

Job Description

Job Title: Release and Transfer Co-ordinator
Reportable to: EDIC Lead
Accountable to: Modern Matron

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated
- we act with integrity
- we embrace diversity
- we strive to do things better together

Patients can only access excellence if we commit to living our values in everything we do when we're at work.

We believe in putting the patient first, regardless of the environment or their history. The prison population is one of the most vulnerable and challenged patient groups in society and the delivery of their health care is conducted within often difficult and demanding environments.



The role

In order to meet the needs of patients in our prisons, Practice Plus Group have developed an integrated approach which follows the patient journey; known as New Models of Care. Teams will work together at each stage of the patient journey, supporting them as they arrive in the prison (Early Days in Custody Team), delivering the care they need, promoting good health and supporting resettlement (Planned Care Team) and responding to urgent and emergency needs (Unscheduled Care Team).

At HMP Wormwood Scrubs, The Transfer and Release team is a subdivision of the Early Days in Custody Team (EDIC), therefore you will report to the EDIC Clinical Lead and the Modern Matron.

You will ensure that the Transfer & Release Team deliver the guiding principles and provide a supportive pathway for our patients returning back into the community or being transferred to another establishment.

The Guiding Principles to Release and Transfer

1. Reducing unnecessary and confusing handoffs between healthcare services and inconsistency in service transfer between healthcare providers by initiating early discharge planning or transfer to alternative settings. This will include transitioning existing care plans.
2. Ensuring safe transfers between establishments which offer continuity of care and ongoing support.
3. Ensuring patients goals and needs are taking into consideration when care planning prior to transfer, with appropriate actions put in place for patients with complex health care needs.
4. To remove the delay for patients accessing and receiving the healthcare and medication they need during the transfer process.
5. Ensuring that patients being released are always pre-registered with a GP in the community and have continuity of medication supplies.
6. Affording individuals time, **compassion**, and **support** ahead of release, recognising their health and care needs, strengths, and abilities to support them to live an **independent** and fulfilling life outside of the secure estate.
7. Patients are linked into **ongoing care and support**, including adequate medication supply, through referral to community services nearest to their accommodation.



8. To increase access to and uptake up of healthcare or relevant support services for individuals who have health vulnerabilities upon release from prison who would otherwise struggle to engage with community healthcare services and other sources of support.
9. To work with community providers in the statutory and voluntary sector to ensure engagement in services is maintained upon release.

As the Release and Transfer Lead, specific duties will include;

- Follow and implement the Release and Transfer Pathway.
- Overseeing the management of assessments of health needs, planning, delivery and evaluation of care, for the prison population, including clinical risk assessment.
- Manage face to face clinics with patients and being the experienced clinician for patients who may need a little more support for their release/ transfer.
- Work closely with GP colleagues for those cases that need further nursing input.
- Request TTO's for those patients leaving the establishment and ensure they have a discharge letter and/or letters for any future hospital appointments they may have booked.
- Identified those patients who are vulnerable and complex, who may require a MED3 Fit Notes on discharge.
- Contributing to MDT discussions and where necessary working collaboratively with other healthcare professionals and prison colleagues for safer discharge planning.
- Holding a complex case release meeting and attending prison release meetings and for complex transfers make sure that an adequate handover has been given. You will also work alongside the Mental Health Hub Team and liaise with the Mental Health Hub Manager.

In addition, you will be expected to complete line managing duties for the other member of the Transfer & Release team and will work collaboratively with release teams in the prison along with other outside organisations.

You will report performance data to the EDIC Lead and supply narrative around all areas of performance within the team.

Management of key risks associated with resettlement include:

- Disengagement/apathy towards recovery due to length of stay in the justice system.
- Anxiety related to housing, relationships and financial concerns.
- Newly sentenced, resulting in increased suicide /self-harm risk
- Detoxing on transfer
- Mental illness
- Poorly managed challenging behaviours.
- Attend a multi-disciplinary pre-release meeting that includes representatives from safer custody, healthcare and external services.
- Liaise with social care providers
- Liaise with other establishments on receiving and send out patients for their transfer.

You will also;

Provide outstanding evidence-based care, listening and acting on patient feedback. Ensuring that care is personalised and informed by what matters to them.

Deliver non-judgemental care by leading the team to deliver care that is safe, high quality, patient centred whilst meeting CQC requirements following our policies, procedures and always considering safeguarding.

Inspire excellence in your colleagues by pro-actively leading and motivating the team recognising that our workforce is our most valuable asset. You will provide leadership to the release and transfer team to ensure we provide a service that people can trust, feel safe within and feel proud of.

Promote best practice, clinical supervision, evidence-based care and continuous quality improvement embedding a culture of reflection and shared learning.

Share knowledge, skills and expertise to ensure safe care and support your colleagues to do a great job

About you

- Registered Nurse: with current NMC registration
- Evidence of implementation of local and national policies e.g. NICE guidance, developing protocols/care pathways and monitoring effectiveness
- Experience demonstrating high levels of clinical expertise in decision making and judgement, enabling the development, monitoring and improvement of standard of care through supervision, clinical practice, audit, research, education and professional leadership
- Knowledge of clinical audit and its relationship to research
- Knowledge of the statutory requirements for the safeguarding of adults and children
- Willing to be innovative and embrace learning through continued professional development and the practical application of new skills in the workplace
- Excellent communication skills and ability to communicate openly, consistently and clearly
- A non-judgmental, patient centred and compassionate approach
- Good IT skills and IT literacy
- Proactive problem-solving skills
- Flexible attitude to working arrangements
- Ability to work within a busy environment
- Line management experience



Additional information

Disclosure and Barring Service- a Disclosure and Barring Service disclosure at the enhanced level is required for this role. A risk assessment will be undertaken if necessary.

Prison Vetting- a HMPPS (His Majesties Prison and Probation Service) clearance is required for this role in accordance with Ministry of Justice, plus local prison vetting.

Education and Training- continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.



Practice Plus Group