#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
|  Job Title: Senior Blood Borne Virus Prevention Worker ( Band 6 ) Responsible to (insert job title): Harm Reduction Team Manager Department(s): Harm Reduction TeamDirectorate: ARTC Operating Division: REASJob Reference: 169288No of Job Holders: 1Last Update (insert date): April 2009 |

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| 2. JOB PURPOSE |
| The post holder is responsible for the day to day co-ordination of the LTMP Team. This includes the determination of work in relation to needs management of the low threshold medication programme as well as the collection of data. The post holder will also be responsible for the implementation of local protocols and training in relation to national needle exchange guidelines and other appropriate policy issues. The post holder is responsible for the management of medication stock/adminstration, the formation of a team approach to harm minimisation, information and support to clients. A drop-in also operates to allow access to treatment for individuals wishing to access the LTMP, and referrals will also be considered from Substance Misuse Recovery Hubs. The post holder will have full responsibility for the monthly staff rota.Provision of teaching, training and supervision to students undertaking post registration degrees or diplomas and to other professionals requiring knowledge about harm reduction/minimisation. This will involve induction planning and mentorship of approximately 4 students per year. |

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| **3. DIMENSIONS** |
| Post holder will organise the following :-Organisation of the LTMP clinic.Prescriptions for clients if required.Collection of data and outcome monitoring through DAISy.Supervision of designated staff through Turas.Relaying of information regarding clients through email, letters, verbal communication and weekly meetings to appropriate professionals. |

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| 4. ORGANISATIONAL POSITION |
|   Harm Reduction Team Manager (1) Band 7  Senior BBV Prevention Worker (1) Band 6   Prevention Workers Band 5**1****4****3****2** |

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| 5. ROLE OF DEPARTMENT |
| To provide a low threshold medication programme for communities throughout all the Lothians, through direct service provision at the Spittal Street Centre and indirect provision through selected pharmacies and non-statutory agencies.To provide safe administration of prescribed medication, support with mental health, psychosocial and relevant physical issues including HBV vaccination for clients engaging in chaotic substance misuse, and those at risk of BBVs throughout Lothian. To work jointly with other substance misuse, mental health, general medical, social work and non-statuatory agencies to deliver individualised care.To provide information and advice on substance misuse harm reduction techniques through direct and indirect contact, in collaboration with other agencies as well as internet and clinic work.To provide a Low Threshold Methadone Service to 60 chaotic drug users in Lothian, including individualised packages of care for those attending the Spittal Street Centre and those cared for in the community.To contribute to planning and policy in a number of related fields.  |

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| 6. KEY RESULT AREAS |
| 1. Be responsible for the effective organisation, development and provision of the low threshold medication programme. This includes work with the homeless population, IDU sex workers and chaotic injectors across Lothian. This will be achieved through providing clinics 5 afternoons a week (Mon-Fri).
2. Line manages staff and students within the Harm Reduction Team, having responsibility for the individual supervision, professional development and performance review of designated junior staff members.
3. Be familiar with and ensure dissemination of all local, regional and national policies, procedures and guidelines pertinent to all staff and students within the area of responsibility and comply with their contents in the pursuit of the highest standards of client care. In line with national policy and local protocols ensure the team provide up to date advice, information and support to clients and where appropriate, referral on to other agencies, including prescribing services.
4. Practice within the legal and ethical framework set out by nursing and mental health related legislation and other relevant policies, including Scottish Government policy to ensure that patients’ interests and well being are met and that legal standards are met.
5. Liaise, advise, develop and maintain good relationships with clients, carers, relatives and fellow health, social and welfare professionals who are involved in care delivery to effect the highest standards attainable in good physical and mental health care. This requires highly specialised skills in contributing to and informing multiple agencies.
6. Participate in all activities aimed at keeping professional skills updated and contribute to dissemination of that knowledge and experience to all staff and students within the area of responsibility.
7. Implement and participate in the formulation of all policy and procedures within the area of responsibility in consultation with the Team Manager. Take direction from the managed care networks and Prevention Leads in respect of the national Hep C Prevention Action Plan.
8. Participate in and support training programmes designed for non nursing healthcare professionals
9. Ensure that accurate records are kept of all client-related activity in any of the areas outlined above. Oversee and support the collection of data in areas of practice, in particular the needle exchange data. Be responsible in reporting analysis of all data to the Board and other agencies where appropriate.
10. Effectively deal with other organisations, including the police, who may be involved with clients attending and balance the needs of the client against the needs of society.
11. Participate in appropriate professional forums and networks representing the views of the team and taking a lead role in the development of the service.
12. Be responsible for the organisation of audit, research and the views of users accessing the service.
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| 7a. EQUIPMENT AND MACHINERY |
| Personal ComputerNeedle Exchange EquipmentMobile PhonePersonal AlarmTeam Car |
| **7b. SYSTEMS** |
| Responsibility for ensuring that appropriate documentation, the input and analysis of data and information to other professionals is kept up to date.  |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will act as an autonomous practitioner but will have professional accountability to the Team Manager for the services who will undertake annual appraisal and performance review |

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| 1. **DECISIONS AND JUDGEMENTS.**

Independently assess the needs of chaotic injectors in complex situations. Independently assess safety issues for staff team and clients, including under 16s, when in public environments |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Working in an often hostile environment.The ability to make contact with “hard to reach” clients.Carrying out the overall aim of reducing harm to those who take drugs and those who put themselves at risk of infections. This will require high levels of communication and negotiation skills.Dealing with clients with a history of trauma who may have a variety of physical complaints; e.g. overdose, abscess, venous collapse; usually with Mental Health problems, including sexual/emotional/physical abuse problems, either in the past or currently and frequently both. Frequently dealing with issues of sexuality, violence, criminality and difficult child protection issues, involving crisis intervention |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Internal* Other health care professionals (GP, hospital) with regard to patient care
* Other team members – performance issues/ caseload issues
* Team Manager - performance issues/caseload issues/service issues

External* Clients / carers / relatives/other agencies – information regarding assessment and treatment pathways
* External agencies e.g. social services / police / voluntary agencies – interagency issues and joint working partnerships

Discussions with patients are frequently highly sensitive, involve complex issues and require careful consideration of confidentiality issues in communication with other professionals.  |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills**KeyboardManagement of violence and aggression ( the Violence and Aggression course will be mandatory)Driving**Physical Effort**Combination of sitting, standing and driving. Job additionally entails a lot of walking the streets whilst on outreach shifts; this is often carried out in adverse weather conditions.**Mental Effort**Concentration frequently required when working in group sessionsConcentration required when carrying out three hour needle exchange/methadone clinic sessions, when up to 25 people may attend. Negotiation skills required when working with chaotic client group who may be homeless and/or have mental health problems. Such negotiation may be about behaviour, drug use or sexual health.**Emotional Effort**Frequently discusses highly sensitive issues such as sexual abuse, relationship problems, family conflict, etcFrequent crisis intervention and occasional exposure to possible suicide and/or overdose. **Environmental Factors**Frequent exposure to verbal and physical aggression.Occasional exposure to body fluids. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
|  First level registered nurse with a currently valid registration with the Nursing and Midwifery Council Responsible, empathic outlook on health care delivery which respects clients’ dignity, ethnicity and human rights.Previous experience working in a related area, (drug use and/or sexual health) bestowing expertise in Blood Borne Virus prevention. Evidence of Continuing Professional Development.Highs level of communication, organisational and people management skills. |

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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: |