#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title:  | **Community Addictions Advanced Nurse Practitioner (CAANP)**  |
| Responsible to (insert job title):  | **Clinical Operations Manager/Senior Nurse** |
| Department(s):  | **NHS Addiction Services** |
| Directorate:  | **Mental Health** |
| Operating Division:  |  |
| Job Reference: |  |
| No of Job Holders:  | **3 (1 post holder per H&SC Partnership Area)** |
| Last Update (insert date):  |  |

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| 2. JOB PURPOSE |
| Working within agreed protocols, to perform assessment, initiate clinical investigations, determine differential diagnosis and undertake appropriate interventions.- specifically this post will be the specialist leading on the development of policy , based on contemporary research, to support the psychiatric/holistic assessment and provision of care to the most complex service users referred to Addiction Services, North, South and East Ayrshire.The Advanced Nurse Practitioner (ANP) will command a broad expert knowledge base and clinical competence, to support multi-professional teams, ensuring a high standard of clinical care of those individuals with substance misuse, in accordance with the Nursing and Midwifery Council (NMC) and health and safety legislation.The ANP will assess patients, plan and implement care, provide specialist advice andmaintain a high standard of clinical records keeping.The ANP has a high level awareness of their own values and beliefs and acts as apositive role model enabling change.The ANP will work autonomously within the multidisciplinary community team to ensure a high standard, planned package of care is delivered for the defined patient group.The ANP is a nurse prescriber who has command of a broad expert knowledge base andclinical competence.Using critical thinking, the ANP is able to analyse evidence, cases and situations inclinical practice, enabling a high level of judgement and decision making.The ANP will ensure each referred patient is admitted, reviewed and dischargedtimeously.The ANP will provide leadership, clinical support and advice to nursing staff, making appropriate referrals to and co-ordinating the contribution of other members of the multi-professional team. To facilitate, participate in audit and quality assurance programmes, promoting evidence based best practice. |

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| 1. **DIMENSIONS**
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| The population of Ayrshire and Arran is approximately 375,000 covering 1252 square miles plus Arran and Isle of Cumbrae. Of this population an estimated 50,000 experience problems with their use of alcohol and around 8,500 have severe drinking problems and severe drug problems. The post holder will be flexible to work within NHS Addiction Service structures (Community Addiction Team (CAT) and Primary Care Addiction Team (PCAT). The post holder will also be flexible to work within any designated Addiction Services locality area within Ayrshire and Arran.The post holder will have the responsibility of case managing and co-ordinating various addiction related activities including physical and mental health assessments, Opiate Replacement Therapy (ORT) prescribing and supervision of band 6 Non Medical Prescribers (NMP’S). The post holder will also offer mental health and addiction related psychological therapies to facilitate in the recovery of individual service users.The service offers extended hours (including public holidays and weekend) provision and offers a range of interventions which are delivered across various settings including community clinics, individual’s home environment, hospital and prison settings.The post holder provides clinical and non-clinical advice regarding addictions, mental health and family and carers’ issues, to statutory and non-statutory establishments, as well as the general public, within the confines of confidentiality. The overall service also offers a range of prevention and service development activities. |

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| 1. **ORGANISATIONAL POSITION**
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| **Community Addiction Psychiatric Staff Nurse****Addiction Support Worker****Community Health Charge Nurse****Community Addiction Psychiatric Charge Nurse****Community Addiction Worker****Locality Team Leader****BBV Team Leader****CAANP****(THIS POST)****Addictions Clinical Operations Manager/Senior Nurse****Nurse Practitioner****(This post)** |

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| 1. **ROLE OF THE DEPARTMENT**
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| Addiction ServicesThe service plans, designs, develops and manages alcohol and drug treatment and recovery focussed services in line with local and national strategies and priorities by involving patients, carers and the wider community in the development and delivery of an integrated quality service. The service also acts as a source of expertise, support and intervention to other professionals, service users and the community to provide a comprehensive range of specialist prevention, education, and information services for alcohol and drug use. All these functions are delivered via a specialist team structure and Community Addiction Team and Primary Care Addiction Team structures. These services are delivered within various settings including community, home, hospital and prison.The service is located within the Mental Health Partnership and is an integral part of the planning, management and development of the partnership.The service delivers evidence based, intensive, support to those most in need. The Service also provides support through training, mentoring and consultancy to staff working with individuals with mild to moderate levels of problem. A range of interventions are delivered including severe mental illness/mental illness; physical and sexual health and addiction related treatment interventions. In addition staff deliver detoxification and alcohol and drug relapse and recovery focussed interventions. This list of addiction related interventions is not exhaustive. Other services include training, prevention activities, resources, information technology, liaison services and planning and contributing to the monitoring. The service is critically involved in the planning, design and delivery of care often in a hostile and contentious environment and works in close partnership with other organisations and agencies through Mental Health, NHS and Community Planning. The service is involved in joint commissioning and monitoring of several service providers with the three Local Authorities via Alcohol and Drug Partnership (ADP) structures. This ensures that internal and commissioned services work to agreed national & local standards of performance and activity through monitoring and health care governance arrangements. |

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| 6. KEY RESULT AREAS |
| **Clinical Responsibilities*** The post holder will be responsible for a caseload of up to 40 individual clients with the most severe and most complex issues.
* The post holder will develop local policies and protocols to support specialised programmes of care for an identified client group providing specialised information and advice around substance misuse, mental health and prescribing
* The post holder will case manage and delegate a service caseload of 150 clients taking responsibility for any prescribing issues, reviews of overall plan of care and delegating clinical activity to appropriate staff within the locality team
* The post holder will work closely with medical and nursing colleagues, to ensure that service users receive appropriate assessment, investigation and treatment.
* The post holder will use specialist knowledge to assess service users, prioritising clinical need, initiating treatment in line with agreed protocols and refer those service users who require medical intervention to the appropriate service.
* The post holder will utilise specialist skills as a non medical prescriber to initiate drug therapy/medication which is clinically indicated and within their sphere of competence.
* The post holder will prescribe and monitor the efficacy and compliance of medications such as Methadone, Suboxone, Chlordiazepoxide and Loxefidine (list is not exhaustive) within parameters of agreed clinical guidelines and in accordance with non medical prescriber’s legislation
* The post holder will carry out extended roles applicable to Addiction Services – venepuncture, cannulation, IV preparation and administration, undertake 12 lead ECG and basic interpretation
* The post holder will offer and apply specialist counselling skills and advice to clients and their partners/relatives, in order to identify and address their need for support and to ensure that care is tailored to the individual client’s need to improve outcomes.
* The post holder will liaise closely and provide expert clinical advice and support to partner services including GP’s, Community Mental Health Teams, Criminal Justice Teams and other addiction agencies in order to maintain an integrated delivery of service to clients to improve the client’s journey and improve the quality of care.
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| **Leadership*** The post holder will demonstrate expert leadership skills and delegate to nursing and non nursing staff within the locality team, by managing and prioritising the workload of these staff.
* The post holder will lead the investigation and review of clinical adverse incidents identifying and reporting on any recommendations/learning to Addiction Service Clinical Governance Group
* The post holder will lead on behalf of the service Clinical Governance Group clinical effectiveness and improvement agendas providing specialist knowledge to improve services, by organising and chairing clinical governance groups to develop and implement improvements to addiction service care pathways and public focused patient involvement
* The post holder, as part of the locality management team and supported by the Senior Nurse will be responsible for the identification and delivery of clinical and managerial training needs of nursing and medical staff, providing training sessions in response to identified needs;
* The post holder will deliver training to staff and others on all aspects of care and treatment for those with substance misuse and mental health issues.
* The post holder will provide expert support and advice to staff dealing with complex incidents.
* Te post holder, supported by the Senior Nurse will provide expert advice to support senior colleagues in contributing towards programmes of work involving service development and modernisation.
* The post holder will contribute to the development of evidence based protocols to facilitate practice developments.
* The post holder will review Addiction Service clinical operating procedures identifying improvements and implementing more effective practice
* In conjunction with the Addiction Service Management team the post holder will evaluate and monitor standards of service and make improvements where necessary.
* The post holder will take an active role in self-development, extending knowledge and skills as opportunities arise.
* The post holder will actively seek opportunities for audit/research of practice within area of responsibility and evaluate findings.
* The post holder will challenge stigma associated with mental health and addictions client group, through raising awareness by networking and liaising with wider services whilst displaying a non-judgemental attitude and treating individuals with respect and as equals.
* The post holder will participate and lead in ensuring that all NHS guidelines and procedures are adhered to and to participate and, at times, lead on investigations, disciplinary actions, complaints and freedom of information requests.

**Managerial*** The post holder will support, coach and develop new team members, to ensure the provision of safe and effective care.
* The post holder will be responsible for the clinical supervision of Band 6 NMP’s with support from the Senior Nurse.
* The post holder will be pro-active with own annual review of performance and personal development planning.
* The post holder will complete clinical incident reports and advise as appropriate, at the earliest opportunity, the relevant service manager with 24 hour responsibility, any matters of concern in his/her designated area.
* The post holder will develop and implement orientation programmes for new staff providing training on aspects of mental health, drug and alcohol issues to all staff.
* The post holder will promote, encourage and adhere to Patient Services policies and procedures.
* The post holder will undertake health and safety responsibilities identified within the Safety, Health and Environment manual, assisting with implementing policy and monitoring compliance.
* The post holder will maintain knowledge of current and national guidelines.
* The post holder will organise and chair clinical team/departmental meetings involving a multi disciplinary staff group including external statutory and non statutory services.
* The post holder will report all incidents as per incident reporting policy, initiate all local reviews on all adverse clinical incidents within the locality area reporting on any findings to senior management team.
* The post holder will assist in identifying, minimising and managing interpersonal conflict, maintaining the trust and support of the team.
* The post holder will maintain a high standard of conduct and dress to promote public confidence.
* The post holder will ensure that the NMC Code is adhered to at all times;
* The post holder will lead on the development and implementation of staff development programmes including clinical supervision and peer support networks.
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| **Communication*** The post holder will facilitate effective communications to ensure that on-going co-ordination of individual episodes of clinical care are appropriately managed by the multi-professional teams, including all external and supporting agencies.
* The post holder will act as a patient /staff advocate through the application of ethical, legal and professional knowledge and skills.
* The post holder will adhere to the NMC/ Health Board’s policy on confidentiality including the requirements of the Data Protection Act and Caldicott guidelines.
* The post holder will possess the ability to handle sensitive information in a manner not liable to offend or antagonise.
* The post holder will provide support, empathy and reassurance in the delivery of patient care and when communicating with relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations.
* The post holder will make appropriate referrals to a wide range of other healthcare professionals and specialities.
* The post holder maintains accurate records and demonstrates effective verbal and written communication with all members of the multi-professional team within own department and relevant departments which link to the clinical area.
* The post holder will contribute to a supportive environment in the interest of staff morale.
* The post holder will develop appropriate external professional networks that promote both the profession and organisation.
* The post holder will assist in the co-ordination and dissemination of relevant learning notes and other essential communication within Addiction Services and the wider Mental Health Directorate.
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| **7. SYSTEMS AND EQUIPMENT**  |
| 1. Breathalyser to monitor alcohol levels.
2. Breathalyser Calibrator to maintain accuracy of breathalyser.
3. Blood pressure and pulse monitor to record vital signs
4. Sphygmomanometer (Manual) when BP monitor not reliable.
5. 12 lead ECG machine;
6. Oral and urine drug screens which identify specific drugs. Oral screens inform of recent drug use and urine drug screens inform about certain drugs present in individuals system.
7. Specialist injecting packs such as pre-packed medication ( e.g. Risperdal)
8. Dictation machine for corresponding with GP or other relevant agencies.
9. Mobile phone to contact clients, GP, Base or other relevant agencies, also safety measure as risk to staff member may arise or client may require use of Emergency Services.
10. Workbook/Leaflets/Education Literature to promote Health and Wellbeing and reduce risks of lapse or relapse.
11. Desktop PC to access information and to liaise with other departments.
12. Car – to travel on a daily basis to offer support to clients and staff and to attend meetings/groups.

**SYSTEMS**The post holder is routinely involved in the receiving of highly complex information in relation to client’s addiction problem and how this interacts with their mental and physical health. This information is accurately recorded in patients’ records in line with NMC standards of practice. Transfer of this sensitive information is made via letters to ensure the RMO’s, GP’s and other involved professionals are informed of clients needs accurately and swiftly. Information is then stored within he patients individual FACE record. The post holder is required to assess any significant risk to the client or others and complete the appropriate risk management pro forma. This information will be logged in the clients electronic record (utilising FACE and SAMS systems), on file and in medical records and will be disseminated as necessary. The post holder is required to routinely provide oral handovers of clients to colleagues to ensure continuity of care. With due consideration of issues of confidentiality the post holder is required to provide verbal and written updates to partner and external agencies for example Social Work and Legal Representatives. When necessary and with appropriate written consent sought from the client. The post holder is required to maintain accurate statistical profiling of each client with whom they come into contact. This information incorporates substance use profiling as well as significant presenting problems, e.g. Mental health, pregnancy, physical problems, history of intravenous drug use as well as forensic history and social profiling. The post holder is also required to accurately complete an electronic data recording system Shared Addiction Management Service (SAMS) for waiting times for each individual referral, intervention s provided and outcomes for each intervention. All of this information is used to populate the local SAMS system, which in turn informs national statistics and influences policy decisions.The post holder is required to complete timesheets for weekend working and eexpenses system accurately and ensures any transfer to administration support staff for collation.The post holder is required to complete DATIX and SBAR accurately when deemed appropriate. |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| * The post holder will self generate their own caseload from new and existing client group, identifying the most severe and complex clients. The post holders’ caseload will respond to legislative changes and service developments.
* Referrals can come from a variety of sources and the poster holder has no control over the numbers or rate of referral. As an autonomous practitioner the post holder is responsible for allocation of referrals both for self, Charge Nurses and Staff Nurses under supervision.
* The post holder will receive aspects of work related to service development and training assigned through senior management team.
* Review and supervision of work will be undertaken by the Clinical Operations Manager/Senior Nurse, and medical consultant supervisors. Performance is monitored on an ongoing basis and is appraised annually. The post holder will in turn monitor delegated staff performance on an ongoing basis, carrying out performance review annually and ensuring each staff member has a personal development plan.
* The post holder will initiate and follow through appropriate procedures when a breach of policy occurs.
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| **9. DECISIONS AND JUDGEMENTS**  |
| The post holder will:* work autonomously within the multi-professional team and be expected to provide direction and advice on clinical matters to other members of the team.
* make complex clinical decisions, including differential diagnosis and clinical management, based on an in-depth specialist knowledge and interpretation of clinical and diagnostic investigations.
* use own initiative and act independently, within the bounds of own existing knowledge and skills, and is guided by clearly defined policies and guidelines;
* demonstrate sound judgement in assessing the mental health, physical, social and spiritual care of the patient.
* provide a recovery focused package of care for individual patients including, prescribing of appropriate medications;
* be autonomous in decision making regarding the utilisation of resources within agreed budget i.e. ordering specialist supplies.
* quickly assess and respond to patient needs in complex situations.
* have the ability to interpret local and national policies
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| **10. MOST CHALLENING / DIFFICULT PART OF THE JOB**  |
| * The post holder is required to prioritise own workload under continually increasing demands such as; providing support to complex clinical caseload of clients presenting with severe mental and physical health related to their addiction.
	+ The post holder is required to provide daily clinical leadership and supervision staff including case management, delegation of clinical duty and activity, including support to staff when dealing with violence, aggression and abusive behaviours from patients, relatives and members of the public.
	+ The post holder is required to work with clients who are frequently discriminated against by other services and other elements of the community and frequently are required to work in urban areas of high priority treatment which have higher incidents of psychiatric and general health morbidity as well as higher rates of crime against both property and the person.
* The post holder is required to provide a professional advisory role to a wide variety of contacts, for example relatives, carers, nursing and medical staff; including the provision of training across a wide range of addiction and mental health subjects.
	+ The Addiction Service client group are frequently intoxicated voicing thoughts of self-harm, psychotic symptoms, hostility and aggression. Manipulative behaviour is also frequently evident. Intoxication and the mental health problems of this client group can make treatment compliance very poor and this is very demanding and stressful in itself. In this context, the post holder is required to possess a high level of clinical competence and expertise in the effective delivery of clinical risk management.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| InternalAs an autonomous practitioner the post holder is required to develop and maintain positive working relationships with the Line Manager for whom they may be required to deputise, with their peers with whom they are required to provide consistent standards of approaches to care, junior colleagues with whom they are required to delegate work and supervise.Relationships also have to be developed and maintained with other services throughout Ayrshire and Arran who refer in to the department. Relationships have to be developed and maintained with colleagues throughout the Addiction Services both inpatient and outpatient and throughout the Mental Health Services both inpatient and outpatient, where joint working and requests for assessment of degree of substance misuse problems are frequent. The post holder is required to develop positive therapeutic relationships with the clients of the service to facilitate assessment treatment and positive outcomes. It is also frequently necessary to develop positive working relationships with other addiction agencies and with relatives and carers of clients since better information and understanding, leading to positive re-enforcement has been shown to have a more positive influence in clients with substance use problems.ExternalThe post holder frequently has to deal with sensitive information due to the stigma associated with drug and alcohol misuse and it is often contentious as there are frequently opposing views between the client, the carer and professionals involved regarding the extent and impact of the substance misuse.The post holder is required to take due account of child care and child safety issues which may bring them in to conflict with the client whilst attempting to maintain a positive therapeutic relationship and maintaining child protection standards.The vast majority of client and carer contact takes place either in a clinic setting or in the client or carer’s home where the post holder must take due regard of the fact that they are a lone worker and a guest in the home. As required, the team are in contact with other statutory and non-statutory agencies. These agencies include Criminal Justice Social Work, Social Work, Police, Prison Services, other Addiction Agencies such as Addaction and ACA. |

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| **12. PHYSICAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post holder is required to drive to carry out various aspects of the job. Often the post holder can be required to travel long distances in order to be able to support clients. This necessity of the post can prove to be physically demanding and extremely stressful as the post holder is required to maintain an appointments diary while contending with traffic delays and congestion of a wide geographical area.The post holder is required to provide high-level mental effort and concentration due to the sensitivity of information, which is being given/sought. Also the post holder is routinely interrupted by phone requests etc. requiring the individual to change the focus of their attention to deal with the request before resuming the original task.The post holder is required to use own judgement whilst observing service users condition and act accordingly, recognising when there is a need to seek advice from medical staff.The post holder is required to use own initiative and be expected to make autonomous decisions and to provide a higher level of clinical support and supervision to team members.The post holder will be responsible and accountable for accurate completion of laboratory forms with specific information that is required to inform differential diagnosis of presenting symptoms.The post holder is frequently involved in dealing with highly distressing and emotional situations. Often the clients referred can be threatening and intimidating when there is a risk to staff safety. Whilst the department does not provide crisis response, clients frequently are referred to the service at times of great crisis in their lives. The post holder will require the ability to cope with distressed patients, anxious or worried patients and relatives in a professional and sensitive manner, to remain confident and calm to perform assessment when the patients are distressed, anxious, worried and will be expected to work at times in emotive atmospheres, which may result in the need for sudden intense effort and concentration.The post holder is exposed on a daily basis to considerable hazards to health. The home environments in which care is delivered may not meet modern safety standards in terms of provision of smoke alarms, safe exits or may not be maintained to a good standard, e.g. damaged/broken stairs, windows, doors, floor coverings, furnishings or damaged or poorly maintained gas and electrical appliances. The post holder is also at risk of potential infection or contamination from injecting equipment or discarded paraphernalia of IV drug use and to appropriately use and encourage other staff to utilise the lone worker system to support personal safety. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * First Level Registered Nurse – RMN,
* Ability to demonstrate comprehensive post registration experience is essential.
* Expert in-depth comprehensive knowledge and experience in the field of Addictions is essential incorporating a range of cognitive, behavioural strategies to enhance lifestyle change.
* A degree/diploma or the ability to demonstrate equivalent experience is essential
* Evidence of continuing professional development – has undertaken masters level modules in advanced practice, clinical assessment and non medical prescribing is essential.
* Demonstrable leadership skills are essential.
* Exhibit a high degree of motivation and ability to work in complex environment is essential.
* Superior communication skills (oral and written) and proven skills in delegation, decision making, problem solving, planning and prioritising is essential.
* Car owner/driver is essential
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