**HMPPS Role Brief**

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| **Job Title** | **COVID-19 Prison Gold Command: Prison Contact Tracing Lead (CTL)** |
| **Band** | Funding has been provided by POMC to prisons for 1 x operational Band 5 FTE, however local autonomy to determine the model that operates.  |
| **Overview of job**  | The Contact Tracing Lead (CTL) will be appointed in every prison in England and Wales in November 2020 for an additional period of six months. They will hold responsibilities for the following:1. Contact Tracing Enquiries
2. Being a SPOC (to disseminate information from COVID Gold)
3. Oversee Contact Tracing record keeping in the prison
4. Being a COVID-19 Champion (educating and advising local staff)
5. Promote compliance with COVID controls in the establishment
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| **Summary**  | * Establishments can determine whether CTL duties are covered by a single post-holder or is shared between a wider group. However every establishment must identify a single named Lead for the purposes of the SPOC role – so that COVID Gold have a single named individual to send information to.
* Establishments can determine whether they employ a Band 5 operational member of staff which they are funded for or use one or more staff at a different grade. The funding will be the same for every site irrespective of the local model.
* Contact Trace Enquiries must be undertaken within 24 hours of the notification of a COVID case irrespective of the time/day the prison is notified. This is an expectation of PHE as we have agreed that we will not isolate staff until we have concluded the enquiry, therefore the enquiry must be completed in a timely fashion. Local systems must ensure a trained member of staff (the CTL or someone from the CTL group) is available to complete the enquries whenever the need arises.
* The CTL will undertake this enquiry as per the new national policy document. The CTL will undertake an interview with the COVID case to identify movements and contacts, they will then conduct a risk screening on each potential contact to determine who should isolate.
* Contact Tracing Leads will notify the regional Health Protection Team (HPT) for their respective region of their recommendations in terms of isolation. The HPT will sign off these recommendations determining who should isolate.
* Contact Tracing Leads will also act as local SPOCs for information disseminated from COVID Gold. Each week CTLs will be provided a weekly email of information/learning in relation to COVID. This will include information from live outbreaks and outbreak analysis plus links to new guidance and materials promoting COVID safety for staff to share.
* CTLs will also oversee record keeping for the purposes of contact tracing enquiries in the prison. All movements into and out of areas should be recorded as much as possible for CT enquiries and the CTL will review these systems and ensure that they are as robust as possible to enable swift CT enquiries can be conducted on a timely basis.
* CTLs will also act as a COVID champion in their establishments. This means they will act as a representative for the local staff group, sharing information with them and answering their queries. The CTL will escalate any emerging COVID risks or issues to COVID Gold using the functional mailbox provided for this purpose.
* It is vital that CTLs are prominent and highly visible in their establishments. We therefore ask CTLs to consider how to achieve this from the moment they are in post. CTLs may wish to approach the Governor to secure a briefing slot on morning meetings and/or to create local comms or information areas. We will provide materials from the centre but it is vital that CTLs are proactive and share all the briefings from Gold with the local staff group by the most appropriate local means.
* CTLs will also promote compliance with COVID controls on behalf of the Governor. We are not asking CTLs to act as an auditor but we are asking them as a representative of the staff group to be observant and to highlight areas in which staff or prisoners are putting themselves and others at risk by not following COVID procedures. We recognise that this may present challenges and encourage staff to perform this role in a sensitive and appropriate way that is respectful of colleagues, however we recognise that we have local hotspot areas where staff congregate and areas where behaviour is leading to outbreaks, CTLs have the ability to influence local practice and educate local staff where they identify risks.
* The CTL role is a vital link for COVID Gold to get critical COVID intelligence out to frontline staff and to ensure we have robust Contact Tracing enquiries in the event of a positive case in the prison. The CTL does not solely hold this responsibility but as an extension of the Gold team they will perform a value service in sharing information about risks, controls and COVID learning.
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| **Support** | * The CTL network will be supported predominantly by the COVID-19 Regime Management team, who can be contacted via the Functional Mailbox provided. An introductory welcome event will be held on 20 November 2020 once all CTLs have been recruited. This will be followed by further workshop events which will commence the following week. CTLs will be provided with contact details for all other CTLs across the estate to enable colleagues to share information and enquiries. All enquiries from CTLs will be responded to promptly by the regime management team. CTLs will also be provided with contacts for Health Protection Teams (HPTs) responsible for their geographical area and for other key contacts when they are established.
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