

JOB DESCRIPTION

Section One

Job Title:	Clinical Lead Prison Mental Health
Band:	6
Service:	Forensic Services, Offender Health
Accountable to:	Head of Service, Offender Health
Responsible to:	Prison Mental Health Team Manager
Responsible for:	Day to day supervision of Associate Practitioner (where applicable)

Organisation Chart:



2.0 Job Summary

- 2.1 To improve the lives of people with mental ill health by minimising the impact of their condition through the delivery of excellent services to promote recovery and wellbeing.
- 2.2 To be compassionate in meeting the needs of patients and their carers.
- 2.3 To be responsible for provision of excellence in clinical care, providing clinical leadership to the team and promoting a culture of evidence-based practice.
- 2.4 To be professionally accountable and responsible for formal risk assessment, risk management planning and care of patients, undertaking a range of clinical/therapeutic interventions in the prison environment.
- 2.5 To act as care co-ordinator as appropriate.
- 2.6 To monitor clinical policies and procedures to ensure they are fit for purpose within the prison environment, particularly in relation to patient and staff safety and security.
- 2.7 To facilitate others in the team to develop competence by providing leadership, day to day supervision, clinical advice and clinical supervision in area of allocated clinical specialist interest.
- 2.8 To be committed to and take a lead role in activities integral to the Trust's Quality Improvement System.
- 2.9 To promote at all times a positive image of people with mental ill health.
- 2.10 To promote at all times a positive image of Offender Mental Health Services and the wider Trust.

3.0 Main Duties and Responsibilities

3.1 Clinical Responsibilities, Patient Contact

- 3.1.1 Promotes and maintains safety, privacy and dignity of all patients in the delivery of patient centred care, recognising and respecting differences including spiritual and cultural beliefs
- 3.1.2 Takes steps to obtain patient consent to care and treatment in accordance with the Mental Capacity Act, ensuring that patients who lack mental capacity remain at the centre of decision-making and are fully safeguarded.
- 3.1.3 Acts, wherever applicable, in accordance with the Mental Health Act and associated policies and procedures.

- 3.1.4 Responsible for recognising the potential for or signs of patient harm, abuse or neglect, including poor clinical practice, reporting all such concerns and taking all reasonable steps to protect the patient. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk.
- 3.1.5 Responsible for ensuring the highest professional standards and attitudes towards the care of patients are maintained at all times and that care is delivered in accordance with evidence based practice by all members of the team. Patients have a range of mental health conditions and a history or potential high risk of offending behaviour. Patients may demonstrate behaviours that challenge and may have difficult family situations of relevance.
- 3.1.6 Provides clinical advice on complex issues to other members of the clinical team and staff from other Trust services.
- 3.1.7 Provides specialist mental health advice to staff working within the prison service.
- 3.1.8 Has responsibility for own caseload of patients and takes responsibility as care co-ordinator for patients on Care Programme Approach.
- 3.1.9 Assesses patients including those with complex needs and develops, implements and evaluates intervention plans as part of the multi-disciplinary team and with the involvement of the patient as appropriate.
- 3.1.10 Ensures intervention plans are based on current risk assessment, evidence based practice, critical thinking and whole system support requirements that take account of relevant physical, social, cultural, psychological, spiritual, genetic and environmental factors.
- 3.1.11 Undertakes risk assessments in accordance with the operational policy and documentation within HMPS mental health service, devising and implementing actions and intervention plans which take the risk formulation fully into account.
- 3.1.12 Delivers psychological interventions (e.g. CBT, DBT, PSI etc) on an individual basis or as co-facilitator of groups, as trained.
- 3.1.13 Co-ordinates and facilitates therapeutic occupational and recreational activities, to ensure a full programme of engagement is available for all patients as appropriate.
- 3.1.14 Responsible for the safe transport and administration of medicines in accordance with Trust policy, legal requirements and NMC guidance, where applicable. May work as a non-medical prescriber within the NMC Framework and Trust policy, in accordance with qualification and competence to practice.
- 3.1.15 Provides health education and advice on health promotion to patients.
- 3.1.16 Responsible for decision making and coordination in a crisis situation, where necessary seeking advice and guidance from other relevant professionals.
- 3.1.17 Carries out venepuncture and ECGs as required, as trained.
- 3.1.18 Undertakes random drug screening using approved testing kits for e.g. urine, blood, saliva.

- 3.1.19 Demonstrates safe breakaway techniques in the management of violence and aggression as required.
- 3.1.20 Where appropriate and with authorisation, acts as an advocate for patients/carers.

3.2 Administrative Responsibilities

- 3.2.1 Undertakes administrative tasks in relation to own work
- 3.2.2 Uses Microsoft Office applications
- 3.2.3 Uses Trust and Prison-approved electronic systems as required e.g. ESR, Datix, CRS, IIC, PNOMIS, System1 etc.

3.3 Responsibility for Information Systems

- 3.3.1 Responsible for the maintenance of accurate and comprehensive patient records by self and others, using System 1, in accordance with the Trust and professional record keeping standards.
- 3.3.2 Writes reports for multiagency Public Protection Arrangement meetings.

3.4 Responsibility for Planning/Organising & Strategic/Business Development

- 3.4.1 Plans own and others workload, managing competing demands to ensure care is delivered according to clinical priority.
- 3.4.2 Delegates tasks to members of the clinical team whose competence has been established whilst maintaining professional accountability and ensuring their work meets required care standards.
- 3.4.3 Undertakes care co-ordination.
- 3.4.4 May be required to plan training and appraisals for team members.
- 3.4.5 Contributes to the business planning process as a member of the team.

3.5 Policy Development

- 3.5.1 As a member of working groups, proactively engages in or leads the development of local policies and procedures.
- 3.5.2 Responsible for ensuring robust implementation, monitoring and evaluation of new or revised policies and procedures in the workplace.
- 3.5.3 As a member of working groups, may contribute to the development of policies which impact across other services.

- 3.5.4 Monitors clinical policies and procedures and works collaboratively with the clinical team and HMP staff to ensure they are fit for purpose within the prison environment, particularly in relation to patient and staff safety and security.
- 3.5.5 Complies with HMP policies and procedures as appropriate. Works within the Security Guidelines of each establishment and within the Local Security Strategy.

3.6 Service Development, Project Management

- 3.6.1 Uses the techniques of the Trust's Quality Improvement System to facilitate continual safety and quality improvement activities as part of the team or special interest group.
- 3.6.2 May participate in or lead local projects to develop services to meet the changing needs of the patient group.
- 3.6.3 May participate in service improvement projects which impact across other services.

3.7 Financial Responsibilities

- 3.7.1 Personal duty of care to complete time sheets, mileage forms, expense claim sheets etc., accurately and in a timely manner, providing receipts as required.
- 3.7.2 Monitors and requests re-ordering of stock as required.

3.8 Responsibility for Physical Resources, Estates, Hotel Services

- 3.8.1 Ensures all equipment is used safely and effectively by self and staff, following manufacturer's instructions, and immediately reporting any defects in accordance with local procedures.
- 3.8.2 Ensures that available resources are used efficiently and effectively by self and staff.
- 3.8.3 Responsible for the safe custody and storage of drugs in accordance with Trust policies, as applicable.
- 3.8.4 Contributes to the maintenance of security of Her Majesty's Prison Service by working within the guidelines of the Local Security Strategy or equivalent.

3.9 Research and Audit

- 3.9.1 Keeps up to date with new developments in the field, evaluating available research and disseminating information to inform evidenced based practice.
- 3.9.2 Maintains a personal professional portfolio of learning activity in compliance with registering body requirements.

- 3.9.3 Leads practice development initiatives within the team.
- 3.9.4 In conjunction with the team manager, sets and monitors quality standards for clinical work, reports outcomes and proposes action plans to address areas of concern, facilitating implementation and evaluation of agreed action plans.
- 3.9.5 Participates in and may lead research projects and complex audits using research methodology.

3.10 Staff Management, Training and Development, HR

- 3.10.1 Demonstrates clinical leadership through personal practice.
- 3.10.2 Where applicable, undertakes day to day supervision of associate practitioners including work allocation, checking record keeping and quality of care delivered and providing clinical advice and guidance as required within the relevant establishment.
- 3.10.3 Provides clinical supervision to members of the clinical team.
- 3.10.4 May participate in the recruitment and selection of staff in the clinical team, following appropriate training.
- 3.10.5 Participates in the induction of new staff to the clinical area and prison environment.
- 3.10.6 Provides training to all members of the clinical team, monitoring and evaluating learning outcomes, providing feedback and assessing competencies to facilitate learning in practice. Sign-off mentor for student nurses.
- 3.10.7 Provides training in relation to own work, to HMP staff as appropriate.

4.0 Communication

- 4.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 4.2 Communications with patients must at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
- 4.3 Ensures that effective communication systems are maintained within the team and strengthens partnership links with Prison Service staff, GPs, social workers, local authorities, statutory, private and voluntary independent providers of care and other relevant agencies, attending multiagency Public Protection Arrangement meetings, Safer Custody meetings, multidisciplinary and other meetings as required.
- 4.4 Uses appropriate communication methods to ensure effective therapeutic engagement with patients including the giving and receiving of complex or sensitive information where understanding may be limited or there may be a hostile reaction.

- 4.5 Communicates complex and sensitive information regarding patients' needs and progress accurately and in a timely manner to HMP staff, carers, relatives as appropriate having due regard for confidentiality and security at all times
- 4.6 Responsible for ensuring that communication with the public is professional and courteous at all times.
- 4.7 Resolves informal complaints effectively, avoiding escalation where possible and informs the team manager in a timely manner.
- 4.8 Participates in professional forums and special interest groups.

5.0 Analysis and Judgement

- 5.1 Analyses and interprets a range of complex facts and situations when assessing patient conditions in order to develop appropriate intervention plans or to determine the best course of action in particular circumstances. Judgements may be required where there exists a range of options.
- 5.2 Decides when to escalate issues to more senior staff
- 5.3 Is aware of own limitations and scope of practice.
- 5.4 Responds appropriately to crisis situations, where necessary seeking advice and guidance from other senior professionals. Implements prescribed strategies/interventions to manage the crisis effectively and informs relevant staff in a timely manner.
- 5.5 Uses judgement when providing advice and guidance on complex clinical cases to other members of the clinical team and staff from other disciplines.
- 5.6 May assist in the investigation of Serious Untoward Incidents.
- 5.7 Responsible for maintaining appropriate boundaries with patients.

6.0 Freedom to Act

- 6.1 Line managed by the Prison Mental Health Team Manager.
- 6.2 Works within NMC Professional Code of Conduct, accountable for own professional practice.
- 6.3 Uses discretion as appropriate in applying clinical policies.

7.0 Personal Responsibilities

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.

- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 7.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

8.0 General

The post holder must:

- 8.1 Comply with the Trust's Information Governance Policies and maintain confidentiality of information at all times in line with the requirements of the Data Protection Act.
- 8.2 Comply with the Trust's Health and Safety Policy and risk management procedures and report as necessary any untoward incident or hazardous event in accordance with local procedure.
- 8.3 Carry out the duties of the post with due regard to the Equality and Diversity Policy.
- 8.4 Comply with the Trust's Infection Control Policies as appropriate to the role.
- 8.5 Comply with the Safeguarding of Children and Adults policies and protocols as appropriate to the role.
- 8.6 Comply with the Behaviours that Challenge Policy as appropriate to the role.
- 8.7 Comply with Her Majesty Prison Service Security Guidance and procedures.

9.0 Other requirements

- 9.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 9.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 9.3 The post holder may be required to work flexible hours as required by service need.

- 9.4 There may be a requirement to change the job description in light of developing service needs.

10.0 Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> RNMH,/RNLD or registered practitioner, current professional registration with NMC or relevant professional body. Evidence of Continuing Professional Development. MIP, FLIP, ENB 998 Teaching & Assessing in Clinical Practice or City & Guilds 730 Teaching in Adult Education (within agreed timescales) Clinical Supervisor (within agreed timescales). Recognised sign-off mentor or must be achieved within agreed timescale. Qualified practitioner in e.g. CBT, DBT, PSI, dual diagnosis etc. (within agreed timescale). Key skills in literacy, numeracy and ITQ level 2 (or equivalent) Non-medical Prescriber (within agreed timescale.) 	<ul style="list-style-type: none"> Leadership or management qualification Post-graduate qualification in a relevant area
Experience	<ul style="list-style-type: none"> Significant experience working with people with mental ill health in a community setting. A good understanding of the Offender Health pathway. Working collaboratively with service users and their families/carers. Working in a multi-disciplinary team Quality improvement activities 	<ul style="list-style-type: none"> Leadership or management experience Experience in a secure environment. Experience of providing clinical supervision. Experience of mentoring students on practice placement.
Knowledge	<ul style="list-style-type: none"> Demonstrable knowledge to post-graduate level of evidence-based practice in caring for patients in the designated field. Able to undertake work and lead within a special interest area e.g. Elderly, LD, Autism, Dual Diagnosis etc. (or willing to work towards) Understanding of relevant legislation (e.g. Mental Health Act, Mental Capacity Act). 	<ul style="list-style-type: none"> The Trust's Quality Improvement System (QIS)

	<ul style="list-style-type: none"> • Care Programme Approach and its application in practice. • Detailed understanding of Safeguarding and its application in practice. • Clinical Risk Assessment and Management and its application in practice. • Clinical Governance and its application in practice. • Research and development methodology. • Understanding of psychological models of care and treatment. 	
Skills	<p>Must be able to:</p> <ul style="list-style-type: none"> • Provide leadership and monitor, co-ordinate and prioritise the activities of a team. • Communicate complex and sensitive information effectively to patients, carers/families and all members of the multidisciplinary team. • Work effectively as part of a multidisciplinary team and undertake care co-ordinator responsibilities • Provide effective clinical supervision, teaching, training and assessing in clinical practice. • Write reports. • Use multimedia materials for presentations in professional settings. • Use approved breakaway techniques. 	<ul style="list-style-type: none"> • Competency in venepuncture and ECGs
Personal Attributes	<ul style="list-style-type: none"> • Able to work in accordance with the Staff Compact and Trust Values and Behaviours. • Compassionate in meeting the needs of vulnerable people and their families and carers. • Able to engage with vulnerable people and work effectively in distressing and challenging circumstances • Able to work flexibly and co-operatively as part of a team • Able to use own initiative and make decisions independently • Committed to continual quality and service improvement • Self aware and committed to professional and personal development. Able to accept and respond positively to feedback from supervision 	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel independently in accordance with Trust policies and service need. • This post is subject to a satisfactory Criminal Records Bureau Disclosure and further clearances as required by the Prison Service. 	

JOB DESCRIPTION AGREEMENT SNM085: v1: 14 January 2015

Post Holder

Sign..... Date.....

Print Name.....

Line Manager

Sign..... Date.....

Print Name.....

Print Job Title.....



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
 - respect – we listen, we are inclusive and we work in partnership
 - compassion – we are kind, we are supportive and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet
<https://intranet.tewv.nhs.uk/our-journey-to-change>