#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Addiction Team Leader  Responsible to: Clinical Nurse Manager  Department(s): Prison Healthcare  Directorate: Falkirk Health & Social Care Partnership  Job Reference: BN-N-378 |

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| 2. JOB PURPOSE |
| The role of the Addiction Team Leader is to manage and lead the delivery of the addiction service within Prison Health in line with local NHS and national policy drivers. Work will be determined in conjunction with the Clinical Nurse Manager and Service Manager.  In conjunction with other healthcare staff, contribute to and deliver a comprehensive addiction service as part of an extensive multi disciplinary team within the unique setting of a prison environment. Managing and directing support staff ensuring the most efficient use of resources relating to addiction delivery within a clinical governance framework.  Provide clinical leadership and expertise to other staff within the area of responsibility that will ensure they are provided with the relevant clinical advice, guidance and support to undertake their duties.  Identify the need for improvement and change within the area of responsibility and  following agreement and approval ,implement new policies and practices and where appropriate,  service re-design solutions to better meet the needs of the patients and the service. |

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| **3. DIMENSIONS** |
| The Addiction Team Leader is professionally and operationally accountable to the Clinical Nurse Manager, and has direct responsibility for the day-to-day leadership and management of the addiction service workforce  There is no responsibility for a budget or authorised signatory. |

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| 4. ROLE OF DEPARTMENT |
| The role of the Prison Healthcare Service is to provide a range of cost effective and efficient clinical services and interventions that meet prisoner healthcare needs during their stay in Prison and on their release, which compliment and integrate with other services and agencies within the establishment and the community.  The overall aim of the service is to improve the physical and mental health& wellbeing of prisoners, to support rehabilitation and to replicate those services that can be accessed within the wider NHS.. |
| 5. KEY RESULT AREAS |
| **Clinical**   1. To demonstrate, assess, monitor, implement and evaluate standards of addiction care within the Health Centre. Promoting evidence based best practice by addressing and remedying deviations and making recommendations for improvement. 2. Lead in the development of health promotion and harm reduction activity to ensure high standard of care is delivered. To ensure all health promotion and harm reduction groups are co-ordinated throughout prisons. 3. Contribute to the facilitation of the production, publication and implementation for robust clinical policies/protocols that will support and sustain evidence-based effective nursing practice, ensuring that these are regularly reviewed to warrant their ability to practice. 4. Responsibility for managing and monitoring HEAT standard 21days RTT assessments waiting list, and caseload allocation. 5. To make certain that standards of care are complied with by carrying out regular audits of practice, processes and complaints and implement improvements when required. 6. To coordinate, manage and participate in multi-disciplinary addiction assessment review group regarding prisoners with multiple and complex needs. 7. Provide clinical advice, to the multi-disciplinary team on the care of patients and contribute to the development and implementation of care pathways 8. To deputise for the Clinical Nurse Manager in their absence to maintain the safe and effective delivery of service.   **Managerial**   1. To provide leadership/developmental function to staff, with a particular regard to career long learning, implementation of evidence based practice and innovation. 2. Shared professional and managerial responsibility for the provision of holistic care within the prison establishments, on a 24 hour, 7 day basis and deputising for the Clinical Nurse Manager as may be required. 3. To manage and deploy staff efficiently and innovatively to deliver care in accordance with the needs of patients ensuring specific health care needs are delivered. 4. To adhere to health and safety policy and procedures, ensuring Health Care staff comply with these procedures at all times. 5. To carry out risk assessments, record information and organise preventative actions ensuring staff are aware of harmful and potentially harmful situations and the risk is reduced. 6. To measure the competency of staff against NHS Forth Valley policy and procedure, identifying and managing training and development needs to ensure the competence of staff to deliver quality practice. 7. To undertake performance reviews, appraisals and counselling of staff as required, meeting with them regularly to keep them informed of healthcare developments and team expectations. 8. To carry out first line manager HR duties such as, recruitment and retention, return to work interviews, fact finding investigations, consideration of flexible working applications, monitoring of annual leave etc. 9. To contribute to the strategic planning process through the effective analysis, control and application of prudent management of physical, financial and workforce resources. 10. Lead on the development of local protocols, ensuring that these are regularly reviewed to ensure their applicability to practice. 11. To provide telephone on-call support, or at the establishment out with normal working hours when operationally required   **Professional/Legal**   1. To monitor the application of national and local policies to ensure the meaningful and effective delivery of health care. 2. To monitor the usage and access of clinical records ensuring confidentiality is maintained in accordance with legislative requirements and local policy, ensuring that all care delivery and recording of such is regularly evaluated to maintain professional and local standards. 3. To ensure an equitable approach to prisoners is applied by the addiction team by promoting rights and responsibilities of a culturally diverse population and upholding and enhancing the good standing and reputation of the profession to safeguard the interests of individual patients. Having a working knowledge of the Equality Act(2010) 4. To maintain a professional profile of development and learning by ensuring the own development meets the revalidation process 5. Liaise with Patient Relation Tea, to investigate and respond to Prisoner Complaints and official correspondence (e.g. lawyers’ letters) within the required timescales.   **Policy and Service**  1. Identify the need for improvement and change within the area of responsibility and following agreement and approval, implement new policies and procedures and where appropriate, drive service re-design solutions to better meet the needs of the patients and the service.  2. Work across professional boundaries to develop and sustain partnerships and networks to influence and improve health outcomes and healthcare delivery for the area of responsibility.  3. Contribute towards the development of local policies in relation to the implementation of national and regional strategies in line with the organisation’s strategic aims and local delivery plan.  **Finance and Physical Resources**  1.Take into account the impact on the budget for the area of responsibility in all decision making related to patient care and treatment and staffing.  2.Assess and prioritise equipment needs making applications for new equipment in conjunction with the relevant Manager.  **Education**  1.To develop practitioner skills and knowledge, ensuring evidence based best practice is used to make clear decisions which are understood by the prisoner population and the multi-disciplinary workforce.   1. To promote the use of IT methods to inform best practice. 2. To facilitate the professional development of staff by supporting learning opportunities and providing constructive feedback and develop, participate in and support the delivery of training programmes designed for non nursing healthcare professionals and others. 3. Provide mentorship and support to health care providers in training including, Doctors in training, Advanced Practitioners in training, AHP’s and Nursing Students |

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| 6a. 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:-   * Computer Systems and associated software, eg Microsoft Office, PR2, sharepoint.,Carepartner. * Telephone, scanning and photocopier. * Basic Life Support Equipment e.g. semi automatic defibrillator, pulse oximeter, auto dose injector pen * Nebuliser and Oxygen Equipment, * Drug testing equipment * Urine/pregnancy testing * Blood Pressure Monitor, thermometer, scales, height measure, auroscope * Methadone dispensing and glass conical measures * Blood Collection System including sharps and sharp boxes * Vaccine Fridge including temperature monitoring * Security keys, personal alarm * Ensure that equipment (both disposable and non disposable) is maintained and stock is ordered and managed to ensure economical use of all resources. |
| **6b. SYSTEMS** |
| The post holder will use the following systems frequently throughout the course of each day:   * Microsoft Word/Outlook * Computerised Health Care Records * Prisoner Records System (PR2) * Databases * Electronic patient health care records and care plans * Drug prescription and recording systems and registers * Clinical Rating Scales e.g. opiate and alcohol withdrawal assessment tools * Clinical Audit Systems including Health Care Standard Assurance which is specific to the SPS * Professional Performance Appraisal System (Turas) & PDP * E Learning to complete mandatory training * Personal Alarm System * Duty rosters, annual leave * Managing absence and Policy and Procedure * Compulsory to Role Training * Inductions for new staff members * Asset register |

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| 7. ASSIGNMENT AND REVIEW OF WORK |
| The post holder independently:   * Works autonomously and using their own initiative will assess and effectively organise and prioritise their own workload and that of their team. * Monitors the assessment, implementation and development of programmes of care. * Assigns and prioritises team workload on a daily basis. * Deals with staff performance issues. * Investigates complaints regarding service from both prisoners and their legal advisors/advocacy services. * Identifies and sources staff training needs and develop systems to support this. * Some duties will be delegated by Clinical Nurse Manager. * Regular meetings with Clinical Nurse Manager to review and assess workload and annual appraisal. |

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| **8. DECISIONS AND JUDGEMENTS** |
| * The post holder is expected to make autonomous clinical decisions daily regarding individualised packages of care which can be complicated due to the complexity of the patient’s conditions. * They will also make decisions on the staffing levels required for the needs of the prisoners at specific times of the day. * Ability to balance demands of Clinical Nurse Manager role through effective time management planning, diary management, prioritising and forward planning. * The development and implementation of local training and personal development plans based on the training needs analysis. |

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| 9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
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| * The prison work environment is extremely challenging and prisoners display challenging behaviours on a daily basis hence the role will place a high level of mental and emotional demand on the post holder * Responsibility for the serious implications of carrying security keys which would cause a significant security breach if mishandled, misplaced or misused by compromising prison operational security * Negotiation and justification about the reason for certain decisions made about healthcare provision are an everyday occurrence in the prison health care setting. * Dealing with critical incidents such as suicide and providing immediate support to colleagues and other prisoners involved. * The post holder may be exposed to situations where there is violence, aggression and a high risk to the well being and safety of prisoners and staff. * Ensuring an integrated and seamless service with SPS departments and partner agencies both within the prison and in the community including Primary Care Services, Social Work Departments * A requirement to represent the NHS at court as a competent professional witness e.g. at a fatal accident inquiry. * The insidious level of stress, use of foul and abrasive language and the risk of exposure to dangerous situations e.g. hostage taking. * Delivery of palliative and/or end of life nursing care in a cell environment * Managing risk from an operational and clinical perspective |

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| **10. COMMUNICATIONS AND RELATIONSHIPS** |
| * To develop and sustain multi-disciplinary/multi-agency work both internal and external to the establishment by liaising on healthcare and educational issues with SPS colleagues, and other relevant agencies. * The post holder is regularly required to utilise negotiating, influencing and persuading skills when dealing with prisoners and security colleagues 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. * With the prisoners consent, communicate complex information to carers/relatives. * To encourage heightened knowledge of the benefits of collaborative working to ensure a multi-disciplinary approach to care, promoting a culture of comprehensive, collaborative assessment. * To represent the NHS Health Care Team when liaising with other relevant agencies to promote the wellbeing of our patients, the work of healthcare in the NHS and to learn from others. * To communicate complex and sensitive information to other disciplines, service providers, agencies or NHS and SPS management as required. * To coordinate, plan and deliver local inductions for new staff members. To participate in national inductions as required.   **INTERNAL**   * Other health care professionals, for example, psychologists, psychiatrists. * facilitating multi-professional working, for example, social workers. * prison staff, for example, Operations and Residential Officers and Managers. * Senior Management Team * Prisoners   **EXTERNAL**   * Prisoners’ relatives and advocates. * external agencies, for example, Social Services, Police, Voluntary Agencies, Scottish Court Services, Reliance. * National NHS Health Boards. * Criminal Justice Authorities. * Managed Care Networks. |
| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical/ Environmental**   * This role covers the 3 prisons in Forth Valley and entire, which can be a substantial geographical area; including reception, residential, health care. Daily and frequent walking between these areas involves frequent use of stairs. * Combination of walking, sitting and standing. * Daily and frequent use of a keyboard for long periods of time. * Manual Handling. * Managing Aggression. * Basic Life Support. * Working in confined spaces * Daily contact with body fluids, including blood, which may be potentially infectious. Coping with the potential exposure for blood borne viruses, infestations e.g. scabies/body lice and infections e.g. TB   **Mental/ Emotional**   * Maintaining confidentiality against the requirement of security implications to take precedence which can create a conflict of interest. * Managing multiple priorities. * Ability to shift focus between clinical and managerial responsibilities. * Respond to priority and unforeseen occurrences. * Discuss sensitive issues with prisoners and difficult family circumstances for example, sexual abuse, relationship problems and family conflict. * Delivering unwelcome news to prisoners, staff, carers and relatives. * Caring for terminally ill patients or patients with long term degenerative diseases. * Supporting prisoners, staff, carers and relatives post incident, for example suicide. * Managing conflict stemming from clinical or managerial function and supporting staff and prisoners post incident. |

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| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Minimum required to undertake the role.   * Registered Nurse, currently registered with the NMC on the relevant part of the NMC Register to practice in the area of responsibility. * The post holder will at least 5 year post registration experience within the fields of drug and alcohol * Masters level qualification or undertake MSc level training relevant to your area of work with core educational focus on the development of competences as appropriate. * Non-medical prescribing - V300 with the NMC is desirable or having a willing to undertake this training * Extensive knowledge of medication prescribing guidelines, including the prescribing of controlled drugs. * Working knowledge and understanding of clinical and caseload supervision, ability to undertake the role of supervisor. * Experience and knowledge of quality improvement, professional practice, facilitating learning in practice, effective leadership and managing change at operational level. * To demonstrate knowledge and skills that will allow them to deliver leadership and managerial responsibilities in a complex healthcare environment * Be willing to acquire knowledge of prison needs in relation to Primary Care, Mental Health and Addictions support and ability to work across these areas. * Ability to work independently and unsupervised, within a busy and demanding workplace, whilst maintaining a role within part of a multi disciplinary team. * Ability to treat prisoners in custody with respect and dignity at all times even under conditions of duress. * Demonstrate extended knowledge of pertinent health-related policy and work with the health care team to consider the impact and strategies for implementation. * Demonstrate a high level of awareness towards security procedures. * Working knowledge of the Mental health (Care and Treatment) (Scotland) Act 2003. * Ability to work flexibly and collaboratively across professional boundaries both within and external to the health care team. * Demonstrate understanding of and the ability to work within the Clinical Governance Framework. * Ability to work in accordance with national and local health care policies. * Extensive organising and prioritising skills. * IT skills. |

# POST REF NO:

# JOB TITLE/BAND: Substance Use & Recovery Team Leader, Band 7

LOCATION: NHS Forth Valley Prison Healthcare

HOURS: 37.5

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Registered Nurse  Evidence of continuous professional Development.  Evidence clear understanding of the principles of recovery  and the application of  these principles from  referral to aftercare.  A sound knowledge of  child protection | Trained to Masters Level or current Msc in area of speciality or a desire to undertake this training.    Non Medical Prescriber or willingness to complete this training  Management Qualification  Leadership Qualification  Evidence of leading/ participating in QI projects.  RCGP part 1 & 2 |
| **EXPERIENCE:** | Significant experience of working with people who have moderate to severe drug/alcohol dependency.  Post registration clinical experience in substance misuse  Evidence of further study and training in substance misuse ie MI.  Evidence of working with validated risk assessment tools.  Effective listening, communication and interpersonal skills.  Effective time management skills. | Experience of working within a custodial setting  Ability to understand the application of Clinical Governance.  Post registration clinical experience in mental health. |
| **KNOWLEDGE &**  **SKILLS:** | Excellent written and verbal/non verbal communication and interpersonal skills.Competencies in delivering person centred, needs led care.Awareness of professional and clinical accountability, legal issues, role limitations and boundaries and balancing duty of care and public safety issues.Flexible and Innovative approaches to working practices.Knowledge and ability to apply robust risk management process Commitment to multidisciplinary / multi-agency working  Ability to work autonomously within role and remit  Good IT skills  Experience of E-health systems.  Risk assessment skills  The ability to work independently and effectively as part of a team.  Be trained in Alcohol brief intervention  Ability to use your initiative. | Knowledge of prison needs in relation to primary care, mental health and  addiction support and an ability to work across these areas.  Experience of developing healthcare team. |
| **OTHER:**  (eg travel across Forth Valley) | UK driving licence to allow to allow travel across all 3 NHSFV Prisons |  |

**7. Organisational Chart**

Service

Manager

Addiction Support Workers

B6 Addiction Nurse

Team Leader

**Addiction Team Leader**

Clinical Nurse Manager