines Management procedures.
- To competently carry out general nurse clinics and work with GP's to ensure appropriate care.
- Refer patients appropriately to other disciplines with their consent.
- Comply with regulations in respect of the storage and administration of drugs in accordance with the Misuse of Drugs Act. (1973).
- Ensure Sodexo Justice Services and NMC policies and guidelines are adhered to.
- Ensure that Drug Charts are completed, signed and stored as per local and national policies.
- To contribute to promotion and development of evidence based practice and research.
- To provide specialist advice and information to the wider prison on health and clinical matters.
- To be familiar with the Health Delivery Plan and contribute to its maintenance and completion
- Ensure security procedures are adhered to
- Provide emergency care for staff in accordance with the Occupational Health Policy.
- Where required, take immediate action following an incident report in accordance with national and local guidance.
- To ensure all personal responsibilities in the identification of risks are fulfilled, in particular, suicide/self harm prevention, health and safety, infection control and patient care. This will include completing risk assessments followed by appropriate action.
- To develop evidence based practice taking into account local and national initiatives and relevant published works for the Prison Service.
- To deliver effective and responsive primary care services that will evidence good treatment outcomes
- To be responsible for ensuring that protocols are in place to ensure that regular cleaning and maintenance of equipment is carried out, that faults found are reported and defective equipment removed from use, within the remit of clinical regimes.
- To ensure that there are systems in place for a smooth effective and efficient patient/prisoner reception and discharge procedure.

- Abide by the Sodexo Justice Services Corporate Mission Statement and all appropriate Regulations, Policies and Procedures.
- To be responsible for the upkeep of registration. To provide evidence to the HR & Training Department when requested.
- Work shifts as required (inclusive of nights).

**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.

- To ensure a professional approach is undertaken in all aspects of the role.
- To be a positive role model to both staff and prisoners.
- To work autonomously and as part of a team whilst supporting others.
- To attend meetings and participate in projects as required
- To support Clinical leads/ management in planning and implementing change to meet clinical and business needs.
- To adhere to Sodexo justice services Safeguarding policies
- To ensure compliance and an effective working knowledge of the Local Security Strategy and SJS Local Operating Procedures.
- To demonstrate sensitivity and empathy in the management of prisoners.
- To seek support as required from colleagues and highlight to a line manager any concerns or fears regarding the incidents, medicines management or environmental issues. To practice in line with NMC guidelines.
- To attend meetings and participate in projects as required
- To support Clinical leads/ management in planning and implementing change to meet clinical and business needs.
- To adhere to Sodexo justice services Safeguarding policies
- In the absence of a Manager or senior nurse, take responsibility for ensuring all tasks are completed.

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

**Essential**

- RGN/RMN, RN Adult or RN Mental Health.
- Up to date NMC registration
- 1 years experience as a band 5 equivalent nurse
- Desire to undertake further training as appropriate
- Motivated and innovative
- Treat other people with dignity and to subscribe to the prison Sodexo Justice Services values
- Commitment to team working and support.
- Committed to professional development and NMC revalidation

**Desirable**

- Experience of working within a secure environment/ A&E or MEU

- Certificate or course evidence of continuing post registration training.
- Teaching and assessing qualification and experience.
- Experience of working within a secure environment.
- Understanding of and basic triage skills
- Ability to utilise information technology sources effectively.

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

■ Learning & Development	■
■ Innovation and Change	
■	■
■	■
■	

**9. Management Approval** – To be completed by document owner

Version	1	Date	05/04/16
Document Owner	Susan Robinson		