OXLEAS NHS FOUNDATION TRUST
JOB DESCRIPTION

JOB TITLE: Forensic & Prisons Nurse Rotation Scheme
GRADE: Band 5 registered Mental Nurse (RMN)
DIRECTORATE: Forensic & Prisons Directorate
HOURS OF WORK: 37.5 hours
RESPONSIBLE TO: Operational Manager /Team Manager
ACCOUNTABLE TO: Director of Forensic & Prison Services
LIAISES WITH: Prison and NHS senior managers and NHS professionals; police, courts, probation, CPS, social care and other statutory and non-statutory agencies involved with care and aftercare supervision; general and acute NHS services

OVERALL AIMS & OBJECTIVES

RMNs who are part of the Forensic & Prison Services Directorate nurse rotation scheme provide quality healthcare to both patients and offenders, working as part of a multi-disciplinary team. Working in partnership with NHS and prison colleagues and agencies contributing to quality healthcare, reducing re-offending and improving the rehabilitation of offenders.

The rotation scheme consists of four six month placements in:

The Bracton Centre Medium & Low Secure Unit
Oxleas Prison Services – Integrated Primary Care Services (Greenwich and/or Kent Prisons)
Oxleas Prison Services – Mental Health Services (Greenwich and/or Kent Prisons)

You will work as a substantive band 5 RMN in each area and be given additional support and supervision in recognition that you will be on a steep learning curve.

The scheme is aimed at entry level band 5 nurses to enable them to receive a foundation in the care and treatment of offenders.

Through peer support and programme management the scheme provides a structured framework with defined learning outcomes

It allows individuals to experience new ideas and ways of working on a regular basis thereby avoiding the possibility of staff becoming fixed and inward looking.

Band 5 nurses are provided with the opportunity to broaden their experience and develop their skills in new areas of the directorate.

Band 5s will experience and understand the whole forensic pathway and use this to improve the care they deliver to offenders and patients.
As an RMN you will gain an understanding of the overlaps between physical health and mental health and the impact they have on each other as well as develop your skills in primary care for both physical and mental health conditions.

SERVICE DESCRIPTIONS

Bracton Centre

Inpatient Forensic and challenging behaviour services for men & women at Oxleas NHS Foundation Trust have 121 beds which are situated over two sites with 90 medium secure beds at The Bracton Centre near Bexley and 31 low secure challenging behaviour beds at the Memorial Hospital on Shooters Hill in Greenwich. We work with mentally disordered offenders and those who present a challenge to local psychiatric services from the London Boroughs of Bexley, Bromley, Greenwich and Lewisham.

As a qualified RMN you will work as Primary Nurse/ Care Co-ordinator you will be responsible for the assessment of care needs using a nursing process/ Care Programme Approach format to develop programmes of care for a small inpatient case load your work will take place as part of a multi-disciplinary clinical team of Drs, Nurses and other allied health professionals working in a therapeutic alliance with people who have severe mental health problems and who exhibit offending or challenging behaviour.

Integrated Primary Care Services (Greenwich and/or Kent Prisons)

We provide services for men & women across four Kent prisons and three Greenwich prisons delivering primary care interventions to all ages of prisoners including management of long term health conditions and health education, protection and promotion. As a qualified RMN you will work as part of a multi-disciplinary clinical team including GPs, optometry, podiatry, sexual health, physiotherapy and dentistry. This will give you the opportunity to enhance your physical health care skills and to explore the overlap between mental and physical health needs of prisoners.

Mental Health Services (Greenwich and/or Kent Prisons)

We provide services for men & women across seven Kent and three Greenwich Prisons for both remand and sentenced prisoners and foreign national detainees. As a qualified RMN you will work as part of a multi-disciplinary clinical team including nurses, psychiatrists, psychologists and IAPT workers to deliver both primary and secondary mental health care providing services equivalent to community mental health services for prisoners and liaising with tertiary mental health services to ensure urgent transfer out of prison for those who require hospital admission.
OVERVIEW OF POST

- To work under the direction of senior staff to deliver and constantly strive to improve medium secure and offender health primary care and mental health services.
- To provide healthcare services that are based on the principles of timely, comprehensive assessment and evidence based practice.
- To reduce or mitigate the effects of unhealthy or high risk behaviours.
- To promote effective links with health and related services in the community to ensure continuity of care as appropriate.

DIMENSIONS OF POST

The post holder will work as part of the Forensic & Prisons Directorate Band 5 nurse rotation scheme.

JOB PURPOSE

- To provide nursing care to patients and offenders in various parts of the criminal justice pathway. This may require liaison with a variety of professionals including NHS and prison senior managers and professionals, probation services, external acute NHS providers both in primary and secondary care, visiting specialists, court services and Ministry of Justice as required.
- To assist senior staff in continuous quality improvement in the development of high quality health care through the effective assessment, development and implementation programmes.
- To assess care needs and provide high quality nursing care as a member of a multi-disciplinary team utilising the care planning, CPA processes and risk assessment & care planning.
- To maintain accurate, legible records of care provided based upon CPA and care plan processes, incorporating relevant communication and liaison with other care providers and the wider criminal justice agencies.
- To promote the overall health and well-being of patient and offender groups using evidence based practice.

PRINCIPLE RESPONSIBILITIES

- Under the direction of senior staff, be responsible for the delivery of appropriate, high quality nursing care to a defined caseload of patients and offenders utilising evidence based practice and interventions.
- To enable individuals towards recovery and self-care.
- To ensure high quality nursing care through continual professional development and clinical supervision.
- With the aid of identified assessment tools ensure a holistic health care needs assessment is completed and where necessary appropriate referrals are made to other agencies in a timely way.
- To open, review and participate in reviews of individuals being managed under the prison service’s Assessment, Care in Custody and Teamwork, (ACCT framework), in particular where an offender is known to mental health services and are considered particularly a risk due to suicide or self harm.
- When directed, act as an advocate and be able to challenge others when necessary.
• Attend internal and external meetings concerning the care of the patients and/or offenders as directed.

CLINICAL ROLE AND RESPONSIBILITIES

• Practice under direction and demonstrate evidence based clinical decision-making, including risk assessment, care planning and care delivery.
• To participate in the process of positively supporting and inspiring colleagues within the service to improve standards and quality and to develop professional practice.
• Under direction the post holder will be responsible for assessing, delivering and evaluating the effectiveness of nursing care for their caseload.
• Implement and evaluate care delivery for offenders with mental health or primary care needs, as delegated by senior staff. This would include physical health interventions for which training will be provided if necessary.
• Have and understanding of partner organisations and able to work collaboratively in the delivery of individualised care.
• Develop areas of special interest supported by senior practitioners and in keeping with professional development and individual appraisal plans.
• Attendance and participation in effective care co-ordination and the single point referral process.
• Engage in supporting offenders to address their own health issues, actively participating in health promotion.
• Administering medication, complying with the nursing responsibilities under the Medicines Act (1968), the Misuse of Drugs Act (1971, the local Care of Drugs Policy and any other relevant Trust procedures.

LEADERSHIP REQUIREMENTS

• To participate in the process of positively supporting and inspiring colleagues within the service to improve standards and quality and to develop professional practice.
• Acts as an advocate and champion for patients and/or offenders.
• Act as a role model to team members and students so that offenders receive best practice care at all times.
• In some areas under the supervision of senior colleagues the postholder will provide clinical and managerial supervision for individual Health Care Assistants

SERVICE DEVELOPMENT REQUIREMENTS

• Under the direction of senior staff ensure that all nursing activity provided by the team directly reflects the trust and service’s core objectives of health promotion, supported self care and condition management.
• As directed support and implement practice development, improvement and service modernisation initiatives.
CLINICAL GOVERNANCE AND QUALITY

- Maintain comprehensive and timely electronic clinical records at all times.
- As directed participate in any aspect of the integrated clinical governance arrangements and plans.
- Support the implementation of any initiatives to improve quality.
- Inform senior staff of all incidents and report any incidents as per trust and prison policy.
- Participate in patient satisfaction reporting to improve offender healthcare.
- To maintain your personal professional registration in line with NMC requirements.
- Comply and participate in the collection of activity and data required for auditing purposes as required.
- Contribute as required to investigations relating to serious untoward incidents, complaints and allegations as requested by relevant persons.

EDUCATION AND TRAINING REQUIREMENTS

- Work with the senior staff to ensure achievement of your own personal bespoke development plan and participate in own clinical supervision.
- Undertake bespoke learning & placement objectives set for each placement.
- To maintain and update relevant knowledge and skills and to maintain a professional portfolio participating in both mandatory and professional training as appropriate.
- Maintain up to date knowledge and competence in line with professional and service requirements and demonstrate critical thinking, decision making and reflective skills to ensure own professional development.
- As directed create an environment in which learning and practice development is fostered, evaluated and disseminated.
- Facilitate effective learning within the area of practice for all students.
- Develop a pro-active relationship with individual students that enable challenge and honesty.

COMMUNICATION/ RELATIONSHIP REQUIREMENTS

- To contribute to HMPS and Serco procedures through completing their procedural documents as required.
- To enter information on patient records in line with organisational policies and procedures as well as NMC Code of Practice.
- Demonstrate knowledge of information technology application and use such knowledge as appropriate in line with trust and prison policies.
- Maintain efficient and effective communications with the designated line manager on issues related to the work area and patient care.
- Actively engage with patients and other agencies within the MDT promoting the patients wellbeing, in planning and delivering care through care pathways.
- Communicate complex, sensitive or contentious information using developed interpersonal skills as required.
- To have an awareness of issues regarding communication needs of people with mental health needs and learning difficulties and learning disabilities.
- To work towards improving the effectiveness of communication and minimising the barriers through the use of a range of communication skills, verbal, non-verbal, written, electronic and a variety of communication aids including objects of reference, signs and symbols, photographic materials etc.
• To have a range of IT skills and be willing to develop such skills, which enable communication via patient records, email and both the input and production of information in a typed format as appropriate.
• Maintain confidentiality in relation to any information on patients, staff and Trust business, which may be made known to the post-holder.
• The post-holder will ensure that the patient and their relatives where appropriate are involved in all aspects of care from admission to discharge or transfer. The post-holder will be responsible in obtaining evidence of involvement.
• Establish and maintain communication with people, both internally and externally to OXLEAS NHS FOUNDATION TRUST.
• To ensure effective communication with the designated care co-ordinator, on routine and operational matters.
• Reporting on care delivery and documenting it in a timely manner and acceptable format.

WORKING CONDITIONS OF THE POST (ENVIRONMENT):

• The post-holder will be required to work in and understand the unique inpatient environment.
• The post-holder will be required to work shifts on a rotational basis across the whole 24 hour period. This will include weekends, bank holiday, nights, lates and early’s.
• Maintain a clean, modest and suitable appearance to provide role modelling to patients and a professional countenance and comply with trust dress code policy.
• May on occasion be required to travel to alternative sites within Oxleas Trust to support other units.
• Working in what can at times be a volatile environment.
• The post includes occasional exposure to unpleasant working conditions e.g. vomit, urine and blood.

CUSTODIAL & SECURITY RESPONSIBILITIES

• Assume personal responsibility for the security of issued keys.
• Understand and comply with prison orders, procedures and instructions in your area of work.
• Comply with all prison and Bracton Centre security requirements.
• Respond to any situation or circumstance that might indicate a threat to security of the environment or to the safety of an individual, completing Incident, Security, Injury or other reports as appropriate.
• Report breaches of order and discipline including reporting and recording untoward incidents according to local protocol.
• Use breakaway techniques in situations where your personal safety is at risk.
• Contribute to effective risk assessment and management procedures.

PHYSICAL DIMENSIONS:

• Staff will sometimes work in environments that may be hot, cold, wet and noisy depending on the individual task.
• Staff will need to be able to carry out safe moving and handling.
• To be physically able to respond to emergency situations in a timely manner.
• Staff will need to carry out physical interventions and may be directly exposed to physical and verbal abuse from patients.
MENTAL EFFORT:

- The post holder will be required to concentrate for extended periods of time while attending MDT reviews and undertaking medication dispensing.
- The post requires high levels of concentration, for example when undertaking assessments and completing care plans.
- Supervision of junior members if staff e.g. Health care support workers and student nurses and work with them on their personal development.

EMOTIONAL EFFORT REQUIRED IN THE JOB:

- To deal with situations which require de-escalation, or the management of abusive/aggressive behaviour and to escalate to the prison staff as necessary?
- To ensure that the MDT is aware of levels of intervention required.
- The post holder may be directly exposed to emotional situations whilst undertaking duties. They will be directly exposed to prisoners when meeting their complex care needs.
- They will be directly exposed to possible emotional situations involving staff.
- The post holder will need to work effectively and compassionately with service users in distress as a result of the symptoms of their mental health problems and index offences.
PROFESSIONAL
To ensure registration with the NMC is maintained at all times.
Adhere to the NMC Code of Conduct.
To remain informed about new legislation, guidance, national initiatives, research and departmental developments, so as to contribute to ones own and others learning.
To positively promote best practice within the team and across the service, in the management of offenders with enduring mental health problems and offenders in crisis.

RESEARCH & QUALITY
Participate in research, audit and clinical governance projects, as required
Demonstrate the ability to initiate and maintain positive change within own and other areas.

Terms and Conditions
The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST.
This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality
The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

Risk Management
The Post holder will ensure compliance with the Trust’s risk management policies and procedures. These describe the Trust’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control
All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights
The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

Health & Safety
Helping to ensure the safety of patients, carers, self, other staff and the public, by maintaining a safe environment.

Ensuring that all furniture, fixtures and equipment and maintained in good order, reporting faults as soon as they are noticed.

All staff must be aware of the responsibility 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 condition for employees, patients and visitors.
Professional and NHS Codes of Conduct
You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS Staff’.

Safeguarding Children
Safeguarding children is everyone’s responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of Oxleas staff who have contact with service users, or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staff are also required to attend mandatory safeguarding children training.

Financial Management and Control of Resources
All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust’s Policy relating to the Financial Management and Control of Resources’.

Customer Care
It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training
All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

No Smoking
Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

Signed by Line Manager  Signed by post holder

Date  Date

Print Name  Print Name
# PERSON SPECIFICATION

**POST:** Band 5 Nurse Rotation  
**Location:** Bracton Centre  
Memorial Hospital  
Kent Prisons  
Greenwich Prisons

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| **Registered Mental Nurse (RMN)** | Willing to evidence & participate in appropriate continual professional development.  
ENB 998 Course or equivalent. Clinical Supervision Course. | Application form and Interview |

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<td>Some understanding of the nature of nursing in secure environments</td>
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<th><strong>SKILLS</strong></th>
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| An ability to assess risk and care-plan effectively | An understanding of the 1983 Mental Health Act and subsequent mental health legislation as they pertain to nursing.  
Ability to present information both written and oral form and communicate this effectively.  
Ability to demonstrate the safe and effective assessment, triage and care planning & interventions for complex cases.  
Ability to work in a rapidly changing, challenging and complex environment. | Interview and references |

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| Ability to work in a challenging secure environment, and adhere to all security requirements of the prison.  
Knowledge of relevant legislation, national initiatives and guidance, and of own professional code of, role and responsibilities.  
Demonstrate a basic knowledge of criminal justice system | | Application Form/Interview References |