

# Job Description: Integrated Substance Misuse Nurse

Function:	Justice Services
Position:	<b>Integrated Substance Misuse Nurse (RGN)</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	<b>ISMS Clinical Manager</b>
Additional reporting line to:	
Position location:	HMP Forest Bank

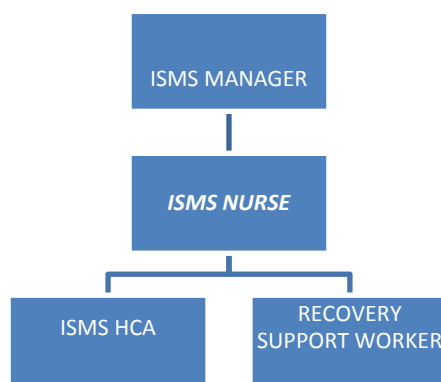
## 1. Purpose of the Job – State concisely the aim of the job.

- To provide a clinical integrated drug treatment service for residents from the point of entry into HMP Forest Bank so that re-offending is reduced and the health and social functioning of residents is improved.
- The post-holder will provide a safe, effective and timely drug treatment service for HMP Forest Bank using agreed protocols.

## 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:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						
Characteristics    ■    Add point									

## 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.

- Work within the NMC guidelines
- Work within a high pressured versatile environment
- Work within prison scope and local/national Sodexo policies

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

- To triage 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 residents with drug misuse issues and refer on to Health Care when required.
- To check essential first night needs are met, i.e. access to a phone, food and fluids, staff and/or listeners, in cell TV / radio and tobacco.
- To provide a safe and accurate full comprehensive clinical substance misuse assessment of residents drug treatment needs in collaboration with the lead Substance Misuse GP and Recovery Services using evidence based research.
- To safely and effectively carry out appropriate clinical and prison ACCT risk assessment regarding the residents 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 twice 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 service protocols.
- To safely and effectively manage the treatment plans for Clinical Recovery patients.
- To demonstrate an understanding of the diverse needs of BME groups.
- 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 Clinical Recovery for patients received or treated in the prison.
- To work in close collaboration with the Clinical Recovery 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 Clinical Recovery 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 Clinical Recovery Continuity of Care Guidance.
- To attend and contribute to case reviews.
- 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 Clinical Recovery Health Care Staff.
- To contribute to the duty rotas and shift patterns to ensure a safe and effective seven-day cover across HMP Forest Bank.
- 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, NHSE, PHE and Sodexo Justice service requirements.

- To take part in all agreed monitoring and evaluation procedures.
- Be familiar with HMP Forest Bank 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 Forest Bank
- Be responsible for fully complying with all HMP Forest Bank 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 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 Clinical Recovery Nurses 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 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.

**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 Current KPT and external Clinical Recovery data met.
- To meet all current Clinical Recovery requirements.
- Adherence to local and national policies and procedures
- Completion of all documentation to a high standard maintaining accurate and up to date records.
- Completion of accurate clinical assessments on all patients
- Completion of care plans
- Appropriate and timely referrals to relevant internal and external agencies
- Development of clinical interventions to clients

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

**Essential**

- RGN Qualification

**Desirable**

- Minimum of 2 years experience.
- Experience of working in the substance misuse field.
- Experience of working within a prison setting.
- Experience of working with offenders.

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

■ Growth, Client & Customer Satisfaction / Quality of Services provided

■ Leadership & People Management

■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	

**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			