

Job Description:

[Job Title]



Function:	Sodexo Justice Services
Position:	Substance Misuse Nurse
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Substance Misuse Clinical Lead Nurse
Additional reporting line to:	Deputy Head of Healthcare
Position location:	HMP Bronzefield

1. Purpose of the Job – State concisely the aim of the job.

- To assess the drug treatment needs of new arrivals/transfers and those currently in custody.
- To provide advice on a range of health and harm reduction issues to drug misusers.
- To safely promote the generic health needs of patients with drug misuse issues and refer on to appropriate services when required.
- To check essential first night needs are met such as physical and psychological needs, including all essential medical care.
- To provide a safe and accurate full comprehensive substance misuse assessment of patients' drug treatment needs in collaboration with the Lead Substance Misuse GP and Recovery Workers team using evidence based research.
- To safely and effectively carry out appropriate clinical and prison ACCT risk assessment regarding the patient's drug treatment and mental health issues thereby implementing appropriate interventions to manage the risks.
- To make recommendations and identify the patient's drug treatment needs in developing their integrated treatment plan.
- To administer and supervise the consumption of controlled drug medication as prescribed to patients of the service in line with the service / Prison Protocols.
- To monitor daily progress of those in first week of treatment and less frequently for those no longer assessed as needing frequent individual contact in line with substance misuse service protocols.
- To safely and effectively manage the treatment plans for substance misuse patients.
- To demonstrate an understanding of the diverse needs of different nationalities and genders.
- To promote clinical governance by complying with agreed Prison policies and clinical guidance, while maintaining own clinical competencies in this role.
- To work in close collaboration with the Lead Substance Misuse GP and Pharmacist regarding the

development and implementation of treatment protocols, policies and guidelines for the continuation or initiation of substance misuse patients received or treated in the prison.

- To work in close collaboration with the Clinical Lead, Substance Misuse GP and Pharmacist regarding the development and implementation of protocols and guidelines for the management of patients who have substance misuse issues out of core hours.
- To provide an agreed treatment input into the 5 Days, 28 Days and 13 Weeks patients' reviews.
- To develop and maintain good working arrangements with the Recovery Workers team, appropriate prison, community and criminal justice services relevant to all new referrals / arrivals in support of integrated care services for substance misusers which meet the continuity of personalized care.
- To attend and contribute to case reviews and attend multidisciplinary reviews for substance misuse patients.
- To communicate information in line with Prison confidentiality policies to relevant agencies both within and external to the prison.
- To provide regular supervision and support for the Integrated Substance Misuse team.
- To contribute to the duty rotas and shift patterns to ensure a safe and effective seven-day cover across the Bronzefield Healthcare.
- To ensure the compilation and maintenance of proper and accurate confidential records of all patient interventions and contact with other agencies, consistent with NHS practice and regulations and as required by Sodexo Justice Services Instructions.
- To keep and provide information and statistics in line with the service, PCT, DAAT and Sodexo Justice service requirements.
- To take part in all agreed monitoring and evaluation procedures.
- Be familiar with HMP Bronzefield Protocols, Policies regarding personnel and administration.
- Be involved with risk management assessments within the prisons, in line with directions from Sodexo Justice Services
- Be responsible for adhering to the Health and Safety Policies of HMP Bronzefield.
- Be responsible for fully complying with all HMP Bronzefield security requirements.
- To maintain and develop IT skills to be able to operate I.T. equipment as provided by the Prison.
- Ability to work flexible hours, which will include weekends, evenings and nights on a 7-day a week rota.
- Be committed to the Equal Opportunities Policy of the Prison
- To undertake any other duties relevant to the Integrated Substance Misuse Nurse's role.
- To be responsible for the induction, clinical supervision and training of the junior health care assistants so as to maintain high standards of care.

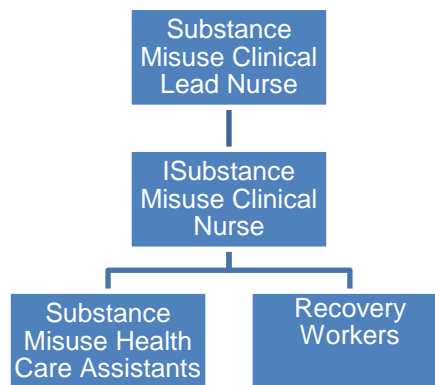
- To participate in regular supervision, peer review and the appraisal scheme using reflective practice.
- To contribute to devising and delivering training to Prison, Recovery Workers Services and other relevant staff.
- To participate in audits, research and service developments to ensure the best evidence based services are available for drug users serving custodial sentences.
- To initiate change as a result of audit and evidence based research.
- To demonstrate a continuous process of obtaining educational, clinical and research skills by taking part in relevant training provided by the Prison and relevant external training/educational organisations.
- To be committed to and promote service user and carer involvement in the delivery and development of services to meet their treatment needs.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue
FY13:

Net income growth: tbc

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To provide an agreed treatment input into the 28 Day Psychosocial group work programme.
- To develop and maintain good working arrangements with the Recovery team, appropriate prison, community and criminal justice services relevant to all new referrals / arrivals in support of integrated care services for substance misusers which meet the continuation of personalized care.
- To keep and provide information and statistics in line with the service NHS England, DAAT and Sodexo Justice service requirements.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To work in close collaboration with the Substance Misuse GP and Pharmacist regarding the development and implementation of treatment protocols, policies and guidelines for the continuation of treatment plans for patients received or treated in the prison.
- To work in close collaboration with the Clinical Lead, Substance Misuse GP and Pharmacist regarding the development and implementation of protocols and guidelines for the management of patients who have substance misuse issues out of core hours.
- To attend and contribute to case reviews and attend Multidisciplinary reviews for substance misuse patients.
- To communicate information in line with Prison confidentiality policies to relevant agencies both within and external to the prison.
- To contribute and provide regular supervision and support for the Health Care Staff.
- To contribute to the duty rotas and shift patterns to ensure a safe and effective seven-day cover self rostering
- To contribute to devising and delivering training to Prison, Recovery Workers and other relevant staff.
- To participate in audits, research and service developments to ensure the best evidence based services are available for drug users serving custodial sentences.
- To initiate change as a result of audit and evidence based research.
- To demonstrate a continuous process of obtaining educational, clinical and research skills by taking part in relevant training provided by the Prison and relevant external training/educational organisations.
- To be committed to and promote service user and carer involvement in the delivery and development of services to meet their treatment needs.
- To maintain and develop IT skills to be able to operate I.T. equipment as provided by the Prison.
- Ability to work flexible hours, which will include weekends, evenings and nights on a 7-day a week rota.
- Be committed to the Equal Opportunities Policy of the Prison
- To undertake any other duties relevant to the Integrated Substance Misuse Nurse's role.
- To be responsible for the induction, clinical supervision and training of the junior health care assistants so as to maintain high standards of care.
- To participate in regular supervision, peer review and the appraisal scheme using reflective practice.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To ensure the compilation and maintenance of proper and accurate confidential records of all patient interventions and contact with other agencies, consistent with NHS practice and regulations and as required by Sodexo Justice Services Instructions.
- To take part in all agreed monitoring and evaluation procedures.
- Be familiar with HMP Bronzefield Protocols and Policies regarding personnel and administration.
- Be involved with risk management assessments within the prisons, in line with directions from Sodexo Justice Services
- Be responsible for adhering to the Health and Safety Policies of HMP Bronzefield and fully complying with all HMP Bronzefield security requirements.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Registered first level nurse
- training and experience
- Knowledge of needs of patients with long-term conditions
- Knowledge of health promotion strategies
- Aware of accountability of own role and other roles in a nurse-led service
- Awareness of clinical governance issues in primary care
- Knowledge of patient group directions and associated policy
- Self-directed nurse
- Highly motivated
- Flexibility
- Enthusiasm
- Team player
- Ability to work across boundaries
- Involvement in implementing and using protocols and clinical guidelines
- Ability to communicate difficult messages to patients
- Negotiation and conflict management skills
- IT skills

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction	■ Brand Notoriety
■ Rigorous management of results	■ Innovation and Change
■ Quality of Services provided	■ Learning & Development

9. Management Approval – To be completed by document owner

Version	02	Date	27 th December 2017
Document Owner	<i>Vince Makunura</i>		