

Job Description:

Team Leader Primary Care



Function:	Justice Services
Position:	Team Leader Primary Care
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.

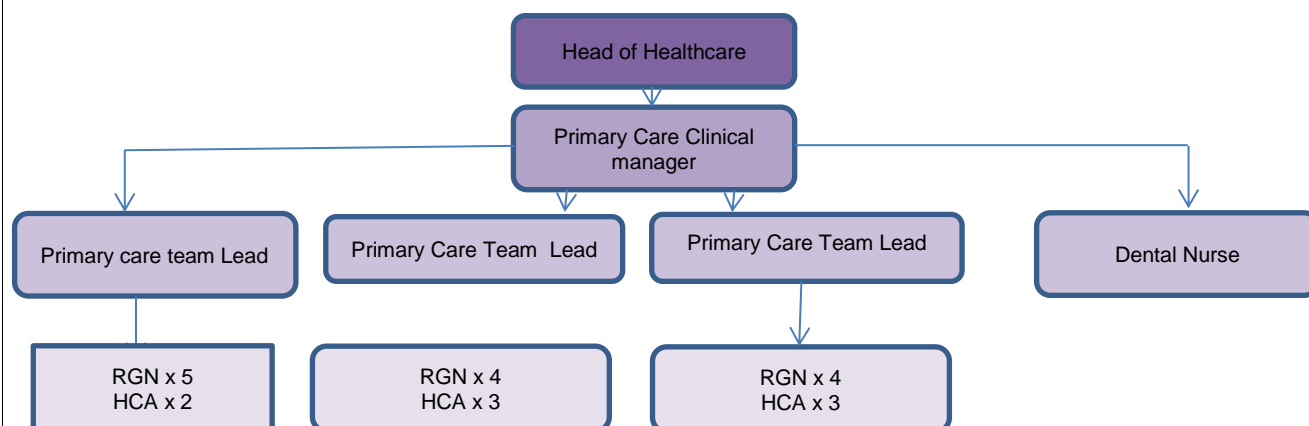
- To provide leadership and management to the nursing team to ensure to provide a high standard of patient care providing supervision and support where appropriate
- To ensure nursing procedures are carried out in accordance with the Sodexo policies and procedures including taking appropriate actions in emergency situations
- In conjunction with the clinical manager ensure staff are adhering to QOF and HJIP recording requirements and work to improve service delivery
- You will be the named nurse responsible for the clinical supervision/PDR & training needs of a group of healthcare staff.
- To ensure nursing procedures are carried out in accordance with the Sodexo policies and procedures including taking appropriate actions in emergency situations

2. Dimensions

16 Registered Nurses
6 HCA's,
2 HCA social care workers,
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.

- Attend local medicines management and clinical governance meetings as required.
- Conduct local clinical audits.
- Represent the Prison at external meetings if required.
- Investigate clinical incidents & complete lessons learned.
- Have input into the production of SOP's and Policies.
- First line management of identified staff
- Work to improve service delivery targets and improve HJIP performance.
- Implement Local Operating procedures and compliance
- Perform Root Cause Analysis across sites and locally as requested
- To complete timely investigations when required
- Monitor staff performance and absences

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

- Work within NMC code of conduct, performance & ethics.
- Work clinically on shift in a lead role as part of the primary care team
- Provide day to day clinical 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.
- Provide Clinical/managerial supervision to junior members of the team
- Provide guidance and support to staff
- Comply with Equality and Inclusion policy
- Maintain a safe environment in line with violence reduction and safer custody strategy.
- 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 first line investigate and manage extensive 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.
- Contributing to corporate policies as required.
- Assist with recruitment and retention of clinical staff
- Manage shift allocations and staff rota/annual leave

- 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 in the absence of the deputy head.

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
- 2 years qualified experience as a registered general nurse
- Have a positive/excellent attendance record

Desirable

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

- **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 	
