

Job Description:

Nurse RGN



Function:	Healthcare
Position:	Nurse RGN
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Clinical lead
Additional reporting line to:	Healthcare Manager
Position location:	HMP Forest Bank

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

- Working within a primary healthcare team, to deliver a comprehensive range needs based health care services to adult and young offenders residing within HM Prison Forest Bank. Services will achieve equivalence with health care services provided in primary care by the NHS.

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						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	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.

- Work within the NMC guidelines
- Work within a high pressured versatile environment
- Work within prison scope and local/national Sodexo policies

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

- Assist in the promotion, monitoring and development of evidence based primary health care services, and monitor the work of others providing services to the population.
- Provide an emergency first line response service in emergency situations daily within the prison environment.
- Maintain clinical credibility in order to remain updated and influence the practice of others.
- Attend meetings associated with your area of responsibility and in the absence of or at the request of the HCC Manager.
- Demonstrate a willingness to develop professionally and contribute to the delivery of the NSFs to the practice population.
- Promote and support multidisciplinary and interagency working throughout the delivery of healthcare, understanding the contribution of others in the wider prison system.
- Assist the primary care Manager in the development, implementation, of policies and standards and procedures.
- Administer medications as prescribed according to NMC guidelines.
- Support the development, implementation, and monitoring of Clinical Governance and quality assurance.
- Support the continuous personal development and training of all healthcare staff.
- Participate in clinical supervision.
- Initiate and participate in research and clinical audit ensure compliance with prison healthcare and NSF standards.

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.

- Completion of all documentation to a high standard maintaining accurate and up to date records.
- Completion of accurate clinical assessments on all patients
- Completion of care plans where necessary
- Appropriate and timely referrals to relevant internal and external agencies
- Development of clinical interventions to clients
- Adherence to Policies and procedures
- Contribute to Healthcare data records

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

Essential

- Current NMC registration
- At least 1 years post – registration experience in acute medicine / emergency dept
- Evidence of professional development
- Non-judgemental approach towards all individuals

- Flexibility to work shift patterns on a 24-hour rotational basis in response to the needs of the prison including nights/weekends/bank holidays
- Evidence of good communication skills
- Proven ability to work independently and as a team member
- Ability to prioritise and meet goals with tight deadlines

Desirable

- Previous prison experience

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	13.04.16
Document Owner	Lindsey partington		