

**Job Title: Forensic Custody Healthcare Professional**

Reports to: Contracts Manager, Head of Healthcare.

**KEY RELATIONSHIPS:** Medical Director, Forensic Custody Healthcare Professionals, Police, Mental Health Services, Ambulance Trusts, Local Hospitals. The post-holder will also have substantial contact with key Mountain Healthcare management team, Local Authority organisation, third sector, health providers and NHS Commissioners.

**ASSURANCE STATEMENT:**

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

**1. Main Role**

**JOB SUMMARY:**

Police Custody Healthcare is a dedicated service co-commissioned by the Police and NHS Health & Justice Commissioners to provide an effective forensic healthcare service to persons detained or under the responsibility of the Police.

Key responsibilities:

- 1.1 Conducting clinical assessments
- 1.2 Identifying and implementing appropriate interventions
- 1.3 Collecting forensic samples
- 1.4 Providing advice and guidance
- 1.5 Maintaining detailed and accurate records
- 1.6 Ensuring the health, safety and welfare of detained persons held in police custody
- 1.7 Supporting the criminal justice system
- 1.8 Attending hospitals, homes and other locations on occasions as required.

Key to our role is liaison with other health, social and organisations to co-ordinate healthcare for those in contact with the police.

In delivering effective services to the police you will be required to:

- 1.9 Undertake clinical assessments of detained persons, particularly those with drug or alcohol problems, gathering sufficient information to identify appropriate interventions, consider safeguarding and other risks and make recommendations regarding care regimes or referral to external health providers
- 1.10 Determine whether or not an individual is fit to be detained or interviewed, including their mental capacity.
- 1.11 Conduct clinical assessments of police officers/staff as required, gathering sufficient information to identify appropriate interventions or referral if needed to external health providers.
- 1.12 Maintain accurate and detailed records of Clinical Assessments, Forensic Samples, Verification of Death and Adverse Incidents on the appropriate report forms as required or guided by the FFLM, UKAFN, Niche (Police System), the Home Office and professional bodies to comply with legislation, provide evidence for cases and conform to the requirements of clinical accountability.
- 1.13 Take intimate forensic samples relating to matters as determined by the Police and Criminal Evidence Act 1984, Codes of Practice, The Police Reform Bill and clinical guidelines determined by the FFLM.
- 1.14 Complete statements when required, ensuring legislative and professional guidelines are adhered to in order to facilitate the effective prosecution of offences, attending court when requested.
- 1.15 Undertake governance activities such as audit, completion of continuing professional development and supporting the Clinical Lead, to deliver standards compliant with CQC, HMIC and other quality indicators including performance management data for MHL.
- 1.16 The post holder will arrive at the agreed custody 15 minutes before shift commencement to enable an effective handover.
- 1.17 The post holder will be required to attend court (which is remunerated through witness care) – if time off is required – this will be facilitated. This can be many years after the examination.

## **2. Main Activities**

- 2.1 Provide advice and guidance to a variety of police staff, such as Custody Sergeants, investigating officers and individual staff on a range of issues e.g. the health and welfare of detained persons, taking non-intimate forensic samples and health promotion, dealing with ad hoc queries to protect the health, safety and welfare of those within the police environment.
- 2.2 Attend the scenes of sudden deaths, complying with the procedures surrounding scenes of suspicious deaths, examining the body, raising concerns if there may be suspicious circumstances, determining if life is extinct. Taking into consideration statutory duties around Child Death.
- 2.3 Attend other venues such as hospitals to undertaken forensic sampling including Hospital Road Traffic Act Procedures and documentation of injuries.
- 2.4 Develop and maintain effective working practices with external healthcare providers, such as the ambulance services, mental health teams and drug and alcohol services, working with them to ensure interventions requiring external involvement are carried out effectively and efficiently.
- 2.5 Provide clinical assistance, including treating minor injuries, to a variety of people including detained persons, police officers and others, complying with relevant police and professional guidelines, referring more serious ailments and injuries to external healthcare providers as needed, documenting injuries and treatments for evidential purposes as required to promote the health and well-being of those on police premises.
- 2.6 Maintain medical facilities within the custody suite, ensuring that sufficient supplies of medicines, drugs and equipment are maintained, complying with police and professional guidelines and relevant security procedures to ensure the provision of high standards of care.
- 2.7 You will be required to work within your professional registration, following MHL and police policies and guidance where appropriate, utilising evidenced based practice: This includes but is not limited to FFLM, UKAFN, NICE, Royal Colleges, including Intercollegiate document: Safeguarding Children and Young People.
- 2.8 The post holder will be required support the Clinical Leads, Head of Healthcare and Contract Manager to evaluate and assess current service delivery and performance, devising, piloting and implementing changes in practice that deliver significant and substantial improvements in access and service delivery, whilst working within a budget.

- 2.9 The post holder will be expected to undertake a comprehensive training programme. This will include ongoing continuing professional development and gaining skills and experience in a new role requires commitment and flexibility, this should be considered as part of the role.

### **3. Duties and Responsibilities**

- 3.1 To provide a service which supports clients through the complexities of the criminal justice process and facilitates access to other healthcare services.
- 3.2 To ensure that you adhere to Mountain Healthcare local policies and procedures, including members of other disciplines and organisations
- 3.3 To attend your place of work 15 minutes before shift start to ensure effective handover.
- 3.4 To offer and provide appropriate information on follow up services that the service user may find useful.
- 3.5 To provide sensitive and non-judgemental support.
- 3.6 Examinations can only be carried out with the consent of that individual, unless the individual lacks capacity and then an examination can be conducted in that persons best interests in line with the Mental Capacity Act (2005) or in the case of a young person legislation on parental responsibility.
- 3.7 Examinations will be undertaken to ensure fitness to detain, interview, charge and release with consideration of ongoing needs of individuals and identification of an effective management plan to ensure the welfare and safety of those detained.
- 3.8 To ensure that a forensic examination is undertaken, with consideration of an appropriate forensic strategy, exhibits taken with robust chain of evidence, with documentation of injuries on body maps where required.
- 3.9 To liaise with police, ensuring a professional hand-over of cases to staff as required and ensuring the police are given an effective handover, which includes completion of NICHE, following information governance principles to ensure appropriate information sharing with relevant sharing of information where considered appropriate.
- 3.9 To carry out management of minor injuries and basic life support, when required.
- 3.10 To ensure all actions undertaken are consistent with service users wishes.

- 3.11 To read all correspondence from management with updates etc and change your practice in line with any changes.
- 3.12 To wear a name badge at all times while on duty.
- 3.13 Uniforms including scrubs may be required to be worn.
- 3.14 To ensure assessment of aftercare needs including suicide risk assessment and ensuring safeguarding needs are addressed.

### **Administration**

- 3.15 To create reports using existing databases and systems or complete notes on computer systems or paper as required.
- 3.16 Statements must be completed when on call and returned within 5 working days and exceptions i.e. on annual leave, sickness must be negotiated with the your line manager to ensure a response to the criminal justice system is timely.
- 3.17 To participate in governance activities, such as audit, policy and protocol development, service user engagement and wider quality improvement activities.

### **Communication**

- 3.18 To liaise with and disseminate information to the multidisciplinary team.
- 3.19 To provide an interface between the service and the criminal justice agencies
- 3.20 To understand the implications of disclosure of information to the criminal justice system.
- 3.21 In the case of child protection sharing of sensitive information to the child safeguarding team and other agencies involved in safeguarding children including consideration of exploitation and PREVENT.
- 3.22 In the case of vulnerable adults, sharing of sensitive information to the adult safeguarding team to ensure protection of vulnerable adults.
- 3.23 Participation and provision of supervision.
- 3.24 When attending court or providing reports, you should be impartial, independent and without bias. Initially, you will be acting as a professional witness providing only facts

about what was observed, however as your role and experience increase, this may develop.

### **Training**

- 3.25 To undertake mandatory training in line with Mountain Healthcare policy
- 3.26 To undertake training in line with the objectives and PDP set at regular formal appraisals
- 3.27 To be responsible for personal continuous professional development

### **Working Conditions/Environment**

- 3.28 The post holder will be confident using their own judgement in resolving matters and working on initiative.
- 3.29 The post holder must ensure that all duties are carried out to the timescales
- 3.30 The post holder will cover and support other colleagues when required to ensure prioritised workload is achieved, but will be expected to manage their workload appropriately

### **Physical Effort**

- All moving and handling will be accordance with policy.
- The post holder will be required to undertake some driving and travel to locations outside of the Policing region

### **Working Environment**

- Following arrest, detention or hospitalisation the service user is likely to be distressed and may react in unpredictable ways.
- Some clients may be under the influence of alcohol or drugs.
- Clients may experience acute mental health symptoms such as psychotic episodes.

### **Hours of work**

The post-holder is required to attend a place of work as determined in their contract, working shifts which complete a 24/7 shift pattern.

Mountain Healthcare may require you to work over shift handover and may also need to vary your hours of work, including your starting and finishing times, to meet the exigencies of the service. Should it be necessary to make any major or permanent change you will be given a reasonable period of notice after consultation.

### **Codes of Conduct**

**Mountain Healthcare Ltd** requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body and to Mountain Healthcare Staff Handbook and HR policies.

### **Equal Opportunities**

Mountain Healthcare is committed to an equal opportunities policy that affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sexuality, marital status, race, religion/belief, ethnic origin, age or disability. All staff are required to observe this policy in their behaviour to fellow employees.

### **Confidentiality**

All employees are required to observe the strictest confidence with regard to any client information that they may have access to, or accidentally gain knowledge of, in the course of their duties. All employees are required to observe the strictest confidence regarding any information relating to the work and its employees.

You are required not to disclose any confidential information either during or after your employment with Mountain Healthcare, other than in accordance with the relevant professional codes.

Failure to comply with these regulations whilst in the employment of Mountain Healthcare could result in action being taken under the Policy on Conduct and Capability in Employment.

### **Data Protection**

All employees must adhere to the Policy on the Protection and use of Personal Information, which provides guidance on the use and disclosure of information.

### **Health and Safety**

Mountain Healthcare expects all staff to have a commitment to promoting and maintaining a safe and healthy environment and be responsible for their own and others welfare.

### **Risk Management**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Integrated Governance Policy, contributing to Organisational Learning.

**Infection control**

All staff must observe the Health Act 2006 (Hygiene code), and ensure that they understand and implement their responsibilities in the prevention and control of infection.

**Safeguarding Children and Young People**

All staff are responsible for ensuring that they are familiar with and adhere to the organisational safeguarding procedures and guidelines. All healthcare professionals who come into contact with children, parents and carers in the course of their work have a responsibility to safeguard and promote the welfare of children and young people up to the age of 18 years as directed by the Children's Act 1989/2004. Health professionals also have a responsibility even when the health professional does not work directly with a child but may be seeing their parent, carer or other significant adult. All staff are required to attend Safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role in line with guidelines as per intercollegiate document – Safeguarding Children and Young People: Roles and Competencies for Health Care Staff.

**Revalidation**

Where required, all healthcare professionals are responsible for maintaining professional validation and are responsible for complying with revalidation requirements.