

Job Title:	Head of Mental health
Reports to:	Head of Healthcare
Line Manager to:	Registered Mental health Nurse

## Job purpose

The Head of Mental Health will provide high quality care and treatment to patients with both stable and acute mental health needs in a prison setting. This role works as part of a team delivering care to patients both within the Healthcare Centres and on the Wings / House blocks within the prison environment as well as establishing and maintaining relationships with staff at all levels, customers and other key stakeholders.

The Head of Mental Health will support in the development of the healthcare service and the healthcare staff.

The role will involve integrated working with all areas within the Prison and other services.

### Base:

**HMP Chelmsford Prison**

## Key responsibilities:

- Provide direct line management, leadership and support to junior colleagues.
- Assist & support senior staff to deliver care within the service
- Develop specialist practice-based clinical models of care
- Provide a range of quality services and interventions
- The post holder will exercise a degree of personal and professional autonomy, make complex and critical judgments under the supervision of the Inpatient manager and have decision making skills to satisfy the expectations of the role.
- To be responsible for inpatient ward rotas, taking into account efficient use of resources, staff capacity and changing service needs
- Responsible for staff supervision and annual appraisal
- To support and undertake research, clinical audit and evaluate the service as directed.
- To demonstrate and provide robust clinical leadership to junior staff with a sound understanding of evidence-based nursing practice to provide a pro-active approach to ensure quality and outcome driven practice on a day-to-day basis.
- To participate in all monitoring systems to promote the development of evidence-based practice in the specialist field and to promote research as appropriate.
- To lead in the professional clinical supervision programme, to ensure all junior staff receive appropriate supervision, training and annual appraisal to ensure that it becomes an integral part of team practice.

- Lead in the identification of all aspects of specific service, training and personal development needs.
- To lead in the implementation of effective and appropriate patient centred care planning tools / Care Programme Approach (CPA) and consistent delivery throughout all the prisons and forensic units within the service.
- The post holder will be part of skilled multidisciplinary teams comprising all healthcare staff,
- The post holder will ensure a named care co-ordinator is allocated for every patient with complex needs who will ensure a proactive, evidence-based approach to clinical interventions,
- The post holder will ensure that integrated care plans are developed, and the individualised care is regularly reviewed.
- The post holder will ensure that a comprehensive risk assessments are completed and regularly reviewed
- The post holder will ensure a care coordination criteria and MDT meetings for patients with complex needs will be tailored to the needs of the establishment.
- The post holder will participate in all service reviews as required
- The post holder will lead by example with documentation being clear and concise with clear diagnosis of patients recorded and follow up appointments or discharges recorded as
- appropriate for the patient and their needs.
- The post holder will provide written statements as required and give oral testimony as required in any court or tribunal.
- They will respond to complaints from service users in a timely manner that complies with the trusts policy and procedures.

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"> <li>• Inspire</li> <li>• Understand</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> </ul>

- Communicate

- Learn

- 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 mental Health Nurse with current NMC PIN
- Experience in managing a team and leading the mental health area of a Healthcare service
- Excellent clinical examination skills
- Experience of Audits
- Experience of working as part of a multi-disciplinary team

### Desirable

- Excellent communication and inter-personal skills
- Experience in a Prison environment highly desirable
- Ability to build and develop relationships
- Strong leadership and management skills
- Strong customer service skills
- Must be confident and capable of autonomous practice

Employee signature

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Manager signature

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