



## **JOB DESCRIPTION TEMPLATE**

### **JOB DETAILS:**

<b>Job Title</b>	Mental Health Nurse
<b>Pay Band</b>	5
<b>Hours of Work and Nature of Contract</b>	
<b>Division/Directorate</b>	
<b>Department</b>	
<b>Base</b>	

### **ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	
<b>Reports to: Name Line Manager</b>	To be determined
<b>Professionally Responsible to:</b>	

#### **Job Summary/Job Purpose:**

- To be part of the Nursing team providing healthcare to service users within HMP Berwyn, working flexibly to support and meet the changing needs of the service and contributing to the reducing re-offending agenda.
- To be responsible for providing the highest standards of patient care through on-going assessment, planning, implementation and evaluation of programmes of care.
- To comply with the NMC Code of Conduct and work within NOMS and BCUHB identified policies, protocols and guidelines and comply with the security requirements

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at all times.

- Participate in the implementation and evaluation of the delivery of health care services and be part of the development of health services and inter-professional working, encouraging health improvement of prisoners through a proactive approach.
- To work closely with the mental health team, substance misuse team and all other health providers to ensure the delivery of a fully integrated service
- Work in partnership with patients, other health and social care colleagues and services internal and external to HMP Berwyn, including National Offender Management Service staff as appropriate, to achieve the optimum health outcome for clients and contributing to reducing reoffending pathways.

### **DUTIES/RESPONSIBILITIES:**

#### **Clinical Care**

- Undertake the screening process and assessment for service users on reception, to the prison using recognised tools and professional knowledge to make appropriate referrals and decisions about immediate healthcare needs.
- To understand the importance of clear care planning, through assessment, planning, implementation and evaluation of patient care and be responsible for the completion and maintenance of comprehensive care plans.
- Provide care for prisoners across a range of environments (e.g. out patients, prison wings, reception and inpatients), identifying and responding appropriately to any changes in condition.
- Using a stepped care approach, contribute to the development of comprehensive care packages for service users with mental health problems seeking specialist advice from other healthcare professionals where necessary.
- As part of the team co ordinate and respond to emergency calls across HMP Berwyn as necessary.
- Ensure clinical practice is patient centred and evidence based, in accordance with the NMC Scope of Professional Practice.
- Undertake assessment of suitability of service users to be transferred or released using recognised tools and protocols within the context of the care plan, the Mental Health Measure (Wales), and CPA.
- Ensure the comfort, personal appearance; hygiene and nutritional needs of service users are met.
- To ensure care provided maintains the individuals privacy and dignity, values diversity and respects cultural and individual rights and choices.

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- Use health promotion strategies to, minimise risk, improve patient's health and social well-being taking a whole prison approach.
- Administer medication as prescribed according to NMC guidelines and work to patient group directions.
- Undertake reviews of ACCTs as required.
- To maintain records for all aspects of care (including medication administration) in line with NMC recording keeping guidelines and local policies and procedures.
- Undertake expanding roles following relevant training.
- Work with team leaders and managers to develop evidence based nursing practice.

#### **COMMUNICATION AND LIAISON**

- To develop the Health Care Support Workers within the Mental Health Team to understand their role when delivering planned programmes of care.
- Liaise with Custody staff, and with patient consent, external healthcare providers regarding the discharge pathway of service users from the healthcare facility.
- Develop links with specialist teams who are working within and external to the prison.
- Communicate effectively with other team members and with a wide range of multi-disciplinary teams and other agencies both within and without the prison.
- Contribute to the communication systems within the prison including: the use of radio to maintain prison security, providing an appropriate response to emergency calls, adherence to security guidelines on usage of the radio.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Communicate effectively with service users and carers.

#### **PLANNING AND ORGANISATION POLICY AND SERVICE DEVELOPMENT**

- Manage workload based on flexible principles and prioritise care based on available staff and skill mix.
- Support the co-ordination the clinic schedule and visits of external healthcare providers.
- Co-ordinate clinics and endeavour to ensure they run to time
- Support the development of nurse led services.

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- Delegate to and supervise the healthcare/nursing practice of other staff where appropriate.
- Actively contribute to the task of monitoring and evaluating standards of patient care, seeking to continuously improve the quality of care.
- Ensure that data is collected that will assist in the future planning and delivery of services.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Effectively manage own time, workload and resources.
- Work in line with National and local protocols with the whole healthcare team to meet the HMP Berwyn health performance indicators, clinical governance standards and other national standards and targets.
- Be aware of and work towards meeting all recommendations in inspection reports, death in custody reports, HMP Berwyn healthcare action plans and other reports relevant to the delivery of HMP Berwyn healthcare.
- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision

#### **RESPONSIBLE FOR PHYSICAL AND FINANCIAL RESOURCES**

- Assume responsibility for ensuring stocks and supplies are maintained.
- Assist the clinical development lead to ensure on a day to day basis that all equipment is maintained and fit for use, including maintenance of safe fridge temperatures.

#### **RESPONSIBLE FOR HUMAN RESOURCES**

- Support the production of the off duty allocation and ensure that this supports the full provision of services and correct skill mix and is in accordance with Working Time Regulations.
- Undertake SADRs for specified staff, identify training needs and liaising with Mental Health and Substance Misuse Managers.
- Provide input to the recruitment and development of staff.
- Contribute to the learning experience and development of staff and students placed within the team, acting as a mentor where appropriate
- Contribute to the orientation and induction of new members of staff and provide education in a variant of settings to members of the Prison Service and other care providers.

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- Contribute and participate in skills training and clinical supervision/reflective practice.
- Participate in induction programmes for new team members that reflect their individual needs and the needs of the service.

#### **SECURITY**

- To always be aware of security within the department and establishment, and work within the set guidelines to ensure that security is maintained in a manner sensitive to prisoners needs.
- Staff must ensure that they have an appropriate awareness of the Local Security Strategy (LSS) and in any event of uncertainty seek clarification from a Security Manager.
- Ensure that the department complies with the security requirements of the prison, the physical security of the environment and the safe custody of healthcare equipment in the department is maintained.
- Assume personal responsibility for the security of issued keys and radios.
- Participate in the dissemination of security information to all staff, ensuring you have access to, and attend the relevant security training and participate in meetings in regard to security.
- Support staff to respond to any situation or circumstance that might indicate a threat to security.

## PERSON SPECIFICATION

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Registered Nurse Level 1 (RN)	Degree/Diploma Nurse Prescribing or willing to undertake Health assessment module or willing to undertake Teaching and Assessing in Clinical Practise (Desirable)	Application form and pre employment checks
<b>Experience</b>	<p>Experience working as a Mental Health Nurse Experience of Assessing service users health and well being and the supervision of other staff and systems.</p> <p>Experience of planning, delivering and evaluation care plans in response to complex needs.</p> <p>Experience of proactive liaison with other agencies to plan and delivery complex and holistic care for patients.</p>	<p>Experience of nursing in a secure environment</p> <p>Primary care experience</p> <p>Substance misuse experience</p> <p>Experience of developing policies and protocols</p> <p>Experience with working in a forensic setting.</p>	Application form and interview
<b>Aptitude and Abilities</b>	<p>Effective communicator. Ability to work in a team but also self directed and able to work unsupervised.</p> <p>Ability to identify training needs in self and in others.</p> <p>Listening skills Able to identify own and others areas of development and knowledge and skills</p>	<p>Evidence of previous effective time management and organisation of workload.</p> <p>Confidence to lead people when required with</p>	Interview

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	<p>Able to teach on a 1:1 and in small groups</p> <p>Flexible approach to working Able to use sound clinical judgement in situations and is aware when to seek advice</p> <p>Able to exhibit good de-escalation skills and feel confident enough to use these on a regular basis</p> <p>To be able to carry out tasks and work with service users in a non judgmental manner.</p> <p>Ability to work under pressure in terms of time restraints on a daily basis.</p> <p>Motivation to drive forward new to new clinical standards and targets as set out by various governance agencies</p> <p>Specific clinical skills outlined in clinical section of the job description or a willingness to acquire them</p>	potential for leadership	
<b>Values</b>	<p>Knowledge of legislative documents and Government policy.</p> <p>Evidence of continued professional development</p> <p>Ability to translate policy into practice</p>	Knowledge of the UK prison system.	Application Form Interview References
<b>Other</b>	<p>Positive approach to innovative practice.</p> <p>Able to satisfy mandatory security clearance</p> <p>Able to satisfy mandatory security clearance</p>	Commitment to further self development	Application form and interview

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## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

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- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- Work in partnership with patients, other health and social care colleagues and services internal and external to HMP Berwyn, including NOMS staff as appropriate, to achieve the optimum health outcome for clients and contributing to reducing reoffending pathways.

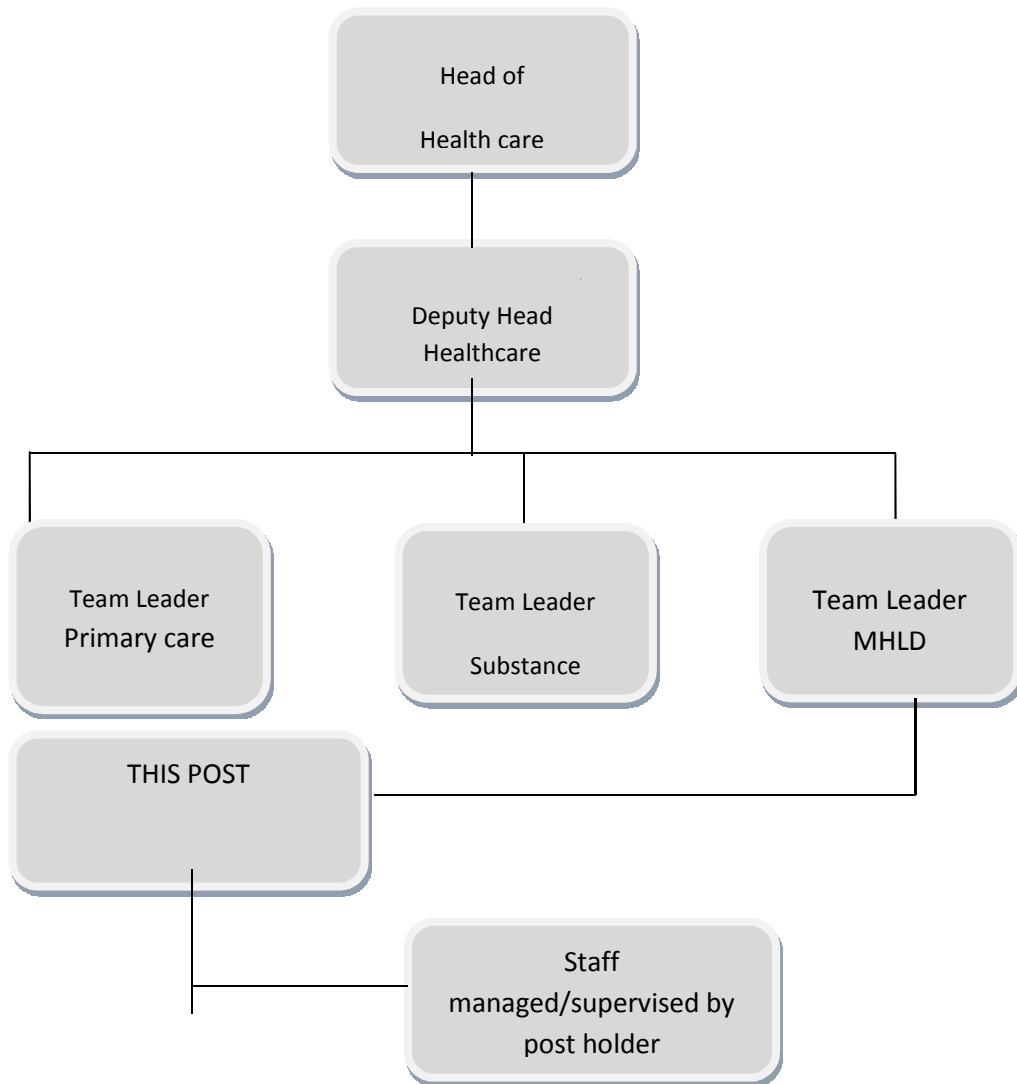
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Job Title:** Mental Health Prison Nurse

**Organisational Chart**

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Job Title:** Mental Health HMP Berwyn Nurse

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B.** Walking /driving to work is not included'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Required to stand or walk for sustained periods during the shift.	daily	variable	
May be required to restrain patients	Unknown	variable	

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Write client notes and reports with possible interruptions to respond to patient needs and telephone calls. Also complete assessments and audits. Be alert to the changing needs of service users and respond appropriately	Daily	8 hours daily	
Concentrate on dispensing medication at least twice a day with potential for interruptions from service users and telephone calls. Respond to unpredictable situations that arise from service users and their carers.	Daily	1-2 hours daily	
Review and write up care plans with patients.	Daily	1-2 hours	

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## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Care for a group of service users experiencing complex serious mental health problems, whose behaviour may be at times challenging, possibly exposing the post holder to forms of aggressive, violent behaviour	Daily	variable	Unable to predict but could occur at any time
Communicate unwelcome news to service users and carers regarding their care and treatment.	Weekly, monthly	variable	Difficult to predict frequency

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## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Will be based within the North Wales Prison, additional security measures will be required in line with the Ministry of Justice policies.	Daily	8 hours	

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