

JOB DESCRIPTION

Job Title: Senior Substance Misuse Nurse – Offender Health	
Reports to (post title): Clinical Matron/Service Manager	
Role Purpose: <p>To take a lead role in providing the successful and effective delivery of Substance Misuse services in HMP Services Offender Health. To work as a senior substance misuse nurse within a multi-disciplinary team in a prison setting, providing care to patients with complex substance misuse problems, from the point of entry into the prison system to re-entry into the community so that re-offending is reduced, and the health and social functioning of prisoners is improved.</p> <p>To provide high quality patient care through assessing, planning, implementing and evaluating care for people with substance misuse problems working to both harm reduction and health promotion / recovery agendas.</p> <p>To provide leadership to junior staff by maintaining professional standards, ensuring adherence to all relevant policies and procedures to ensure the delivery of high-quality care</p> <p>To co-ordinate and lead the provision of psychosocial interventions.</p>	
Role Context: <p>To provide effective substance misuse care services for prisoners, which deliver against required standards, e.g. Key Performance Indicators, Prison Health Performance Quality Indicators and demonstrate value for money, improve the mental health of individuals, enabling the service to compete as provider of choice to local commissioners.</p>	
Trust Values	
<p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Trust Values:</p> <p style="text-align: center;">Trust- Honesty- Respect- Compassion- Teamwork</p>	
Key Accountabilities	Performance Measures
To co-ordinate and lead the team in the provision of clinical and psychosocial interventions.	Supervision / appraisal
To provide guidance and support to junior members of the team regarding standards of care for patients.	Supervision / appraisal
To provide advice, guidance and leadership in respect of mental health and concurrent substance misuse needs.	Supervision records Meeting minutes
To provide clinical and managerial supervision to team members.	PAD documents
	Meeting notes

<p>To attend and participate in team meetings, helping to promote new ideas, methods and assist in their implementation.</p>	
<p>To manage on a daily basis a number of staff including responsibility for:</p> <ul style="list-style-type: none"> - Appraisals - Supporting the recruitment and retention process - Contribute to the management of sickness absence - Contribute to the learning and development needs of others 	Supervision
<p>Deputise for the Clinical Matron/Service Manager as required</p>	Patient records
<p>To carry a complex case load including those with significant mental health needs, with responsibility for assessing, planning, implementing and evaluating patient care.</p>	Patient records
<p>To undertake comprehensive assessment of patients' needs following referral to the service.</p>	Patient records
<p>To plan programmes of clinical and psychosocial interventions using evidence based practice, to decide upon and recommend the best course of action.</p>	Patient records
<p>To provide information and advice about drugs, alcohol, smoking cessation and related issues, to include blood borne viruses and safer sex.</p>	Patient records
<p>Provide ongoing assessment, planning, implementation and evaluation of substance misuse programmes, utilising relevant clinical tools, both clinical and psychosocial.</p>	Patient records
<p>Administer medication, including Controlled Drugs (Misuse of Drugs Regulations 2001), in accordance with national guidelines and local policy and procedures.</p>	CD Register
<p>To maintain accurate healthcare records in line with NMC Guidelines and Trust policy.</p>	Patient records
<p>To co-facilitate group work relevant to substance misuse and offending behaviour.</p>	Patient records
<p>To ensure care plans are formulated, acted upon, and reviewed.</p>	Patient records
<p>To effectively liaise and develop links with services within the prison setting and in the community to establish effective through care and after care pathways.</p>	

<p>To provide smoking cessation interventions in line with national guidance and locally agreed quit targets.</p> <p>To participate in prison induction programme.</p> <p>To effectively plan discharges and prison releases in conjunction with community services.</p> <p>Promote and maintain harm reduction strategies in the treatment and prevention of associated communicable diseases e.g. Hepatitis and HIV/AIDS.</p> <p>Maintain good practice in handling and disposing of contaminated waste and equipment, according to current policy, utilising all opportunities to attend training sessions and updates in the area.</p> <p>Ability to assess and respond to clients at risk of suicide or self-harm using the appropriate clinical intervention, prison service ACCT procedure, drug screening and referral to appropriate part of the integrated service.</p> <p>To attend and actively participate in team meetings, organised training sessions and mandatory training.</p> <p>To be involved in appraisal systems, clinical and managerial supervision, and be active in identifying aims and objectives for personal development to meet department objectives</p> <p>To lead in the training and development of others e.g. new members of staff, students and visitors to the service.</p> <p>Maintain own registration requirements in accordance with professional body regulations.</p> <p>Completion of physical observations.</p> <p>To undertake any other duties that would be a reasonable expectation of the role.</p>	<p>Patient records</p> <p>Patient records</p> <p>Training records</p> <p>Supervision records and PAD documentation</p> <p>Registration evidence</p>
Dimensions	
<p>Working within prison environments housing between 800 to 1100 prisoners.</p> <p>Non budget holder.</p> <p>To co-ordinate a multidisciplinary team to deliver high standards of care to a large prison population with substance misuse issues.</p> <p>To co-ordinate the provision of clinical and psychosocial interventions.</p> <p>Liaises with the nursing team, prison wing staff and hospital staff (if required) to ensure continuity of care.</p>	

To work across other prisons sites as required to meet the needs of the service.
Safeguarding
All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support.
Disclosure and Barring Services
Where this post meets the definition of 'Regulated activity' a defined in Safeguarding Groups & Freedoms of Protections, the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate
Infection Control
All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role
Communication
<p>To work in consultation with others to support the organisations' vision, values, strategies and objectives.</p> <p>To have effective written, verbal and non-verbal communication skills with patients where there may be barriers to understanding, plus internal and external agencies and stakeholders.</p> <p>To have a professional telephone manner, and the ability to communicate via email and other IT systems.</p> <p>Providing and receiving complex, sensitive or contentious information.</p> <p>To effectively liaise with line managers, team and Multi-Disciplinary Team members.</p> <p>Maintain strict confidentiality of patient information at all times.</p> <p>To complete documentation as required in accordance with Trust policy.</p> <p>Demonstrate an understanding of the importance of respecting culture/diversity in communication.</p>
Knowledge, Training and Experience
<p>Training</p> <p>Registered Nurse – Adult, Mental Health or Learning Disability.</p> <p>Experience</p> <p>Experience of working as a Registered Nurse, assessing and triaging patient care.</p> <p>Experience of community related substance misuse multi-disciplinary work. This could include substantial voluntary work or work in a related field e.g. housing</p> <p>Experienced team worker, effectively working in a secure environment across professional boundaries.</p> <p>Experience of working with individuals and groups.</p> <p>Experience of supervising junior staff members.</p> <p>Experience of leading and coordinating care provision.</p> <p>Knowledge</p>

In-depth theoretical knowledge of alcohol and drugs and the effects on the individual, family and society to include harm reduction, BBV support, relapse prevention and an understanding of family integration.

In depth knowledge of national initiatives regarding substance misuse management, to include the Recovery Agenda.

Familiarity with the role of relevant agencies e.g. health and housing.

Understanding of the roles and responsibilities of the members of the M.D.T.

Knowledge of rehabilitation and promoting independence.

Understanding of and commitment to supporting equality and valuing diversity.

Thorough understanding of the need for confidentiality.

Skills

Excellent communication skills both written and verbal.

IT Skills including use of Word, Excel, Outlook and patient information systems.

Teaching and supervision skills.

Excellent patient focused assessment skills.

Analytical and Judgement Skills

Ability to identify issues/situations/information and have the skills to formulate solutions and make recommendations on the best course of action.

To assess and evaluate risk in relation to substance misuse and mental health needs.

To understand complex factors relating to risk and commence appropriate management of these patients.

To refer and signpost to other internal and external agencies.

May be required to urine drug test patients, interpreting and acting on the results.

Planning and Organisational Skills

Allocation and re-allocation of work, caseloads, and tasks.

Plan and organise own diary.

To plan and coordinate care provision of the team to meet service needs.

To effectively plan discharges and prison releases in conjunction with community services.

Ability to prioritise the needs of the service and respond accordingly.

Plan and deliver patient intervention including group work.

Physical Skills

To use specific medical devices e.g. CO2 monitors and medication dispensing software.

To undertake relevant mandatory training which may require physical exertion e.g. breakaway.

The post holder may also be required to give injections or take blood or urine samples for testing.

Take blood and administer injections.

Equality & Diversity

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.

Responsibility for Patient/Client Care

To hold a caseload including those with complex and challenging health needs.

To ensure the team assess, plan, implement and evaluate patient care including responsibility for own record keeping.

To respond constructively to patients concerns, comments or criticisms.

To provide specialist advice in relation to care of patients.

To be committed to the safeguarding and promotion of welfare of children, young people and vulnerable adults.

Responsibility for Policy/Service Development

To actively contribute to the development and timely review of local procedures.

To implement policies within the service as required.

To actively contribute to identifying service development issues / themes and propose changes to practices in own work area.

Responsibility for Financial and Physical Resources

To use equipment appropriately and as trained.

To report faulty or broken equipment.

To arrange ordering of supplies as necessary.

Responsibility for HR

Day-to-day management of staff.

Be responsible for ensuring appraisals, supervision, training and development are actioned within specified timescales.

Support the recruitment and retention process.

Providing on the job training to newly recruited staff and assessing competencies.

Contribute to the management of sickness absence.

To attend and actively take part in mandatory and other training, plus own supervision.

To lead the induction of new staff and students.

To promote team working with colleagues and wider directorate teams.

Responsibility for Information Resources

To be responsible for the generation of information on patient records.

To use information technology systems e.g. SystmOne.

To undertake audits using information resources e.g. record keeping audits

To generate reports for individual patients e.g. for use in parole boards.

To ensure confidential information is handled appropriately and in line with Trust policy.

Responsibility for Research and Development

Undertake audits to inform the Clinical Matron/Service Manager of standards of care.

Contribute to data collection and analysis with regards to service development.

In-depth knowledge of evidence based approaches to psychosocial interventions.

Freedom to Act

Responsible for own actions and those of the staff team they manage.

Lone working with patients.

Assessing and developing care plans and delivering interventions with guidance and the clinical supervision from Clinical Matron/Service Manager

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Nottinghamshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to ensure they keep up to date with these policies and other policy documents. These include Infection Control, Health and Safety and Medicines Management.

To undertake any other duties as requested.

Physical Effort

Frequent requirement to exert light physical effort for several long periods during a shift.

Requirement to walk to prison wings, clinic areas, and reception during working shift across the geographical site.

Sitting at the computer for intermittent periods during the working day.

Respond to serious and emergency incidents in the immediate area, participating as a member of the emergency response team.

To undertake relevant mandatory training.

Unlock and lock prison gates.

Mental Effort

Frequent concentration required when checking documentation.

Work pattern is unpredictable due to the nature of the prison environment.

Concentration required throughout the working day; assessing patients, security and safety, record keeping and managing controlled drugs.

Emotional Effort

Frequent exposure to distressing or emotional circumstances. The backgrounds and presentation of many patients can present exceptional challenges both in working with the patients, in managing personal emotional responses, and those of others.

Occasional exposure to levels of stress when dealing with incidents. Maintaining high levels of self awareness, safety and security.

Ability to maintain a balanced/objective approach while working under potentially stressful situations and conditions.

Working Conditions

Prison environment that provides healthcare services for offenders whom are either on remand awaiting court dates or have been sentenced. This involves being the subject of searching and security procedures, responsibility for keys and working in a restrictive, locked environment.

Frequent exposure i.e. daily, to unpleasant working conditions including locks, fences and bars, significant noise from prisoners, bodily fluids, geographical isolation of the prison, potential inadequate ventilation and temperature control. Being alert to emergency security procedures.

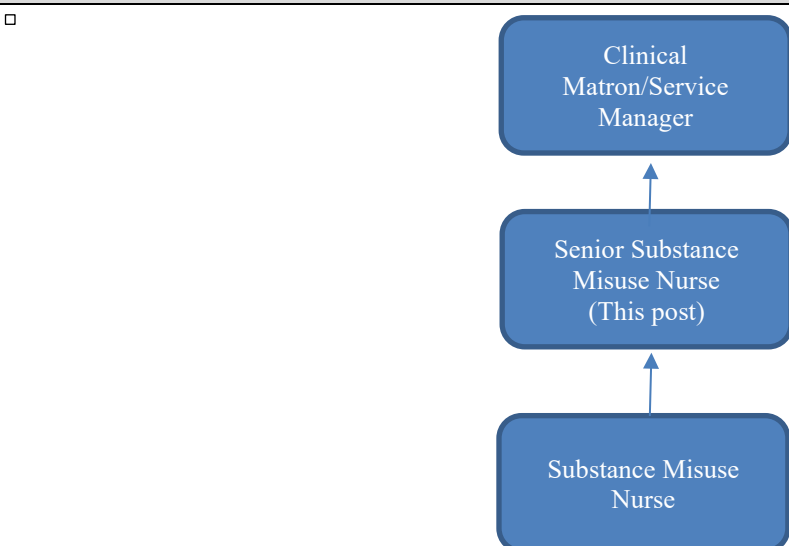
Occasional exposure to aggressive behaviour of prisoners, with potential verbal abuse and/or physical violence.

An understanding of the need to integrate security requirements within the provision of healthcare for prisoners.

Moving about the site during inclement weather.

Will be required to travel throughout the Offender Health Directorate, sometimes in inclement weather.

Organisation Chart



Our promise to you:

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures

After reviewing the document, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

Next level Manager:

Date: