

Job Description: Team Leader Primary Care

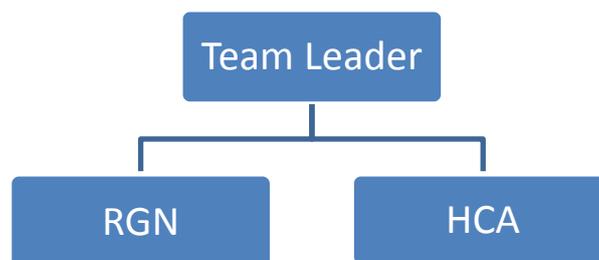


Function:	Justice Services
Position:	Nurse Team Leader (Primary Care)
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Clinical Nurse Manager
Additional reporting line to:	Head of Healthcare
Position location:	HMP Peterborough

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

- To provide leadership and management to the nursing team to ensure provision of high standard of patient care
- To act as a role model and support members of the nursing team to undertake mandatory and statutory training requirements
- Manage clinical staff appraisals
- Prioritise own and other's workload and ensure effective time management strategies are embedded within the culture of the team
- Participate in management meetings, responding to actions and disseminating to the clinical teams when required
- To provide visibility to both staff and patients across the prison working as part of the multidisciplinary team
- To ensure nursing procedures are carried out in accordance with national recommended policies and the Sodexo policies and procedures including taking appropriate actions in emergency situations
- In conjunction with other team leaders, you will be responsible for setting, monitoring and maintaining high standards of care in your area of responsibility
- You will be accountable for clinical service delivery, managing the nursing resources working closely with the Clinical Nurse Managers and Head of Healthcare to deliver safe and effective practice
- Prioritise daily tasks and intervene appropriately to assist when patients are in complex, urgent or emergency situations, including initiation of effective emergency care

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.

- Operational regime can effect clinical management requirements
- Working in very tight timeframes for care delivery
- Staffing and recruitment issues can place strain on resources

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

- Time restricted response to all complaints
- Investigate DATIX incidents and provide a learning culture
- Positive service user feedback and communication
- 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 in line with the most recent HNA
- Clear and well managed staff rota , holidays and training planned well in advance
- Infection control management and audit
- Health promotion, prevention rather than treatment !
- Lead on mandatory training
- Support to managers and junior staff during any inspection by regulatory authorities

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

Essential

- Experience in managing complex cases
- Valid NMC registration (Adult Nursing)
Proven leadership skills and managing a team
- Minimum 2 years' experience as a registered adult nurse
- Commitment and evidence of delivering high quality services
- Knowledge of the expectations of CQC and HMIP
- Proven change management skills

Desirable

- Experience of working in a custodial environment.
- Mentorship Qualification or working towards
- Non-Medical Prescriber
- Management Qualification
- 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

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Rigorous management of results
- Brand Notoriety
- Commercial Awareness
- Employee Engagement
- Learning & Development
- Leadership & People Management
- HR Service Delivery

9. Management Approval – To be completed by document owner

Version	2	Date	May 2019
Document Owner	HMP Peterborough		

Employee Name: _____

Signature: _____

Date: _____