#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: Addictions Nurse  Responsible to (insert job title): Team Leader  Department(s): HMP Addiewell Health Centre  Directorate: East and Midlothian CHP  Job Reference: 159223  No of job holders:  Last Update: |

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| 2. JOB PURPOSE |
| The post holder is responsible for the development and delivery of programmes of care for a substance misuse service under the direction of the Team Leader within the unique setting of a prison environment. The post holder is responsible for the initial assessment, planning, implementation and ongoing care needs of the prisoners, whose substance misuse is associated with dependence and/or significant impairment of their physical, psychological and social functioning and adjusting their care on a daily basis, including assessing medication requirements and forwarding the medication request to either the doctor on duty or on-call doctor to prescribe (in most cases there is no medical review undertaken)The post holder will provide a comprehensive discharge and follow up service whilst managing and maintaining own caseload. They work within an integrated multi-disciplinary team providing a specialist drug problems service to prisoners within HMP Addiewell. The post holder will develop and maintain close working relationships with statutory and voluntary sector organisations and forge positive links with the local community. The post holder will promote a harm reduction philosophy with all agencies and individuals in contact with the service.    The post holder is also responsible for managing their own caseload as part of a specialist service for prisoners experiencing a broad range of complex needs relating to substance misuse. The post holder has the autonomy to decide when a prisoner should be discharged from their caseload and will provide support, education and advice on how to manage the prisoner’s ongoing healthcare needs. |

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| 3. DIMENSIONS |
| The post holder works within HMP Addiewell Prison which has a population of around 800 prisoners.  The post holder is responsible for a nurse led addictions service, under the direction of the Team Leader and is at times on site without a medical presence and will provide guidance, support and education to healthcare support staff and non healthcare staff working within the prison. They also provide guidance, mentorship and support to new members of the nursing team. The post holder will manage their own caseload and will accept direct referrals from a variety of sources including prisoners, prison officers, Allied Health Professionals, General Practioners. The caseload is not delegated but generated from these sources and managed autonomously by the post holder. They are responsible for providing and continually developing high quality interventions for individuals experiencing problems related to substance misuse. They will manage individuals with complex needs such as mental health problems, poly substance misuse, chronic illness and child protection issues The main focus of this being reintegration into the community and disengagement from criminal justice services.  In addition the post holder will be responsible for education and support in the field of addictions to other registrants, General Practitioners and Voluntary Service Organisations. High quality interventions will be implemented as directed by policy and the evidence base in the substance misuse field. |

4. ORGANISATIONAL POSITION

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# HEALTH CENTRE MANAGER

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**HEALTHCARE SUPPORT WORKER**

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| 5. ROLE OF DEPARTMENT |
| The role of the Prison Healthcare Service is to provide a range of clinical services and interventions that meet prisoner healthcare needs ranging from their addictions needs, physical and psychological needs through to their social well being during their stay in Prison and on their release, which complement and integrate with other services and agencies within the establishment and the community. The service provides ongoing rehabilitation and contributes to the offender outcome strategy.  The service is expected to plan and deliver existing and new nursing services to meet with local and national strategies, within a robust clinical governance framework.  The Addictions team aims to provide a high quality, flexible and evidence-based treatment service to meet the needs of individuals and groups of prisoners with substance misuse problems. The service operates within the harm reduction model and works in collaboration with GP’s, local authorities, non-statutory agencies, locality clinics and pharmacists, encompassing a shared care approach. |

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| 6. KEY RESULT AREAS |
| 1. The post holder is responsible for the management of own caseload and has the authority to admit to/discharge from their defined caseload without reference to the Team Leader. They are responsible for assessing, planning and managing a variety of treatment interventions appropriate for this prisoner group and is expected to demonstrate, assess, monitor, implement and evaluate standards of addictions care within the establishment. Promoting evidence based best practice by addressing and remedying deviations and making recommendations for improvement. 2. The post holder will undertake comprehensive substance misuse assessments in partnership with those who access the service with complex substance misuse, including a comprehensive assessment of risk to the person and/or others in association. 3. The post holder has overall responsibility to maintain accurate clinical Records in accordance with NHS Lothian Policy. They will establish and maintain effective working relationships to ensure effective communication and a collaborative approach towards meeting the needs of the prisoner – including the prisoner, Carers, Multi Discipline Team, General Practitioners, & non-statutory agencies. Liaise with professional and voluntary agencies to provide appropriate specialist advice for patients with substance misuse and related mental health problems and call, attend and contribute to appropriate multi-disciplinary team meetings and case conferences. 4. The post holder will enable prisoners to address their own health needs by raising awareness of factors that will impact on their health and social well being and to target health improvement activities which will enable the prisoner to achieve a healthier lifestyle both in custody and on their release. 5. The post holder will run nurse led clinics, including Substitute Prescription and Harm Reduction Clinics. In addition the post holder will conduct initial screening of prisoners and identifying assessment and treatment requirements. They will also conduct clinical urine screening as requested/required and are expected to act upon the findings. 6. The post holder will act as a resource and provide specialist nursing advice to other professionals and relevant agencies. The post holder will also liaise with external agencies and assist in the development of protocols for throughcare of prisoners both on arrival and release from prison. The post holder will also co-ordinate manage and participate in multi-disciplinary case conferences for prisoners with complex needs. 7. The post holder is expected to participate in and contribute to working groups with regards to the development of operational and strategic policy to ensure the development and delivery of the most appropriate services in order to address health inequalities and promote the physical, mental and social well wellbeing of the prison population. 8. The post holder will participate in Integrated Case Management meetings, which requires them to be competent in their field. 9. The post holder is expected to be actively involved in research and audit; to critically evaluate Substance Misuse/Addictions nursing practice and developments. The post holder will disseminate findings and assist in the development and implementation of innovations and standards to ensure evidence based practise and quality of service. They will have responsibility for risk management and assist in the monitoring of standards of clinical audit in order to promote evidence based/best practise to improve clinical outcomes. 10. The post holder will ensure and facilitate the ongoing process of their own Professional development and junior members of the Team, including during induction, ensuring they are appropriately prepared and supported in the performance of their duties and participating in the development and delivery of ongoing Training programmes, supervision and mentorship      1. The post holder will act in accordance with the NMC Code of Professional Conduct, NHS Lothian Policies and Procedures and maintain Post Registration in Practise. The post holder will be able to demonstrate continuous professional development, including the ability to perform specific clinical skills within the constraints of a prison environment. 2. The post holder will organise and facilitate group, training and education sessions. 3. Issue medications using Patient group directions (PGD) and record these on the drug prescription charts 4. The post holder will train the prisoner population who have complex learning needs, to administer Life saving Naloxone, basic life supp (CPR ect), recognise signs and symptoms of overdose and prevention. |

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| 7. EQUIPMENT AND MACHINERY |
| The job requires the post holder to become fully conversant with the use and calibration of range of health care equipment including:-  Personal Computer – including use of office and database software  Blood collection system including syringes, needles and sharp boxes.  Sphygmomanometer and stethoscope, thermometer  Urinalysis Equipment  Immediate Life Support Equipment e.g. semi automatic defibrillator, pulse oximeter, auto dose injector pen  Nebuliser and Oxygen Equipment, Peak flow meter, Volumatic device  Glucometer  Auroscope  Methadone dispensing glass conical measure  ECG machine  Smokelyser  Security keys, personal alarm and 2 way radio  Ensure that equipment (both disposable and non disposable) is maintained and stock is managed to ensure economical use of all resources. |
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| 7b. SYSTEMS |
| The post holder is responsible for maintaining accurate and up to date clinical records complying with all statutory policies and procedures of NHS Lothian and to complete statistical/informational returns as required by NHS Lothian  The post holder will use the following systems on a daily basis:-  Computerised Health Care records  Manual Health Care Records System  Prisoner Records System (PR2  Drug recording systems and Registers  Clinical Rating Scales (eg opiate and alcohol withdrawal assessment tools)  Clinical Audit Systems including Health Care Standards Assurance, which is specific to the SPS  Personal Communication Device (radio carried continually throughout the shift)  Audit systems, both local and national  TRAK  The post holder is expected to be proficient in the use of IT systems including email, internet, intranet, E Learning |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder is responsible to the Team Leader in the Addictions Service. They are expected to work autonomously in their area of responsibility and workload is largely generated by the prisoner’s health care needs.  The post holder will be expected to prioritise their own workload and that of the healthcare support workers within the team on a daily basis, monitor activity and anticipate and resolve problems.  Work is generated via direct referrals from prisoners, prison officers, allied health care professionals  The post holder will ensure clinical supervision is accessed on a regular basis  An annual performance review will be undertaken by the Clinical Manager and a Professional Development Plan agreed  The post holder and team will organise working week to ensure that all group work/ training sessions are facilitated every week, as well as accommodating extra sessions when required.  The post holder will contribute to the development of specific areas of work within the wider context eg service development, some of which will be self generated. |

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| 9. DECISIONS AND JUDGEMENTS |
| The post holder, as an autonomous practitioner, is accountable for their professional practice and skills. This is achieved by assessment of risk and needs based on prisoners’ presentation and the development of programmes of care.  The post holder has autonomous responsibility for the patients on their caseload and will independently assess, implement and develop programmes of care, including decisions relating to clinical risk and will make decisions based on their assessment of the prisoner’s healthcare needs. They are expected to prioritise their own workload and support other staff in clinical decision making.  The post holder will prioritise, plan and evaluate clinical activity and will decide when to access medical review after initial patient assessment if they deem it necessary. The post holder will also decide when to refer onto other agencies or discharge as appropriate.  The post holder will advise GP’s and other professional groups on the appropriateness of a given intervention for a prisoner on their caseload.  The post holder will make decisions on treatment and advise medical staff on appropriate medication, in conjunction with the prisoner, regarding the appropriate delivery of care and support to meet the identified needs including when to refer to other healthcare professionals and other agencies, both internal and external.  The post holder will regularly use Patient group directives for the administration of medications.  The post holder will prioritise, assess and deliver services within available resources. They will use their own judgement to disseminate relevant information regarding the risk posed by the prisoner as well as other information, to other members of the health care team. This includes information to criminal justice agencies responsible for community supervision and to the SPS Intelligence Management Unit.  The post holder must have knowledge of Child Protection and Vulnerable Adult policies with the responsibility to refer concerns onto the appropriate Agency. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| The post holder works in a prison environment and the work is extremely challenging where they are exposed to situations where there is violence, aggression and a high risk to the well being of other prisoners and staff. The post holder will be trained in breakaway techniques. The post holder is regularly open to abusive and threatening language and behaviour. The post holder must work with the constant exposure to potentially dangerous situations eg hostage taking.  The post holder is responsible for the safety of the security keys they are allocated; being aware of the potential security breach if mishandled, misplaced or misused by compromising prison operational security. They are also responsible for the operation and security of a radio and are expected to listen continually, via an ear piece, to the prison radio traffic and respond appropriately to situations as required, using approved Radio Procedure.  The post holder must respond quickly and effectively to critical incidents such as attempted suicide/self harm and providing immediate support to colleagues and other prisoners involved.  The post holder will ensure an integrated and seamless service with other departments and partner agencies both within the prison and in the community including Addictions Services, Primary Care Services, Social Work Departments and NHS facilities.  The post holder is responsible for time management – work required versus time available. They must prioritise workload on a continuous basis, managing scheduled and unscheduled care, balancing conflicting and unpredictable priorities.  The post holder, on occasions will be required to remain in the prison after working hours to deliver health care for emergency or operational reasons. The post holder would be expected to carry out a risk assessments.  The post holder must manage the emotional impact of working in an unpredictable environment on a daily basis. |

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| 12. COMMUNICATIONS AND RELATIONSHIPS |
| The post holder is regularly required to communicate, both verbally and in writing to members of the multi disciplinary/multi agency team as well as the prisoner regarding issues such as sensitive information.  The post holder will have excellent influencing and persuading skills when dealing with prisoners in order to agree care plans and assist with the implementation of the plan to ensure a successful outcome. There can also be barriers to understanding due to the client group e.g. frequently prisoners are under the influence of unknown illicit substances, prisoners with learning disabilities or sensory impairment and non English speaking prisoners. Provide accurate, timely reports, records and summaries for GPs, Criminal Justice Services, Social Services or other referring and partner agencies.  In addition to contact with the prisoner the post holder regularly communicates with the following:-  INTERNAL  Health Care Team  Prison staff and management  Social workers  Addiction Services  Chaplains  Parole Staff  Psychology  Psychiatric services  Prisoners  Family and carers  EXTERNAL  Pharmaceutical Supplies Provider and out of hours pharmacy telephone advice service  24 hour telephone medical service for clinical advice and prescribing (faxed/verbal)  GP and Community Nurses  NHS services/hospitals  Addiction Services  Social workers and Local Authorities  Criminal Justice Service  Members of the public e.g. prisoners relatives  Translation Services  Voluntary Agencies e.g. Samaritans  Police Services  Communication is regular, face to face, on the telephone, or in written correspondence, formal and informal. This can include intra-professional issues and highly sensitive issues. |

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| 13. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB |
| PHYSICAL SKILLS  Highly developed physical skills, accuracy important, manipulation of fine tools, materials.  Manual dexterity and accuracy required for administration of IM Injections, wound dressings, venepuncture, etc.  PHYSICAL DEMANDS  This role encompasses the entire area of the prison and therefore there is daily and frequent walking and stair climbing  The carrying of equipment over fair distances, including outside including the frequent moving of equipment weighing over 10kgs to residential areas, which involves going outside and climbing stairs  Working in cramped conditions standing for long periods of time.  MENTAL DEMANDS  A high degree of concentration is required during prisoner assessment who, in many cases, have a complex and comprehensive range of physical, psychological, substance misuse and social problems and may be under the influence of illicit substances.  A higher level of concentration is required due to the responsibility of carrying a security radio and security keys and the requirement to continually monitor the radio, responding to specific incidents when they arise  Frequently responds to unscheduled appointments which results in work plans being changed at short notice.  The ability to act expediently and appropriately when responding to crisis situations such as deliberate self harm, suicide attempts, completed suicides, medical emergencies and prisoner or staff assault. This happens on a frequent basis.  Working with prisoners with complex and diverse needs and the ability to adapt to complex clinical situations  On-going requirement for continual updating and learning of techniques and practices, including Information Technology skills.  EMOTIONAL DEMANDS  Communicating with distressed/anxious/worried prisoners on a daily basis  Discussion with prisoner regarding prognosis, treatments and implications of long term and terminal illness  Frequently dealing with sensitive issues with prisoners such as rape, abuse, bereavement, family conflict, suicide attempts, deliberate self harm  Working with prisoners with a history of violent, sexual or predatory offences  Managing/dealing with aggressive, abusive, threatening behavior and situations  Frequently dealing with vulnerable people and being alert to Child Protection issues  Balancing the demands of NHS Lothian, Sodexo and GP’s on a daily basis    WORKING CONDITIONS  Exposure to bodily fluids, including blood, which may be infectious  Needlestick injuries  Frequent exposure to verbal aggression  Frequent exposure to physical aggression  Frequent exposure to potentially volatile situations  Working in a secure environment with daily x rays of belongings, subject  To random staff searches of belongings and personal rub down searches  Daily and frequent use of a visual display unit (VDU) and keyboard |

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| 14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| The post holder will be a First Level Registered Nurse  Evidence of recordable post basic registration study  Relevant professional qualifications and substantial previous experience essential in the field of Addictions.    Ability to assist in the planning and delivery of addiction services within a complex environment.    The post holder will be expected to complete prison related training – ACT2 Care Suicide Strategy, Multi Agency Public Protection Arrangements (MAPP A)  The post holder will have detailed knowledge and understanding of Child Protection/Vulnerable Adult Policies and pertinent Addiction-Related Policies  The post holder will be expected to work autonomously, planning own workload  The post holder will have a detailed knowledge of NHS and SPS Policies  The post holder will have well developed communication and interpersonal skills, particularly influencing and negotiating skills  Evidence of continuing professional development  Will attend mandatory/recommended training as required by the organisation  The ability to work flexibly as part of the team and demonstrate leadership within skill mix.    General Information and Technology skills, including the use of the computer to record and retrieve clinical information.  Have/or on appointment will complete RCGP Course Substance misuse in primary care, Immediate life support training. |

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| 14. JOB DESCRIPTION AGREEMENT | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |