



OUTLINE JOB DESCRIPTION

Job Title: Deputy Team Leader

Grade: Band 6

Reporting to: Clinical Team Leader

Accountable to: Service Manager

Location: HMP Birmingham - Birmingham Recovery Team

Job Purpose

To assist the Band 7 Team Leader in the provision of clinical leadership and to be a clinical role model to the team. To act on behalf of and deputise as directed by the Team Leader in their absence and provide high quality evidence-based nursing advice support and care for service users with both Substance Misuse needs and Physical/Mental health needs.

To provide leadership and clinical support in the delivery of care to Service Users within HMP Birmingham.

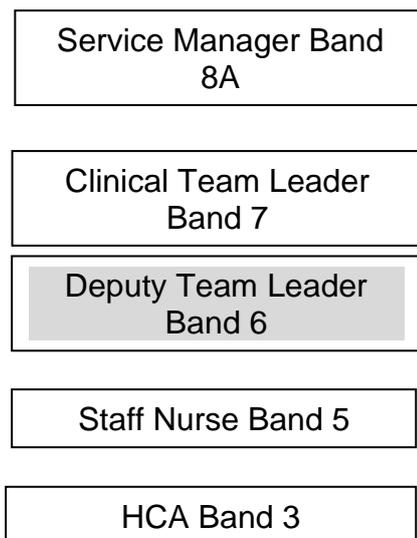
Job Summary

The post holder will be responsible for:

- The facilitation, promotion and supervision of education, clinical practices and audit.
- The management of the clinical area in the absence of the manager.
- Overseeing the assessment planning implementation and evaluation of nursing care within agreed parameters, and have a working knowledge of local, national policies and legislation which govern current service provision.
- Identifying and contributing to others training needs.
- Ensuring the promotion of issues of equality diversity and rights in accordance with good practice and legislation.
- Ensuring effective communication pathways exist.

Organisational Chart

Department organisation chart, which identifies where the vacancy is and reporting relationships



Key Communications and Working Relationships

Internal: BRT Service Manager, BRT Team Manager, Prison Healthcare teams, Prison staff, BRT Psychosocial (Cranstoun)) team, Medical Team. Mental Health multi-disciplinary team, Healthcare multidisciplinary team

External: Probation Service, Police, Courts, Social Services, Community Drug Teams, other prison establishments, General Practitioners, Acute hospital services, General Practitioners, Department of Social Security, Statutory Services and Voluntary Sector Agencies, Nursing Agencies/Bank Staff.

Principal Duties and Responsibilities

CLINICAL

- Responsible for participating in setting of quality standards, including monitoring and reviewing in line with current clinical guidance practice and policy and ensuring that care provision is in line the with the Department of Health guidelines.
- Assist the management team and senior clinicians to develop and implement clinical audit to evaluate care delivery.
- Act as Named Nurse for a designated number of Services Users contributing to the Joint Care Plan and Review Process with the Psychosocial Key worker.
- Ensure that all patients referred to the BRT clinical service receive a full comprehensive assessment and that their needs are addressed, and appropriate care implemented by the nursing team.
- Ensure that individualised care plans are formulated and implemented in order to facilitate the delivery of care related to their substance misuse problems and other healthcare problems identified.

- Ensure that nursing staff's assessment, documentation and electronic records are kept up to date in line with Trust policy and NMC guidelines.
- Facilitate and lead staff in working closely with all members of the multi-disciplinary team to orchestrate a seamless package of care for all patients receiving care within the substance service.
- Undertake assessment, provision, and evaluation of Service Users mental and physical health.
- Provide input to the on-going assessment, planning, implementation, and evaluation of healthcare programmes for Service Users by utilising assessment tools.
- Administer Opiate Substitute Prescription, prescription medication, intramuscular injections and carry out breathalyser and urine drug testing in accordance with local agreed formularies, national instructions and under patient group directives and locally agreed protocols.
- Provide a triage service and clinical interventions within own scope of practice and recognising environmental limitations and the need for appropriate referral, assessment and transfer of patients who require care within wider NHS provision.
- Respond to healthcare emergencies within the prison in accordance with own competence and the Trusts policies and procedures.
- Maintain accurate healthcare records within the guidelines of the NMC.
- Deliver evidence-based care according to care plans and treatment regimes.
- Seek specialist advice from healthcare professionals both internal and external to help develop comprehensive evidence based care packages.
- Liaise with Service Users and constantly evaluate their level of capacity throughout their treatment journey.
- Liaise with external agencies and facilitate the safe discharge and transfer of treatment.
- Contribute to the continuing development of the Birmingham Recovery Team (Integrated Drug Therapy Service) and play an active role in implementing and facilitating change.
- Ensure that all Service Users requiring enhanced observation are subject to the prison services ACCT process and that this is implemented and evaluated appropriately.
- Provide harm reduction education to patients and play an active role in the delivery of psychosocial interventions such as brief interventions and motivational interviewing.
- Provide on-going support and psychosocial interventions to support the Recovery Model of Addiction

PROFESSIONAL

- Responsible for participation in the Trust appraisal process, identifying own/others mandatory professional, personal development, and training needs.
- Responsible for the safe custody and administration of medicines.
- To participate and contribute appropriately in research, service modernisation, clinical governance and the National Service Framework.
- To respect and value the different therapeutic approaches within the multi-disciplinary team but ensure that the agreed philosophy approach is adopted and followed.
- Responsible for ensuring confidentiality is maintained at all times in accordance with the data protection act, trust policy and good practice.
- Responsible for maintaining and conducting oneself in a professional manner towards service users, carers, colleagues and other agencies.
- Responsible for leading and contributing to the nursing strategy with the Trust.
- Participate in joint working with appropriate experts/agencies.

- Responsible for the provision of formal and informal training of pre/post registration students in accordance with NMC standards.
- Responsible for the provision of staff induction, mentorship, appraisal, and clinical supervision to professional colleagues as appropriate.
- Responsible to maintain up to date mandatory training and additional training relevant to the needs of the service.

ORGANISATIONAL

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding, and complying with all relevant trust and statutory policies and procedures.

MANAGERIAL

- To work with the Clinical Manager and Team Leader to ensure satisfactory day-to-day management of the clinical area.
- To deputise and take charge of Birmingham Recovery Team in the absence of the Team Leader, assuming their responsibilities.
- Assist in the provision of clinical leadership to Birmingham Recovery Team's junior staff, helping to maintain the highest standards of evidence-based healthcare is provided to patients within existing resources.
- Delegate to and supervise the healthcare/nursing practice of junior staffing and other staff where appropriate and to act accordingly within their sphere of responsibility.
- Assist Team Manager with appraisal for junior staff and personal development identifying individual training needs where appropriate.

Developing and Maintaining Relationships

- Assist the medical team during clinics and during multi-disciplinary review and facilitate and implement changes agreed to Service Users care plan
- Provide Service Users with support to encourage empowerment, decision making and personal responsibilities and the promotion of social inclusion within the prison community.
- Support Service Users who could be at risk of self-harm to themselves or to others or who are at risk of suicide
- Respect Service Users individuality and maintain their privacy and dignity within the constraints of the custodial environment.
- Exercise positive relationships within professional boundaries as part of a purposeful caring regime.
- Communicate effectively using all available and appropriate methods including information and technology systems with all members of the healthcare team regarding patients' healthcare needs.

- Provide input to and maintain an interest in the development of substance misuse services.
- Actively works towards developing and maintaining effective working relationships both within and outside the Trust.
- Support patients to address issues which affect their health, behaviour and social welfare

Managing Resources

- Ensures the effective and efficient use of resources within their own sphere of responsibility.
- Ensure that any agreed performance and clinical information is provided to the team leader within the required reporting time scales.
- To ensure that service nurses and clinicians meet regularly to discuss and agree service/clinical related issues.
- To assist in investigating complaints as appropriate and in accordance with Trust and Prison policy and procedures.
- To ensure that all untoward incidents are reported to the Service Manager and the HMP Health Care manager.
- To assist in the ensuring that any recommendations arising out of an audit/investigation are implemented accordingly.
- To attend management and clinical supervision as required.
- To be involved with the implementation of BSMHT and Prison Health and Safety procedures within the service.
- To ensure that all service performance related activity is recorded by the detoxification and treatment service on the service database.
- To undertake appropriate special projects as and when directed by the Service Manager.
- To participate with appraisals, training needs analysis and performance development.

Managing Self

- Prioritises their own workload based on based on flexible principles and prioritise care within agreed objectives deciding when to refer to others as appropriate.
- Maintain responsibility for identifying own learning needs and participate in training to develop and maintain own knowledge, personal qualities and skills.
- Demonstrate knowledge of basic information technology applications and evidence use working practices.

- Participate in all aspects of clinical governance and maintain own level of individual responsibility to provision of quality health care.
- Contribute to the maintenance of systems for the substance misuse service.
- Demonstrate ability to provide actions to prevent further harm as an initial simple response to any incidents ensuring adherence to the Trust's policies.
- Demonstrate the ability to undertake administrative duties required for the role.
- Adhere to, maintain and understand the Trust's medicine management policies and show evidence of ability to explain statutory and organisational requirements and NMC guidelines relating to and including controlled drugs.
- Participates in the Trust's appraisal system, matching organisational aims with individual objectives and undertaking appropriate training as required.
- Takes responsibility for their own and others' health and safety in the working environment.
- Complies with the policies and procedures of the Trust, own professions registered body and any codes of practice. Local standard operating procedures. Any agreed Prison Service policies and procedures
- Ensures that a professional service and image is maintained at all times.
- Ensures their own actions support the equality, diversity, rights and responsibilities of individuals.
- Promotes and adheres to equality of opportunity and diversity within the Trust.
- Complies with Safer Custody of all Service Users as defined by the HMPS/Ministry of Justice.

GENERAL

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff is required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy;

Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changes responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less

than annually. You may also be required to provide cover in other areas following appropriate discussion

Job Description Agreement

Budget Holder: Dave Austin

Post Holder:

Signature: *T Khanom*

Name: Tay-Yibah Khanom

Date: 19/04/2024

Birmingham and Solihull Mental Health NHS Foundation Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.