

Job Title:	Senior Mental Health Nurse
Reports to:	Head of Mental Health
Line Manager to:	

Job purpose

The Senior Mental Health Nurse will facilitate the holistic assessment, planning, delivery and evaluation of patient care. Delivering nursing care in accordance with national, local priorities and organisational policies, procedures and guidelines and in accordance with the Nursing and Midwifery Council..

Continuing management of patients and/or staff within their clinical setting, in collaboration with the Head of Mental Health. This includes the assessment of care needs, the development, implementation and evaluation of programmes of care, the setting and maintaining of standards and the supervision and deployment of junior staff, if appropriate.

In return, you will be part of a wider team that provides all aspect of care to men in a custodial setting. You will have support from all associated teams and have the chance to broaden your skills and knowledge.

Base

HMP Chelmsford Prison

Key responsibilities

- Providing support to registered mental health nurses and HCAs within your team, carrying out supervisions/ appraisals on a regular basis for them.
- Act as a role model for the delivery of high standards of care that complies with NMC Codes of Conduct and HCRG policies within HMP Chelmsford
- Providing mental health support to patients throughout the prison with ongoing plans of care, personalised care plans and patient input of their care.
- Ensure a high standard of clinical care for patients under your management.

- Assess patients, plan their care, administer treatment and discharge or refer them as appropriate to other healthcare professionals or external agencies.
- Assess prisoner's fitness for detention within the segregation unit, release, transfer.
- Manage a caseload of patients with regular reviews, personalised care and escalation where needed.
- Ensure continuity of care between all clinical settings through appropriate timely planning and good communication through all available channels.
- Liaise with the community teams for patients to ensure continuity of care, psychiatrists for escalation and secure hospitals for transfers where appropriate
- Provide professional advice and support to patients to ensure effective health care in line with current best practice.
- Make and maintain complete and accurate clinical records by role modelling and supporting the Head of Mental Health to audit records.
- To be responsible for ensuring that policies and procedures and standards of care, are adhered to all times.
- Undertake and support in prison audits.
- Provide written statements as required and to give oral testimony as required in any Court or Tribunal
- To be aware and act upon, when necessary, procedures that are in place to protect vulnerable individuals.
- To participate in the Clinical Governance Strategy, ensuring that all processes are adhered to.
- Undertake all duties as required of a Healthcare Professional in HMP Chelmsford and to comply with the competencies, knowledge and skills framework of the Department of Health
- Comply with all requirements and/or legislation of the post

- To carry out any other activity or action appropriate to the role of a Prison Senior Mental Health Nurse

The tasks and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The jobholder will be expected to conduct any reasonable activities according to the business needs at that time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The job holder will be expected to participate in this process and the company would aim to reach agreement to changes.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• Involve• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#), [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will

be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Registered Nurse with current NMC PIN
- Excellent communication and inter-personal skills
- Must be confident and capable of autonomous practice

Desirable

- Experience in a Prison environment
- Excellent clinical skills
- Experience of working as part of a multi-disciplinary team

Employee signature

Manager signature
