

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

|                 |  |
|-----------------|--|
| Job Title:      | Substance Misuse Nurse                 |
| Pay Band:       | 6                                      |
| Department:     | HMP Cardiff                            |
| Directorate:    | SE Locality                            |
| Clinical Board: | Primary, Community & Intermediate Care |
| Base:           | HMP Cardiff                            |

#### ORGANISATIONAL ARRANGEMENTS

|                                |                           |
|--------------------------------|---------------------------|
| Managerially Accountable to:   | B7 Substance Misuse Nurse |
| Reports to:                    | B7 Substance Misuse Nurse |
| Professionally Responsible to: | B7 Substance Misuse Nurse |

#### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

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|--|---|
| We care about the people we serve <i>and</i> the people we work with | Treat people as you would like to be treated and always with <b>compassion</b>                              |
| We trust and respect one another                                     | Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things |
| We take personal responsibility                                      | Be <b>enthusiastic</b> and take responsibility for what you do.   |
| We treat people with kindness  | <b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?                     |
| We act with integrity  | Never let structures get in the way of doing the <b>right thing</b> .                                       |

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

- To support the Integrated Substance Misuse team lead to ensure high quality, evidence based health care leadership is provided through clinical audit, education and development of staff within HMP Cardiff's healthcare team through appraisal.
- To be a role model and resource to members of the Substance misuse Team by continually developing own client based clinical practice and expertise.
- Ensuring that the staff work within their Codes of Professional Practice and the standards expected by the Health Board.
- To work closely with the Primary Care Team, Mental Health team, Dyfydol and all other health providers to ensure the delivery of a fully integrated service.
- Work in partnership with HMP Cardiff and Dyfydol to support the reducing re-offending agenda.
- To Comply with NMC Code of Conduct and work within HMP Cardiff and Cardiff & Vale Health Board's identified policies, protocols and guidelines and comply with security requirements at all times.
- Work in partnership with patients, other health and social care colleagues and services internal and external to HMP Cardiff, including NOMS staff as appropriate, to achieve the optimum health outcome for clients and contributing to reducing reoffending pathways.

## **DUTIES AND RESPONSIBILITIES**

### **CLINICAL CARE**

- Undertake and oversee the screening process and assessment for service users with substance and alcohol misuse problems using recognised tools and professional knowledge to make appropriate referrals and decisions about immediate healthcare needs.
- Undertake and oversee the programme of nurse triage, using recognised holistic assessment tools and utilising advanced clinical skills to assess, diagnose, prescribe and treat, making all appropriate referrals.

- To understand the importance of clear care planning, through assessment, planning, implementation and evaluation of service users care.
- Develop comprehensive care packages for service users with substance misuse and alcohol problems seeking specialist advice from other healthcare professionals where necessary.
- As part of the team co-ordinate and respond to emergency calls as necessary.
- Ensure clinical practice is service users centred and evidence based, in accordance with the NMC Scope of Professional Practice.
- Undertake assessment of suitability of service users to be transferred or released using recognised tools and protocols within the context of the care plan.
- Work closely with other members of the multidisciplinary team to undertake triage to determine clinical priorities and need to admit to the healthcare facility.
- Ensure the comfort, personal appearance; hygiene and nutritional needs of service users are met.
- Use specialist knowledge and expertise to make clinical decisions and influence the clinical decisions of other healthcare professionals.
- Using evaluation and research contribute to the development of healthcare services, policies and protocols/guidelines within HMP Cardiff .
- To ensure care provided maintains the individuals privacy and dignity, values diversity and respects cultural and individual rights and choices.
- Lead and develop practice by working collaboratively and in partnership with other practitioners.
- Use health promotion strategies to reduce harm and improve service user's health, and social well-being taking a whole HMP Cardiff approach.
- Administer medication as prescribed according to NMC guidelines and within agreed protocols working to service user group directions (PGDs).
- Undertake expanding roles following relevant training.
- Support the Primary Care and Mental Health teams by working within these teams, within your competencies, in the exceptional circumstance of severe staff shortages.

- Where required, participate in the reviews of ACCTs (Self harm/suicide risk).
- Maintain clinical skills to demonstrate up to date knowledge and skills in line with the Knowledge and Skills Framework (KSF).

## **COMMUNICATION AND LIAISON**

- To contribute to the development of Health Care Support Workers within HMP Cardiff to develop a shared understanding of Substance Misuse and their role when delivering planned programmes of care.
- Liaise with officers, and with patient consent, external healthcare providers regarding the discharge pathway of service users from the healthcare facility.
- Develop links with specialist teams who are working within and external to HMP Cardiff.
- Communicate effectively with other team members and with a wide range of multi-disciplinary teams and other agencies both within and without HMP Cardiff.
- Contribute to the communication systems within HMP Cardiff including: the use of radio to maintain security, providing an appropriate response to emergency calls, adherence to security guidelines on usage of the radio.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Communicate effectively with service users and carers.

## **PLANNING AND ORGANISATION POLICY AND SERVICE DEVELOPMENT**

- To be able to take charge of the healthcare department or part of the healthcare department in the absence of Team Leads as required.
- Manage workload based on flexible principles and priorities care based on available staff and skill mix.
- Support the co-ordination the clinic schedule and visits of external healthcare providers in conjunction with the administration team.
- Co-ordinate clinics and endeavor to ensure they run to time within healthcare and on the wing

- Support the development of nurse led services.
- Delegate to and supervise the healthcare/nursing practice of other staff where appropriate.
- Actively contribute to the task of monitoring and evaluating standards of service user's care, seeking to continuously improve the quality of care.
- Ensure that data is collected that will assist in the future planning and delivery of services.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance via significant event analysis and substance misuse related deaths.
- Effectively manage own time, workload and resources.
- Alert other team members to issues of quality and risk
- Work in line with National and local protocols with the whole healthcare team to meet HMP Cardiff's health performance indicators, clinical governance standards and other national standards and targets.
- Be aware of and work towards meeting all recommendations in inspection reports, death in custody reports, prison healthcare action plans and other reports relevant to the delivery of HMP Cardiff's healthcare.
- Assess own performance and take accountability for own actions, either directly or under supervision.

## **RESPONSIBLE FOR PHYSICAL AND FINANCIAL RESOURCES**

- Assume responsibility for ensuring stocks and supplies are maintained.
- Assist the clinical development lead to ensure on a day to day basis that all equipment is maintained and fit for use, including maintenance of safe fridge temperatures.

## **RESPONSIBLE FOR HUMAN RESOURCES**

- Support the production of the off duty allocation for the Substance Misuse Team and ensure that this supports the full provision of services and correct skill mix and is in accordance with Working Time Regulations.

- Day to day management of staff in relation to off duty, sickness, absence, annual leave and overtime.
- Provide input to the recruitment and development of staff.
- Contribute to the learning experience and development of staff and students placed within the team, acting as a mentor where appropriate.
- Contribute to the orientation and induction of new members of staff and provide education in a variant of settings to members of the HMP Cardiff's staffing and other care providers.
- Contribute and participate in skills training and clinical supervision/reflective practice.
- Participate in induction programmes for new team members that reflect their individual needs and the needs of the service.

## **SECURITY**

- To always be aware of security within the department and establishment, and work within the set guidelines to ensure that security is maintained in a manner sensitive to the service user's needs.
- Staff must ensure that they have an appropriate awareness of the Local Security Strategy (LSS) and in any event of uncertainty seek clarification from a Security Manager.
- Ensure that the department complies with the security requirements of HMP Cardiff, the physical security of the environment and the safe custody of healthcare equipment in the department is maintained.
- Assume personal responsibility for the security of issued keys and radios.
- Participate in the dissemination of security information to all staff, ensuring you have access to, and attend the relevant security training and participate in meetings in regard to security.
- Support colleagues to respond to any situation or circumstance that might indicate a threat to security.
- Ensure that the Security Department are informed of all visitors to the Healthcare Department.
- Maintain the safeguarding and welfare of staff and visitors.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively

participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status



- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared:**

**Prepared By:**

**Date Reviewed:**

**Reviewed By:**

**CAJE Reference:**  
RWM/2019/0193

**PERSON SPECIFICATION**  
**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

|                   |                        |                        |             |
|-------------------|------------------------|------------------------|-------------|
| <b>Job Title:</b> | Substance Misuse Nurse | <b>Department:</b>     | SE Locality |
| <b>Band:</b>      | B6                     | <b>Clinical Board:</b> | PCIC        |
| <b>Base:</b>      | HMP Cardiff            |                        |             |

|  |                  |                  |                             |
|--|------------------|------------------|-----------------------------|
|  | <b>ESSENTIAL</b> | <b>DESIRABLE</b> | <b>METHOD OF ASSESSMENT</b> |
|--|------------------|------------------|-----------------------------|

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|-----------------------|--|--|---|
| <b>QUALIFICATIONS</b> | <p>RMN or RGN, Associated Professional Qualification/ RGN/RMN</p> <p>Post Graduate Education in a relevant area (e.g. RCGP Part 1 Substance Misuse</p> <p>Knowledge of legislative documents and Government policy.</p> <p>Evidence of continued professional development</p> <p>Ability to translate policy into practice</p> <p>Degree/Diploma</p> <p>Required to undertake MAPA or equivalent training</p> <p>Evidence of having developed clinical practice and Continued Professional Development</p> | <p>Knowledge of the UK prison system.</p> <p>Health assessment module or willing to undertake</p> <p>Teaching and Assessing in Clinical Practise</p> | <p>Application form and pre - employment checks</p> |
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| <b>EXPERIENCE</b> | <p>Demonstrable experience at Band 5. Proven experience in a supervisory or management role</p> <p>Experience of working with substance misuse clients</p> <p>Assessment of patient health and well-being and the supervision of other staff and systems.</p> <p>Experience of planning, delivering and evaluation care plans in response to complex needs.</p> <p>Experience of proactive liaison with other agencies/stakeholders and a shared care approach to plan and delivery complex and holistic care for patients.</p> | <p>Nursing in a secure environment</p> <p>Primary Care experience</p> <p>Mental Health experience</p> <p>Experience of developing policies and protocols</p> <p>Experience with working in a forensic setting.</p> | Application form and interview |
|-------------------|---|--|--------------------------------|

| SKILLS |  |  | Interview |
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|        | <p>Effective communication skills and interpersonal skills with a demonstrable ability to engage with individuals at all levels ensuring complex information is shared in an understandable format adapted to the audience needs.</p> <p>Able to identify own and others areas of development and knowledge and skills</p> <p>Able to use sound clinical judgement in situations, able to offer advice to others but remains aware when to seek advice or support.</p> <p>Able to exhibit enhanced de-escalation skills and feel confident enough to use these on a regular basis</p> <p>To be able to carry out tasks and work with patients in a non judgmental manner.</p> <p>Ability to work under pressure in terms of time restraints on a daily basis.</p> <p>Motivation self and others to drive forward new to new clinical standards and targets as set out by various governance agencies</p> | <p>Evidence of previous effective time management and organisation of workload.</p> <p>Commitment to further self development LEO or other leadership courses</p> <p>Management courses.</p> <p>Ability to speak Welsh</p> <p>Data collection /auditing and research skills</p> <p>IT skills</p> |           |

|   |  |   |  |
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|   | Specific clinical skills or a willingness to acquire them.   |   |  |
| <b>SPECIAL KNOWLEDGE</b>                    | <p>Specialist knowledge of core nursing interventions relating to Substance Misuse. (e.g. RCGP Part 1 Substance Misuse or must attain within 12months of taking up post)</p> <p>Evidence of delivering good nursing and clinical care in line with evidence based professional practice.</p> <p>Awareness of the changing Health &amp; Social Care agenda for NHS Wales</p> <p>Professional approach.</p> <p>Flexible approach to meet the needs of the service</p> <p>Change management and leadership skills.</p> <p>Confidence and ability to work positively as part of a multi-disciplinary team.</p> | Knowledge of the Mental Health Wales Measure (2010)                   | Application Form<br>Interview<br>References                    |
| <b>PERSONAL QUALITIES</b><br>(Demonstrable) | <p>Positive approach to innovative practice.</p> <p>Able to satisfy mandatory security clearance</p> <p>The environment consists of a series of separate areas/</p>  | Commitment to further self-development with appropriate training etc. | Application form/<br>Interview/DBS and Security vetting checks |

**CAJE Reference:**  
RWM/2019/0193

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|   | <p>buildings which you may need to access on a daily basis.</p> <p>The ability to get to these location is essential in the delivery of health care interventions.</p> <p>There is also a series of heavy metal gates which you will need to operate manually in order to access all necessary areas</p> |                       |                           |
| <b>OTHER</b><br><i>(Please Specify)</i> |  | Welsh Language skills | Interview Document Check* |

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|-----------------------|------------|---------------------|---|
| <b>Date Prepared:</b> | 20/12/2019 | <b>Prepared By:</b> | Senior Nurse HMP Cardiff                |
| <b>Date Reviewed:</b> | 20/12/2019 | <b>Reviewed By:</b> | Clinical Director – Vulnerable Services |