



## ROLE PROFILE

<b>JOB DESCRIPTION</b>	
<b>Job title:</b>	Registered General Nurse
<b>Team/Department:</b>	Health and Justice
<b>Location:</b>	Main place of work as agreed
<b>Hours of work:</b>	As agreed and in accordance with the contract of employment
<b>Job title the post holder will report to:</b>	Clinical Nurse Manager, Health and Justice
<b>Job titles of the staff reporting to the post holder:</b>	Health Care Assistants Support staff
<b>Date the role profile was revised:</b>	October 2016
<p><b>JOB PURPOSE</b></p> <ul style="list-style-type: none"> <li>• Assist and support the Head of Workforce Development and the Clinical Nurse Manager across the services ensuring that prisoners and detainees receive a high quality service in line with IC24 Primary Care Services within a safe, secure and clean environment.</li> <li>• Be responsible for the effective day to day clinical leadership and management of the healthcare department.</li> <li>• Undertake the role of Primary and Unscheduled Care Specialist as required and as appropriate.</li> </ul>	
<p><b>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</b></p> <ol style="list-style-type: none"> <li>1. Undertake the role of Primary and Emergency Care Specialist for prisoners attending the healthcare department ensuring effective evidence based practice is provided in accordance with the NMC or HPC Code of Professional Conduct and Guidelines for Professional Practice.</li> <li>2. Provide clinical leadership, ensuring that the healthcare team have an up to date knowledge of patients' physical health and/or mental health conditions at all times and effectively communicate any relevant related issues to other members of staff and with internal and external agencies, ensuring accurate documentation and confidentiality is maintained at all times.</li> <li>3. Work safely, competently and effectively ensuring the daily delivery and demand of clinical services (reception/discharge, routine/primary emergency care triage, well-man's clinics, health promotion, health service clinics, immunisation programmes, emergency response calls, ACCT and visiting practitioner clinics).</li> <li>4. Provide clinical leadership in providing custodial healthcare within the establishment, providing senior level advice on Health and Justice healthcare and its management/needs, both within the healthcare arena and also to non-clinical staff of all disciplines and in all prison departments. Provide leadership and direction within your own specialist field, undertaking relevant clinical duties in that field and contributing to the education and development of colleagues relevant to that specialist field.</li> </ol>	

5. Effectively manage the day to day clinical duties by ensuring availability of appropriate skill mix based on service need and utilisation of available resources within a cost-effective budget.
6. Encourage staff and maintain the highest standards of personal and professional conduct and performance at all times.
7. Responsible for providing first aid and managing emergency situations including participating in major incidents and prison contingency plans.
8. Actively participate in the teaching and assessing of pre and post registration nursing students and other healthcare professionals, including regular clinical development for self and staff identified through professional development plans and clinical supervision.
9. Be aware of the broader Health and Justice, IC24 and NHS wider issues and resources and work as part of the senior nurse management team.
10. Actively participate in the development of the profession within the secure environment and at National level by representing the healthcare department, at internal and external and national meetings, committees and forums.
11. Lead on specific audit areas in order to monitor and improve healthcare services.
12. Attend team meetings/other events as required within a reasonable timescale.
13. Manage specialist clinics and services as appropriate.
14. Manage data and confidentiality appropriately and professionally.
15. Support and participate in audits and the provision of data and audit information as appropriate.

#### **Responsibilities Specific to the Prison Environment**

1. Be familiar with Prison Service Standards, Standing Orders, Circular Instructions and Notices to Staff, Prison Rules, Health and Safety and any other relevant material, in order to function as an informed practitioner within the prison setting.
2. Carry out all duties in accordance with the above documentation.
3. Be familiar with the Establishment Business Plan/Health and Justice Delivery Plan/Health Needs Assessment.
4. Assure adequate levels of security in line with security requirements as laid down by the Governor and Home Office instructions.

#### **Communication**

1. Be familiar with all aspects of communication, verbal, non verbal, written and electronic in order to be effective.
2. Demonstrate effective communication with patients and HMPS colleagues to ensure effective care planning.

3. Demonstrate skills in communicating with patients who have barriers to understanding such as language, those with sensory impairment, confusion and aggression.
4. Provide information regarding the care you are delivering.
5. Develop listening skills and ensure empathy when caring for patients who are terminally ill.
6. Liaise with other team members/GP in accordance with the patient's care plan.
7. Maintain effective communication with other team members.
8. Ensure effective communication when receiving information about patients
9. Act as an ambassador for the organisation by demonstrating a high level of professionalism through excellent communication and interpersonal skills.

### **COMMUNICATION AND KEY WORKING RELATIONSHIPS**

The post holder must be able to demonstrate excellent communication and interpersonal skills at all times, and build and maintain good working relationships with all stakeholders including the following:

- Head of Workforce Development, Health and Justice
- All members of the Health and Justice team
- Other Health care services such as dentist, optician, SMS, mental health services etc
- Security personnel
- Operational staff within IC24 and HMP including Governors and Prisons Officers
- Administration staff with IC24 and HMP

### **ENVIRONMENT**

IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.

Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically-challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.

**HEALTH AND SAFETY**

The post holder will be required to comply with the duties placed on employees of Integrated Care 24 Ltd as set out in the Health and Safety at Work Policy and related Procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

**EQUALITY AND DIVERSITY**

Integrated Care 24 Ltd has an Equality and Diversity Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

Integrated Care 24 Ltd is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

**INFORMATION GOVERNANCE**

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable Integrated Care 24 Ltd to handle personal and corporate information appropriately.

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Employee Handbook and the Information Governance Policy.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

**DISCLOSURE AND BARRING SERVICE CHECKS**

Integrated Care 24 Ltd will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.

All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, Integrated Care 24 Ltd will require the post holder to undertake an enhanced DBS check with barred list checks.

This post has been assessed as requiring an enhanced DBS check with barred list checks.

#### **REHABILITATION OF OFFENDERS ACT 1974**

Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases Integrated Care 24 Ltd will require the post holder to disclose all convictions, whether spent or unspent.

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#### **PERFORMANCE AND DEVELOPMENT REVIEW**

This Job Description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager.

#### **VARIATIONS**

This Job Description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.

This Job Description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.

To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes.

**PERSON SPECIFICATION**  
**REGISTERED GENERAL NURSE, HEALTH AND JUSTICE**

	Criteria	(D)esirable or (E)ssential
<b>Qualifications and Training</b>	First level Registered Nurse or Paramedic practitioner, with current NMC or HPC registration	E
	Evidence of continuing professional development and education	E
	Consultation Skill module	D
	Nurse Practitioner/Paramedic practitioner degree	D
	Recognised teaching qualification	D
	Experience of working under Patient Group Directives	E
	Prescribing qualification	D
<b>Knowledge, Skills and Abilities</b>	Excellent written and verbal communication skills	E
	Using own initiative and working autonomously and independently	E
	Effective communication with all levels of staff	E
	Management of confidential information within NMC or HPC guidelines	E
	Creation of accurate contemporaneous records	E
	Controlling and de-escalating difficult situations	E
	Competent IT and keyboard skills	E
	Effective time management	E
	Forming an evaluation of a patients symptoms through a clinical examination	E
	Use clinical judgement to formulate and action a plan of care for the patient	E
	Ability to give evidenced based health promotion and education to patients	E
	Ability to deliver supervision and coaching to junior staff	E
	Ability to support the management of budgets and identify efficiencies	E
	<b>Experience</b>	Recent in-depth and broad experience of assessing minor illnesses face to face
Current and regular experience of undertaking autonomous clinical decisions face to face		E
<b>Personal Qualities</b>	Ability to work as part of the organisational team	E
	Willingness to participate in clinical supervision and assessments	E
	Ability to work flexibly within the business needs of the organisation	E
	Excellent role modeling	E
	Commitment to attend meetings and training as required	E
	Required to use a VDU	E
<b>Other Requirements</b>	Full driving licence, with access to a vehicle for work	E