

Job Title:	Nurse – Band 6
Reports to (job title):	Band 7 Clinical Lead
Line Manager to:	

Base: HMP Norwich

Job purpose

To be 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 Clinical Lead. 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.

The post holder will ensure that members of the team are up to date with all mandatory training requirements.

To work closely with the senior team members to facilitate patient focused, innovative research-based practice, in line with the HCRG's objectives.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- 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 Norwich.
- To work as a team member undertaking responsibility providing skilled nursing care to patients, assessing their immediate and long-term needs.
- To work as part of the team carrying a radio to aid communication and to ensure appropriate level of response to emergency situations. Responsible for ensuring Health & Safety of patients and staff during emergency situations.

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- Undertake all aspects of medicines management related activities in accordance with HMO Norwich medicines policy to ensure the safe, legal and appropriate use of medicines. Attend appropriate training and maintain competencies in all relevant areas
- Work with the Clinical Lead to ensure Primary Care clinics are delivered in a clinically effective and timely way, responding to individual need.
- Support Prison Suicide Awareness Policy.
- Participate in and promote nursing research and project work within the clinical area to promote the delivery of skilled high-quality care within the team.
- To treat all patients as individuals, respecting their privacy and dignity at all times.
- Involving, supporting, informing and educating HMP staff where appropriate.
- To take every opportunity to promote the health and wellbeing of the patient.
- Ensure continuity of care between all clinical settings through appropriate timely planning and good communication through all available channels.
- To maintain clear and comprehensive, signed and contemporaneous records according to HCRG procedures.
- Ensure up to date knowledge in all aspects of clinical practice, and act as a resource for other staff.
- To be responsible for ensuring that policies and procedures and standards of care, are adhered to all times.
- Support the process of clinical supervision for self and staff.
- Act as a mentor to qualified and unqualified staff.
- To maintain own professional and clinical integrity in line with NMC guidelines.
- Ensure maximum effectiveness of care by encouraging a multi-disciplinary approach.
- 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.
- To undertake any such other duties as may be required from time to time as are consistent with responsibilities of the post.

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.

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- Inspire • Challenge • Accountability
- Understand • Improve • Involve
- 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 1998 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.

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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.

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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.

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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.

Person Specification

Essential

Qualifications

- 1st level registration.
- Evidence of continued professional development post registration.
- Relevant specialist courses.

Experience

- Willingness to develop area of specialist interest
- Experience of appraisal and clinical supervision.
- Interpersonal and communication skills both verbal and written IT skills.
- Autonomous and team worker.
- Ability to prioritise.
- Presentation skills.

Personal Attributes

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- Flexible
- Reliable
- Ability to work under pressure
- Well organized
- List any other requirements, i.e. Ability to travel to meet the requirements of the post

Desirable

Employee Signature

Manager Signature

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