

## JOB DESCRIPTION

Job evaluation ref number:	
<b>Job Title:</b> Senior Substance Misuse Nurse	
<b>Reports to (post title):</b> Substance Misuse Service Manager	
<b>Evaluated Banding:</b> Band 6	
<p><b>Role Purpose:</b></p> <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>	
<p><b>Role Context:</b></p> <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>	
<p><b>Trust Values</b></p> <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>
<ul style="list-style-type: none"> <li>To co-ordinate and lead the team in the provision of clinical and psychosocial interventions.</li> <li>To provide guidance and support to junior members of the team regarding standards of care for patients.</li> <li>To provide advice, guidance and leadership in respect of mental health and concurrent substance misuse needs.</li> </ul>	<p>Patient Records</p> <p>Supervision / appraisal</p> <p>Meeting minutes</p>

<ul style="list-style-type: none"> <li>• Dependent on experience, skill-set and training, to conduct staff appraisal, clinical and managerial supervision, and be active in identifying aims and objectives for personal development to meet department objectives.</li> <li>• To attend, participate and chair Team meetings, Allocation Meetings and Pathway Meetings, helping to promote innovative methods and assist in their implementation.</li> <li>• To manage on a daily basis a number of staff including responsibility for: <ul style="list-style-type: none"> <li>- Appraisals</li> <li>- Supporting the recruitment and retention process</li> <li>- Contribute to the management of sickness absence</li> <li>- Contribute to the learning and development needs of others</li> </ul> </li> <li>• Deputise for the Substance Misuse Service Manager as required</li> <li>• To carry a complex case load including those with significant mental health needs, with responsibility for assessing, planning, implementing and evaluating patient care.</li> <li>• To undertake comprehensive assessment of patients' needs following referral to the service.</li> <li>• To plan programmes of clinical and psychosocial interventions using evidence based practice, to decide upon and recommend the best course of action.</li> <li>• To provide information and advice about drugs, alcohol, smoking cessation and related issues, to include blood borne viruses and safer sex.</li> <li>• Provide ongoing assessment, planning, implementation and evaluation of substance misuse programmes, utilising relevant clinical tools, both clinical and psychosocial.</li> <li>• Administer medication, including Controlled Drugs (Misuse of Drugs Regulations 2001), in accordance with national guidelines and local policy and procedures.</li> <li>• To maintain accurate healthcare records in line with NMC Guidelines and Trust policy.</li> <li>• To co-facilitate group work relevant to substance misuse and offending behaviour.</li> </ul>	<p>PAD documents/Supervision notes</p> <p>Team Meeting Minutes</p> <p>Supervision Records</p> <p>Patient records</p> <p>Patient records</p> <p>Patient records</p> <p>Patient records</p> <p>Patient records</p> <p>CD Register</p> <p>Patient records</p> <p>Patient records</p>
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<ul style="list-style-type: none"> <li>• To ensure Care Plans are formulated, measurable, acted upon and reviewed, and the patient is collaboratively engaged in the process.</li> <li>• 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.</li> <li>• To provide smoking cessation interventions in line with national guidance and locally agreed quit targets.</li> </ul>	<p>Patient records</p>
<ul style="list-style-type: none"> <li>• To participate in prison induction programme.</li> </ul>	<p>Patient records</p>
<ul style="list-style-type: none"> <li>• To take a lead role in effectively planning for patient discharge and prison transfer and/or release in conjunction with community services, ensuring appropriate transfer of patient information and management of highlighted patient risks including facilitating take-home naloxone training.</li> <li>• To take a lead role in the promotion and maintenance of harm reduction strategies in the treatment and prevention of associated communicable diseases e.g. Hepatitis and HIV/AIDS, supporting the Hepatitis C Trust in working towards Hep C eradication,</li> </ul>	<p>Patient Records</p>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Infection Control audits</p>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Patient Records</p>
<ul style="list-style-type: none"> <li>• To attend and actively participate in team meetings, organised training sessions and mandatory training.</li> </ul>	<p>Team Meeting Minutes</p>
<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>PAD documents</p>
<ul style="list-style-type: none"> <li>• To lead in the training and development of others e.g. new members of staff, students and visitors to the service.</li> </ul>	<p>Training Records</p>
<ul style="list-style-type: none"> <li>• Maintain own registration requirements in accordance with professional body regulations.</li> </ul>	<p>Registration Evidence</p>
<ul style="list-style-type: none"> <li>• Completion of physical observations.</li> </ul>	<p>Patient Records</p>

<ul style="list-style-type: none"> <li>• To lead clinics for OST (such as Buvidal).</li> <li>• To complete Complaints, Serious Incident Reports, and Ulysses reporting, dependent on experience and training.</li> <li>• To undertake any other duties that would be a reasonable expectation of the role.</li> </ul>	<p>Patient Records</p> <p>Monthly reports</p>
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**Dimensions**

Working within prison environments housing between 350 to 1700 prisoners.

Non budget holder.

To co-ordinate a multidisciplinary team to deliver high standards of care to a large prison population with substance misuse issues.

To co-ordinate the provision of clinical and psychosocial interventions.

Liaises with the nursing team, prison wing staff and hospital staff (if required) to ensure continuity of care.

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 relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.

**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.

**Equality and 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.

### **Sustainability and Net Zero – Supporting Our Green Plan**

The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.

### **Data Quality Statement**

All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.

### **Communication**

To work in consultation with others to support the organisations' vision, values, strategies and objectives.

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.

To have a professional telephone manner, and the ability to communicate via email and other IT systems.

Providing and receiving complex, sensitive or contentious information.

To effectively liaise with line managers, team and Multi-Disciplinary Team members.

Maintain strict confidentiality of patient information at all times.

To complete documentation as required in accordance with Trust policy.

Demonstrate an understanding of the importance of respecting culture/diversity in communication.

### **Knowledge, Training and Experience**

#### **Training**

- Registered Nurse – Adult, Mental Health or Learning Disability.

#### **Experience**

- Experience of working as a Registered Nurse, assessing and triaging patient care.

- Extensive experience of substance misuse multi-disciplinary work. This could include substantial voluntary work or work in a related field e.g. housing
- Experienced team worker, effectively working in a secure environment across professional boundaries.
- Experience of working with individuals and groups.
- Experience of supervising junior staff members.
- Experience of leading and coordinating care provision.

### **Knowledge**

- 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.

### **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.



<b>Physical Effort</b>
<p>Frequent requirement to exert light physical effort for several long periods during a shift.</p> <p>Requirement to walk to prison wings, clinic areas, and reception during working shift across the geographical site.</p> <p>Sitting at the computer for intermittent periods during the working day.</p> <p>Respond to serious and emergency incidents in the immediate area, participating as a member of the emergency response team.</p> <p>To undertake relevant mandatory training.</p> <p>Unlock and lock prison gates.</p>
<b>Mental Effort</b>
<p>Frequent concentration required when checking documentation.</p> <p>Work pattern is unpredictable due to the nature of the prison environment.</p> <p>Concentration required throughout the working day; assessing patients, security and safety, record keeping and managing controlled drugs.</p>
<b>Emotional Effort</b>
<p>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.</p> <p>Exposure to levels of stress when dealing with incidents. Maintaining high levels of self awareness, safety and security.</p> <p>Ability to maintain a balanced/objective approach while working under potentially stressful situations and conditions.</p>
<b>Working Conditions</b>
<p>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.</p> <p>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.</p>

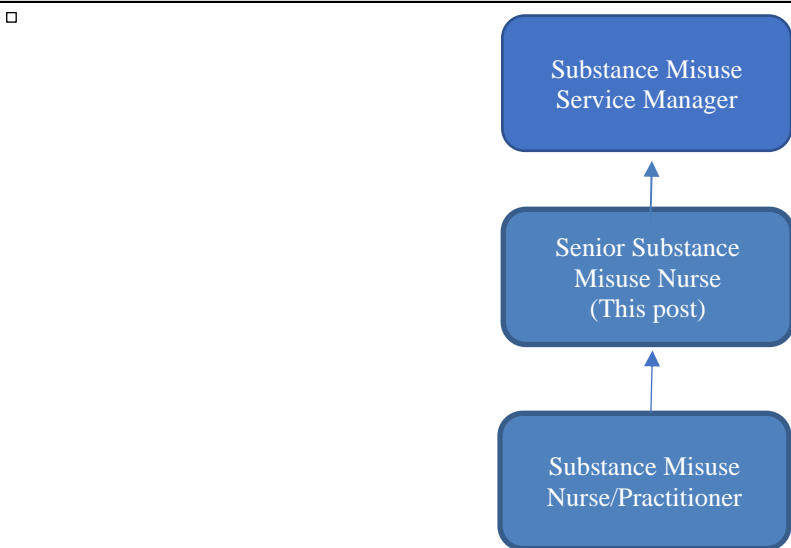
Occasional exposure to aggressive behaviour of prisoners, with potential verbal abuse and/or physical violence.

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

### 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 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 document, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

## EMPLOYEE SPECIFICATION FOR THE POST OF SENIOR SUBSTANCE MISUSE NURSE

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values and Behaviours	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: <b>Trust Honesty Respect Compassion Teamwork</b></li> </ul>	2			Application & Interview
	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation</li> </ul>	2			Application & Interview
Physical Requirements	<ul style="list-style-type: none"> <li>Able to undertake training in physical interventions</li> </ul>	2			
Qualifications - Academic / Craft / Professional	<ul style="list-style-type: none"> <li>Registered Nurse</li> </ul>	2	<ul style="list-style-type: none"> <li>Certificate/Diploma in Counselling</li> </ul>	2	Application form
Training	<ul style="list-style-type: none"> <li>Significant demonstrable experience within substance misuse field/ dual diagnosis with evidence of appropriate continued learning</li> </ul>	2			Application form and interview

Attribute	Essential	Weight	Desirable	Weight	How Identified
Experience	• Experience of providing nursing services in a recovery focused way	2	<ul style="list-style-type: none"> <li>• Experience of working in a criminal justice setting</li> <li>• Experience of carrying out PADs and supervision</li> </ul>	2	Application form and interview
	• Experience of working with patients on a 1:1 basis and building good patient relations	2			
	• Experience of working effectively within a wide multi-disciplinary team	2			
	Experience of close working relationships with a variety of statutory agencies and other external organisations	2			
Knowledge	• Understanding of current drug issues	2	<ul style="list-style-type: none"> <li>• Awareness of other issues relevant to healthcare within criminal justice</li> </ul>		Application form and interview
	• Understanding of relevant Local and National Strategy	2			
Skills	• Negotiation and mediation skills	2	<ul style="list-style-type: none"> <li>• Experience of training delivery</li> <li>• Demonstrable project management skills</li> </ul>	2	Application form and interview
	• Excellent written and verbal communications at all levels	2			
	• Ability to engage with and develop a rapport with patients	2			
	• Ability to participate in and understand multi professional teamwork	2			
	• Ability to establish therapeutic relationships with patients	2			
	• Ability to provide psychosocial interventions to patient	2			
	• Formulation of care planning	2			
	• Ability to work without direct supervision	2			

Attribute	Essential	Weight	Desirable	Weight	How Identified
Contractual Requirements	<ul style="list-style-type: none"> <li data-bbox="378 228 926 293">• Flexibility to work evenings, nights and weekends when required</li> <li data-bbox="378 326 1003 391">• Willingness to work across other prison sites as required.</li> </ul>	2			

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**