

Job Description: Team Leader Primary Care



Function:	Justice Services
Position:	Advanced Nurse Practitioner
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Primary Care Clinical Manager
Additional reporting line to:	Head of Healthcare
Position location:	HMP / YOI Forestbank

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

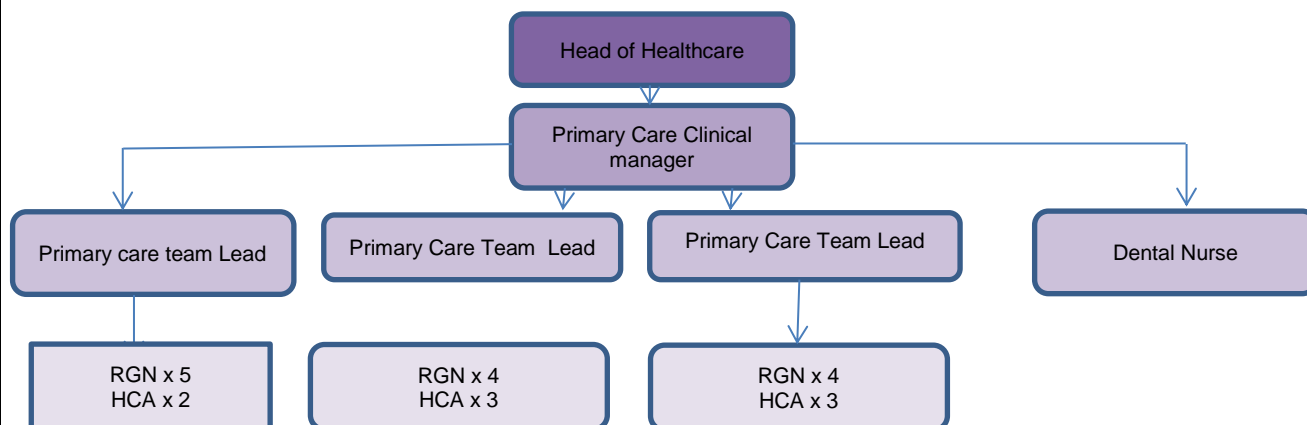
- **To work as an autonomous practitioner, responsible for the delivery of practice nursing services, working as part of the practice multidisciplinary team, delivering care within their scope of practice to the entitled patient population.**
- **The advanced nurse practitioner will be responsible for a number of clinical areas such as health promotion, chronic disease management, health prevention, well women and well man clinics, as well as supporting the management team in the reviewing of clinical policy and procedure.**
- **The Advanced Nurse Practitioner will be responsible for assistance in the medicines management and prescribing for new receptions and those requiring medicines reviews working in collaboration with the GP services.**

2. Dimensions

3 Team Leaders
16 Registered Nurses
8 Health and social Care Assistants,
1 dental nurse
(subject to change and increased staffing levels)

1460 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.

The advanced nurse practitioner may be requested to:

- Act as an audit lead, effectively utilizing the audit cycle
- Monitor and ensure the safe storage, rotation and disposal of medicaments
- Assisting the nursing team providing guidance when necessary, acting as a mentor to students and newly qualified staff
- Maintain an effective nursing staff rota, Ensuring all clinics are staffed appropriately
- Participate in local initiatives to enhance service delivery and patient care
- Support and participate in shared learning within the practice
- Develops an area of specialist interest, taking the lead within the practice
- Continually review clinical practices, responding to national policies and initiatives where appropriate
- Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA)
- Drives the development of nursing services within the practice, liaising external agencies and professional organizations as required
- Develops practice administrative and clinical protocols in line with the needs of the patient and current legislation

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

The following are the core responsibilities of the advanced nurse practitioner. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- Assist with the prescribing practices and support of the NMP clinicians within the services.
- Develop, implement and embed health promotion and well-being programmes.
- Assist the nursing team to manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice to patients
- Implement and evaluate individual specialized treatment plans for chronic disease patients
- Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects on the patient's health
- Provide advanced, specialist nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF
- Deliver medicines management and enhance safe prescribing in the custodial environment
- Provide specialist clinics.
- Undertake the collection of pathological specimens
- Request pathology services as necessary
- Process and interpret pathology and other test results as required
- Provide clinics, delivering patient care as necessary, referring patients to secondary / specialist care as required
- Maintain accurate clinical records in conjunction with extant legislation
- Ensure read codes are used effectively
- Maintain chronic disease registers
- Develop, implement and embed an effective call/recall system
- Prioritize health issues and intervene appropriately
- Support the team in dealing with clinical emergencies
- Recognize, assess and refer patients presenting with mental health needs
- Extended and supplementary prescriber, adhering to extant guidance
- Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required
- Contribute to practice targets (QOF etc.), complying with local and regional guidance
- Liaise with external services / agencies to ensure the patient is supported appropriately (vulnerable patients etc.)
- Delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual)
- Support the clinical team with all safeguarding matters, in accordance with local and national policies
- Understand practice and local policies for substance abuse and addictive behavior, referring patients appropriately
- Deliver opportunistic health promotion where appropriate

- 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.
- Support the head of healthcare in clinical decisions and management.

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
- Commitment to the delivery of high quality services
- 5 years qualified experience as a registered general nurse
- Have a positive/excellent attendance record
- Post graduate diploma or degree (Advanced Practice Qualification)
- Qualified Nurse Prescriber
- Qualified Triage Nurse
- Minor Illness Qualification
- Ability to work within own scope of practice and understanding when to refer to GPs
- Understands the requirement for PGDs and associated policy
- Understands the importance of evidence based practice
- Requesting pathology tests and processing the results, advising patients accordingly
- Experience of prescribing and undertaking medication reviews

Desirable

- Experience of working in custodial environment.
- Mentorship/ ENB Qualification or working towards
- Clinical Supervisor
- SystemOne Knowledge
- **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

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Leadership & People Management
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Brand Notoriety 	<ul style="list-style-type: none"> ■ Business Consulting
<ul style="list-style-type: none"> ■ Commercial Awareness 	<ul style="list-style-type: none"> ■ HR Service Delivery
<ul style="list-style-type: none"> ■ Employee Engagement 	
<ul style="list-style-type: none"> ■ Learning & Development 	

9. Management Approval – To be completed by document owner

Version		Date	3.10.2019
Document Owner	Lindsey Partington		