



## JOB DESCRIPTION

### 1. General information

JOB TITLE: Senior Nurse

GRADE: Band 6

DIRECTORATE: Forensic and Prison Services Directorate

HOURS OF WORK: 37.5

RESPONSIBLE TO: Clinical Lead Nurse  
(line manager)

ACCOUNTABLE TO: Director of Forensic and Prisons Services

BASE: HMP Dartmoor

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## 2. Overview of the Post

To provide a quality primary care service and a range of specialist interventions for offenders.

To support junior colleagues.

Assist & support the Team managers (Band 7) as directed to deliver a nurse-led integrated primary care service and develop a specialist practice-based clinical model of care to Devon South-West prisons

## 3. Key Task and Responsibilities

The post holder will exercise a high degree of personal and professional autonomy and have the ability to plan and reach complex and critical judgments and have decision making skills.

To deliver high quality clinical care within the Integrated Healthcare Service for the prison. This will include acute & primary care, long term conditions management, enhanced assessment and diagnostic intervention services and health promotion activities and be in line with the NHS Plan, public health indicators and National Service Frameworks.

To demonstrate and provide robust expert clinical skills 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 support the development of evidence-based practice in the specialist field and to promote research as appropriate.

To participate in managerial and professional clinical supervision programme, to ensure junior staff receive appropriate supervision, training and annual appraisal and to ensure that it becomes an integral part of team practice.

To ensure the implementation of effective and appropriate patient centred care planning tools, long-term condition registers and consistent delivery throughout all the prisons within the service.

The post holder will work collaboratively with the Clinical Lead, GPs, and other clinicians to meet and review service needs as required

To deputise for the Team manager as required

To work positively and effectively in a difficult and often hostile environment.

Be aware of environmental hazards in the working area; ensure staffs are aware of relevant health & safety policies deriving from the Health & Safety at Work Act.

To work in accordance with Trust policies and guidelines

To be familiar with Prison Standards, Standing Orders, Circular instructions, Notices to Staff, Health and Safety and all other relevant material to function as an informed practitioner within a prison setting.

Promote equality of opportunity and provide an environment in which the dignity of individuals is respected and free from workplace harassment and bullying.

### **Management responsibilities**

Implement the strategies designed to promote and improve health and prevent disease, working proactively and collaborating with other professionals, organisations and agencies as required

Maximising resources to target need, including the supervision of staff.

Delegate appropriate responsibility and authority to team members, whilst retaining overall responsibility and accountability on a shift-to-shift basis.

To maintain an effective case management service to ensure care and continuity of treatment is maintained throughout a patient care pathway whilst detained in prison.

To implement appropriate & effective and accredited care planning tools that are subject to the process in accordance with agreed Trust Policies.

To implement effective systems and interfaces with community and acute health services ensuring continuity of care on release or discharge. To actively promote and demonstrate working across professional and organisational boundaries.

To maintain close working partnerships with all services that may be involved with the care and management of offenders, (prison staff, Ministry of Justice, Trust & Directorate senior managers & relevant forums, CMHT staff, NHS Hospitals, Probation Services, CPS, Courts, GP's, community health services, Housing/Benefit services, social care, community multi- agency forums etc.).

### **Leadership**

Responsible for day-to-day co-ordination of the Integrated Healthcare Team.

To ensure systems are in place for clinical supervision to junior team members including annual appraisal and identification of specific service, training, and personal development needs.

### **Clinical**

To support the delivery of an effective integrated healthcare service clinical model.

To manage a complex clinical caseload.

To support the development, implement and maintenance the National Standards for Health Care in Prisons for the service.

Ensure all clinics and consultations are delivered in a clinically effective and timely way, in line with service needs.

Maintain systems for the collection of triage & allocation of referrals as appropriate and monitoring and supporting the auditing of quality and effectiveness of service delivery.

To be able to give intravenous injections, immunisations and syringe pumps and infusions as necessary for the role of co-ordinating complex prisoners.

**Communication**

To liaise with other senior Trust personnel to share expertise, promote ideas and to ensure the service is working collaboratively with the Trust's other Directorates as required.

Develop and maintain inter-disciplinary and inter-agency working with all relevant agencies and organisations

Develop and maintain close working partnerships with HMPS, Prison Governors and Heads of Prison Services, Forensic Services, Probation Services, Crown Prosecution Service, Police and all other non-statutory agencies that are integral to prisoner/patient care and offender management.

Undertake other duties agreed in conjunction with the Integrated Primary Healthcare Services.

**On Call/Unsocial Hours**

Does this post require on call or unsocial hours working and to what amount/level? Please clearly state the expectation in terms of frequency.

**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**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated

with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

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**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **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.

### **Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

**No Smoking**

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

**3. Our Values**

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name





## PERSON SPECIFICATION

JOB TITLE: Senior Nurse

DEPARTMENT: Forensic and Prisons Directorate

GRADE: Band 6

Domain	How measured
<b>Education/Qualifications</b>	
<ul style="list-style-type: none"> <li>Professional Qualification. (Registered General Nurse) (Essential)</li> <li>Post Graduate Qualification or equivalent experience.</li> </ul>	Application Form
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Minimum of two years' experience at Band 5.</li> <li>Experience of working within secure &amp; prison settings (desirable but not essential)</li> <li>Working knowledge of current issues/agendas facing prison/offender healthcare</li> <li>Experience of multi-professional collaboration including working in partnership with other statutory and voluntary organisations. Experience of setting, monitoring and evaluating standards of care.</li> </ul>	Application Form
<b>Skills/Abilities/Knowledge</b>	
<ul style="list-style-type: none"> <li>Ability to communicate effectively both verbally and in writing, presenting ideas with clarity in a persuasive and influential style.</li> <li>Ability to demonstrate an understanding of change management and new ways of working.</li> <li>Ability to work effectively and autonomously</li> <li>Ability to lead and empower people to make decisions and to plan ahead.</li> <li>Knowledge of current National Prison Health Quality &amp; Performance Indicators</li> <li>Good analytical and judgement skills</li> <li>Excellent interpersonal skills</li> </ul>	Application Form & Interview
<b>Effort and Environment</b>	
<ul style="list-style-type: none"> <li>Day to day contact with offenders</li> <li>Ability to manage complex &amp; challenging behaviour</li> <li>Manual handling</li> <li>Use approved breakaway techniques</li> <li>Standard IT skills</li> </ul>	

Domain	How measured
<b>Emotional effort</b> <ul style="list-style-type: none"> <li>• Ability to manage complex &amp; challenging behaviour</li> <li>• Ability to work in a challenging and changing environment</li> </ul> <b>Working conditions</b> <ul style="list-style-type: none"> <li>• Ability to work in a challenging secure environment and adhere to all security requirements of the prison.</li> <li>• Healthcare staff may be required to navigate a large number of stairs and cover long distances in a single shift. In medical emergencies, equipment must be carried to the site of the emergency</li> </ul>	

*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name