

## JOB DESCRIPTION

**For Personnel use only**

Job reference number:

<b>Job Title:</b> Substance Misuse Nurse Band 5	
<b>Reports to (post title):</b> Clinical Matron Substance Misuse	
<p><b>Role Purpose:</b> To participate in providing the successful and effective delivery of the Integrated Substance Misuse Services within Offender Health, delivering best practice psychosocial interventions and Opiate Substitute Treatment to support the patients' recovery journey. Specifically, both a treatment and harm reduction philosophy, combining interventions aimed at cessation of drug use and healthier outcomes.</p> <p>To provide basic 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 provide support and supervision for the team by helping the line manager with staff development and by providing a first point of contact for patients when on duty.</p>	
<p><b>Role Context:</b> This role requires a first level registered nurse to work as part of a team delivering both psycho, social and clinical substance misuse services to a diverse patient group within Offender Health. The ideal candidate will have either substance misuse experience working within this field, or some experience of nursing those with substance dependence.</p>	
<b>Trust Values</b>	
<p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:</p> <p style="text-align: center;"><b>Trust Honesty Respect Compassion Teamwork</b></p>	
<b>Key Accountabilities</b>	<b>Performance Measures</b>
<p><b>1.0 Clinical</b></p> <p>1.1 Undertake Comprehensive Substance Misuse Assessment, plan and implement care with the patient, evaluate effectiveness of care.</p> <p>1.2 Develop and implement individual support packages to promote self-guided help and CBT based interventions.</p> <p>1.3 Deliver effective psychosocial intervention programmes within a group setting.</p> <p>1.4 Provide input into ongoing assessment, planning,</p>	<p>All patients have accurate, current care-plans. Audit scores and action plans</p> <p>Clear and effective</p>

<p>implementation and evaluation of substance misuse programmes, utilising relevant clinical tools, both clinical and psychosocial.</p> <p>1.5 Administer medication, including Controlled Drugs (Misuse of Drugs Regulations 2001), in accordance with national guidelines and local policy and procedures.</p> <p>1.6 To maintain accurate healthcare records in line with NMC Guidelines and Trust policy.</p> <p>1.7 Actively engage drug misusing offenders in treatment.</p> <p>1.8 Assist the senior substance misuse nurse in providing clinical advice and support within the prison and other partnership agencies.</p> <p>1.9 Ensure that the requirements of the Mental Health Act and Mental Capacity Act, are known, understood and adhered to, within the context of substance misuse.</p> <p>1.10 Educate, co-ordinate, administer and supervise prescribed treatment for patients in accordance with current policies.</p> <p>1.11 Promote and maintain harm reduction strategies in the treatment and prevention of associated communicable diseases e.g. Hepatitis and HIV/AIDS</p> <p>1.12 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>1.13 Undertake all client work allocated to you in accordance with the referral, assessment and treatment criteria, taking appropriate opportunities to implement new strategies and procedures as agreed by the team, utilising all coaching, supervision and learning opportunities.</p> <p>1.14 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>1.15 To maintain and promote high standards relating to care, consultation and choice for all of those who require access to drug treatment and comply with professional regulation and guidance at all times.</p> <p><b>2.0 Educational</b></p>	<p>communication demonstrated in healthcare records</p> <p>Supervision and case note review</p> <p>Training records and supervision</p> <p>Attend and contribute to team meetings</p>
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<p>2.1 Assist the senior nurses in promoting educational aspects of substance use/misuse to all, including delivery of training.</p> <p>2.2 Collaborate with education departments regarding learner allocations as required and participate in service and induction programmes.</p> <p>2.3 Provide effective learning environment for all learners, providing opportunities for the implementation of learner objectives.</p> <p>2.4 Maintain own registration requirements in accordance with professional body regulations.</p> <p>2.5 Attend all mandatory training as provided and required.</p>	<p>Supervision evidence</p>
<p><b>3.0 Administrative</b></p> <p>3.1 Maintain accurate records and statistics of clients in accordance with current policies.</p> <p>3.2 Ensure safe custody of drugs and equipment, maintaining accurate recording and administration, satisfying legal and local requirements.</p> <p>3.3 Maintain an accurate diary of work requirements, mileage claimed etc, within agreed policy.</p> <p>3.4 Report immediately any incident, complaint or grievance to your line manager in accordance with trust policy.</p> <p>3.5 Assist the senior substance misuse nurses in monitoring and co-ordinating the ordering of medicines, supplies and equipment.</p> <p>3.6 Ensure compliance with Health and Safety at Work CoSHH Regulations.</p> <p>3.7 To work within fire precautions and regulations and have the ability to use fire fighting equipment as and when required, attending all necessary training and updates.</p> <p>3.8 Demonstrate knowledge of basic information technology applications and have the ability to operate computerised dispensing equipment.</p>	<p>Appraisal completed in a timely manner</p> <p>Medication audits</p> <p>Appropriate referrals made to other services</p>
<p><b>4.0 Personnel</b></p> <p>4.1 Assist the senior substance misuse nurses in the orientation of new staff.</p>	<p>Understanding of boundaries and actions to take</p> <p>Timely and appropriate use of IT communication systems</p>

<p>4.2 Identify to your line manager any nursing needs in relation to service provision</p> <p>4.3 To actively participate in all aspects of clinical and managerial supervision, coaching and training that are given on a regular basis.</p> <p>4.4 To act as a lead point of contact in substance misuse on a day-to-day basis.</p> <p>4.5 To deputise for the senior nurse as required.</p> <p>4.6 Participate in clinical supervision on a regular basis and performance development reviews as per trust policy.</p>	
<p><b>Dimensions</b></p>	
<p>Working within HMPS in Offender Health the post holder will be required to work within multi skilled healthcare teams supporting a small number of junior staff on a day-to-day basis. The healthcare teams provide a variety of services including physical healthcare, substance misuse and mental health across Offender Health.</p>	
<p><b>Communication</b></p>	
<p>The post holder is required to communicate sensitive information concerning patient's medical status, within the custodial environment and to liaise with external service providers to ensure a seamless service on release.</p> <p>Ability to communicate at a level the patient will understand.</p> <p>The post holder is required to motivate and provide support to junior staff.</p> <p>The post holder is required to develop and maintain appropriate professional relationships with patients, their carers and families, prison health teams, Statutory and non-statutory agencies, safeguarding services (child and adult), Prison Service and Criminal Justice Services.</p>	
<p><b>Knowledge, Training and Experience</b></p>	

- First level registered nurse RNMH
- Ability to undertake training in physical interventions
- Experience of assessing patient conditions, triaging services and providing appropriate clinical interventions
- Awareness of current issues within substance misuse
- Awareness of the current Substance Misuse Strategy Documents
- Awareness of other issues relating to offender health.
- Ability to supervise and act as a mentor to unqualified members of the team.
- A developing knowledge of healthcare within the custodial setting
- The ability to work on own initiative, self motivation and work as part of a multi-disciplinary team
- Ability to participate in and understand multi-professional teamwork.
- Excellent and effective communications skills both verbal and written
- Negotiation and mediation skills
- Ability to engage with and develop rapport with the patient group.
- Ability to establish therapeutic relationships with clients
- Good organisational skill – ability to prioritise work
- Skilled communicator and negotiator
- Good computer literacy skills, with ability to learn to effectively utilise service specific computer packages
- Flexible and reliable
- Displays excellent interpersonal skills

**Analytical and Judgement Skills**

The post holder is required to undertake assessment of needs within the context of physical health, social welfare and mental health in relation to substance misuse and advise the patient of treatment options available to meet their needs. The post holder must also take into account the environment limitations and need for timely referral to appropriate elements of the integrated healthcare service to meet needs.

**Planning and Organisational Skills**

The post holder is required to manage a caseload and organise their time effectively, in the absence of the senior nurse, the post holder may be required to deputise and take charge of a shift, dealing with unplanned events as they occur.

**Physical Skills**

Dexterity and accuracy are required when administering medication, especially the controlled drugs. The post holder may also be required to give injections or take blood or urine samples for testing

**Responsibility for Patient/Client Care**

The post holder will carry a caseload and be expected to undertake the principles of the nursing process of Assessment, Planning, Implementing and Evaluating care. The post holder will be expected to ensure that patients have current care-plans and that any change in treatment results in a care-plan update with the patient.

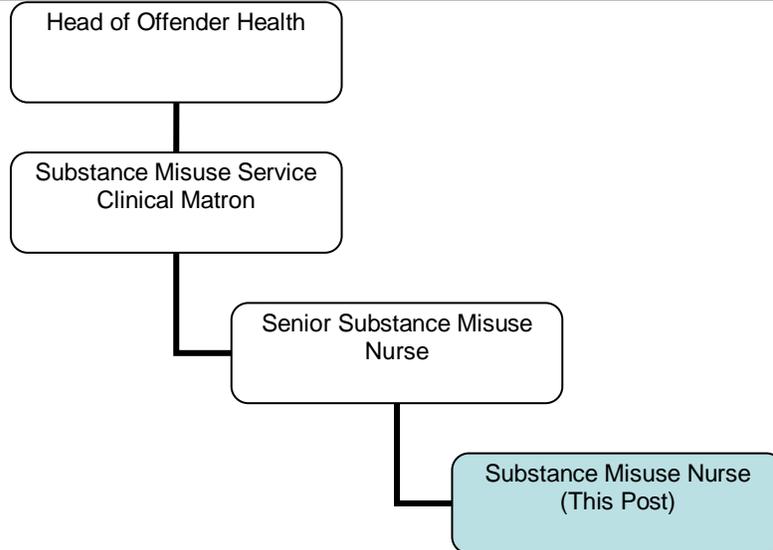
**Responsibility for Policy/Service Development**

The post holder will be responsible for ensuring they conduct themselves in accordance with trust policies and the Nursing and Midwifery Councils Code of Professional Conduct. The post holder will be expected, as part of a multi-disciplinary team to assist the senior nurse/manager in devising and implementing new strategies of care ensuring best practice is observed.

<b>Responsibility for Financial and Physical Resources</b>
<p>The post holder will have a duty of care to ensure that they have the knowledge skills and training to use any equipment and that is required. They will ensure the equipment is used as prescribed and maintained and stored correctly.</p> <p>The post holder may be required to order consumables and medicines including controlled drugs and take receipt of orders placed by others, ensuring that the delivery is checked against the order for any discrepancies, reporting these to you first line manager.</p>
<b>Responsibility for HR</b>
<p>The post holder may be required to clinically supervise junior staff, mentor student nurses, support, advise and educate staff from other agencies.</p>
<b>Responsibility for Information Resources</b>
<p>The post holder is responsible for recording personally generated information on patient's files.</p> <p>To liaise with statutory and non-statutory agencies as appropriate in the care of patients and when there is and ongoing treatment need on release, continuity of care and release planning in line with current arrangements between the substance misuse team, general health, mental health and community provider.</p> <p>Maintain all relevant professional, personal and clinical information in a confidential manner according to the Trust policy on confidentiality. Clearly communicating timely, accurate and relevant information.</p>
<b>Responsibility for Research and Development</b>
<p>The post holder undertakes surveys and audits as necessary service provision</p>
<b>Freedom to Act</b>
<p>The post holder is required to work on their own initiative, providing advice and support, primarily to drug misusing offenders, but will be expected at times to work within primary mental health and general health as part of a federated health service. The post holder will work within codes of practice and professional guidelines, local and national policies.</p> <p>The work is managed rather than directly supervised.</p>
<b>Equality and Diversity</b>
<p>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.</p>
<b>Physical Effort</b>
<p>Walks, stands for part of shift.</p> <p>May be required to push/pull medicine trolleys or boxes.</p> <p>May be required to carry response pack to incident scene (first responder)</p> <p>Will be required to carry boxes of medication on delivery days, bending and stretching required when stowing medication in cabinets.</p>
<b>Emotional Effort</b>
<p>Occasional exposure to distressing circumstances, dealing with distressed and/or aggressive patients</p>
<b>Mental Effort</b>
<p>Frequent concentration required for checking documentation/controlled drug records/patient notes/prescription charts. Work pattern is unpredictable due to the nature of the environment, receiving/discharging and dispensing medication to patients throughout the day.</p>
<b>Working Conditions</b>

Frequent exposure to distressed or aggressive patients. Working across a large prison estate may have to cross open areas during inclement weather.

**Organisation**



**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 Foundation 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 questionnaire, please sign to confirm agreement

Post holder:

Date:

Line Manager: Next level Manager:	Date: Date:
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