

# Job Description: Registered General Nurse



Function:	Justice Services
Job:	Registered General Nurse
Position:	Registered General Nurse
Job holder:	TBC
Date (in job since):	TNC
Immediate manager (N+1 Job title and name):	Team Leader
Additional reporting line to:	Head of Healthcare
Position location:	Healthcare, HMP Peterborough

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

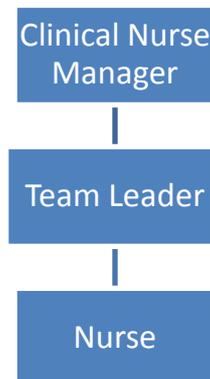
- To manage and support junior staff and to ensure the highest professional clinical standards promoting safety for staff and prisoners.
- To ensure the healthcare regime is delivered in a safe and timely manner.
- To deputise for senior staff when required.
- To link and work closely with other agencies to ensure holistic shared care planning for prisoners
- To work as part of a multi-disciplinary team in providing high quality healthcare to the Prisoners.
- The focus will be on primary care that will involve reception screening, the provision of primary healthcare services to the residents housed in the main prison as well as in its Healthcare Centre, and Separation & Care Unit.

### 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.

- Contribute positively to multi-disciplinary working in managing and caring for those with healthcare needs.
- Dispense medication in line with professional regulations.
- Ensure that patients receive the medicinal products, care, diets and other forms of treatment prescribed.
- Ensure that medical records are properly kept and used.
- Maintain liaison with all other departments within the establishment.
- Undertake duties as required that will contribute to the effective operation of the prison.

**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.
- Provide a high quality standard of nursing care to the Prisoners in order to meet their primary healthcare needs.
- Contribute positively to multi-disciplinary working in managing and caring for those with healthcare needs.
- Dispense medication in line with professional regulations.
- Ensure that patients receive the medicinal products, quality nursing care, diets and other forms of treatment prescribed.
- Ensure that medical records are properly kept and used.
- Maintain liaison with all other departments within the establishment.
- Undertake duties as required that will contribute to the effective operation of the prison.

**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
- 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.
- 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
- Commercial Awareness
- Brand Notoriety
- Rigorous management of results
- Innovation and Change
- Growth, Client & Customer Satisfaction / Quality of Services provided

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

Version	1	Date	23.01.2019
Document Owner	Head of Healthcare		

## **Main Responsibilities**

- Work in close collaboration with the Lead Substance Misuse GP and Pharmacist regarding the development and implementation of treatment protocols, policies and national guidelines for clinical management, continuation of care and substitute prescribing regimes and clinical observations to ensure patient's safety.
- Work in close collaboration with the Clinical Recovery Lead / Substance Misuse GP and Pharmacist regarding the development and implementation of protocols and guidelines for the management of patients who have substance misuse issues out of core hours.
- Attend and contribute to joint case reviews and attend CPA meetings.
- Contribute and provide regular supervision and support for the Health Care Staff and contribute to the duty rotas and shift patterns to ensure a safe and effective seven-day cover self rostering
- Contribute to devising and delivering training to other Clinical Staff, Recovery Workers and other relevant staff across the prison.
- Be responsible for the induction, clinical supervision and training of the junior health care assistants so as to maintain high standards of care.
- Participate in regular supervision, peer review and the appraisal scheme using reflective practice.
- We are looking for people who can run a variety of nurse led substance misuse clinics i.e. Alcohol clinics, Joint review clinics