

Job Title:	Nursing associate
Reports to (job title):	Pharmacy Manager
Line Manager to:	Jignesh Chavda

Job purpose

The post holder will work as an effective member of the Pharmacy team in providing healthcare services, including medication administration to the patients. They will assist in the delivery of a high-quality pharmacy service, providing medicines management services to assist in tackling identified inequalities within the prison.

The post holder will also provide health related information to patients, prison officers and other professionals, ensuring that the level of advice given is appropriate to need.

The role requires autonomous function and within the scope of competency, whilst being a support and resource to less experienced members of staff such as band 3 Healthcare assistants. The individual must have the ability to work effectively as part of a multi professional team within a fast-paced environment.

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 especially in the field of medications and conditions associated.

We offer regular supervisions and annual appraisals with your manager where you can set goals for your career and be supported in achieving them.

There is an annual budget for training that we encourage all members of staff to apply for to enhance their career and bring innovation to the service.

As a company, we fundamentally believe that every member of staff is intricate to our service succession and encourage members of all levels to share ideas on how they think we can improve for the better.

This post is responsible for

- Administer Medication in accordance with the local SOPs
- Assist with the implementation and development of pharmacy support to all the residential wings in the prison which includes, where appropriate, advising patients on the correct use of medication.
- Maintain clear and comprehensive, signed and contemporaneous records both written and electronic.
- Regularly monitor and update medication charts, removing out of date prescriptions and ensure prescription renewals from prescribers are ordered timely

- Reconcile medicines on a daily basis for all prisoners who are admitted to the prison directly from the Courts or via internal transfer from another prison
- Undertake risk assessments of prisoners relating to 'In-Possession' medication
- You will collect orders from suppliers from the Main Gate and arrange collection of return. You will participate in dispensing of prescriptions.
- Recognise signs and symptoms of illicit drug and alcohol use and support patients with substance misuse problems by informing the appropriate teams, support patients who are distressed and could be at risk of harming themselves or others or could be at risk of suicide
- When required, act as second signatory for controlled drugs and ensure that all requirements of the CD SOP are followed
- Support pharmacological services by stocking, assembling, and distributing medications.
- Respond to any situation or circumstance that might indicate a threat to security of the establishment and complete relevant security/incident documentation- Full training will be provided
- Assist with clerical and administrative duties as required
- Communicate effectively with other team members, prison staff and external agencies both verbally and written
- Contribute toward effective risk assessment and management procedures
- Take responsibility for personal developmental learning and performance, including participating in supervisions and appraisals and maintaining a record personal development
- Undertake all mandatory and additional training as identified
- Use and encourage others to be familiar with the security systems within the prison once competent
- Use and encourage others to adopt appropriate infection control procedures, reporting any potential risks.
- Be aware of and, if appropriate, assist in audits
- Undertake all duties as required of a nursing associate in HMP Chelmsford and to comply with the competencies, knowledge and skills framework of the Department of Health
- Carry out any other activity or action appropriate to the role

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

- Registered Nursing associate or awaiting PIN membership or about to qualify.
- Experience in a Prison environment highly desirable but not essential.
- Experience of working as part of a multi-disciplinary team.

Employee signature

Manager signature
