

Substance Misuse Nurse

(Salary as advertised)

**HMP Woodhill,
Milton Keynes**

**37.5 hours per week /
Equivalent shift pattern**

Permanent

1. Main purpose of the role

WDP HMP Woodhill is an integrated substance misuse service operating within HMP Woodhill.

WDP Woodhill provides an integrated drug treatment service, delivering clinical and psychosocial interventions to address the needs of service users, supporting and enabling them to achieve individualised recovery based goals and aspirations. The service works as part of a larger multi-disciplinary team and relies on close partnership working to provide our service users with a holistic care approach.

WDP develop individualised recovery plans, providing a safe therapeutic environment for individuals to address their drug and alcohol problems from the point of custody, through sentence and to maximise their potential for remaining abstinent on release into the community.

Within the service, we manage a clinical caseload with a complexity of needs. We provide 24/7 clinical care, with a team of specialist practitioners, comprising of specialist substance misuse doctors, non-medical prescribers, substance misuse nurses (both RMN and RGN), pharmacy technicians and psychosocial recovery practitioners.

The post holder will be a Registered Nurse RMN or RGN. They will have working knowledge and experience of drug and alcohol detoxification and treatment programmes, with an understanding of both clinical and psychosocial aspects of care.

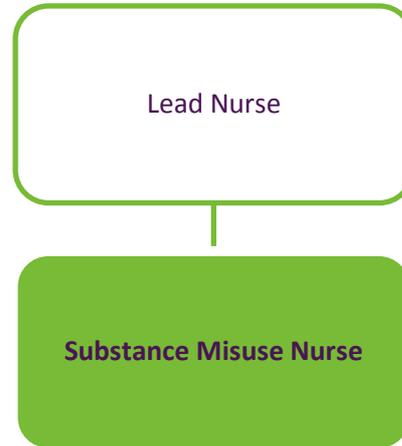
The main duties of the role will be:

- Supporting caseload management of the wider team. This will involve assessing, planning and implementing clinical care whilst managing service users' general health needs
- Responding to clinical and medical emergencies, managing crisis as first line intervention and assessing risk and safeguarding
- The safe and efficient administration of controlled drugs and general healthcare medications to service users in compliance with medicines management guidelines.

2. Reporting and working relationships

Reporting relationships:

- ▶ Reports to Lead Nurse



Working relationships:

- ▶ Service Manager
- ▶ Recovery Practitioners
- ▶ Doctors
- ▶ Pharmacy technician
- ▶ Recovery Champions
- ▶ Service users
- ▶ Peers
- ▶ Partner agencies
- ▶ Medical Director



3. Role-specific responsibilities

3.1	▶ To understand and implement WDP's policies and procedures.
3.2	▶ To work as a member of the multidisciplinary team that provides a range of specialist services to problematic alcohol and drug takers attending the service, including harm minimisation approaches, motivational interviewing, relapse prevention, individual intervention, health education and detoxification programmes and group work.
3.3	▶ To make continuous assessments, under supervision, of the psychological, emotional, social and rehabilitative needs of prisoners, taking into account the needs of family, local community, and environment. To develop systematic plans for care and evaluation of treatment plans.

3.4	<ul style="list-style-type: none"> ▶ To be able to assess and case manage service users who inject drugs, in particular assessing injection sites and be conversant with the precepts of harm minimisation, taking a predominant role in providing duty assessments to service users who are new to the service.
3.5	<ul style="list-style-type: none"> ▶ To develop and adhere to working relationships and or protocols with drug treatment services, probation, prisons, courts and community services.
3.6	<ul style="list-style-type: none"> ▶ To provide case management and direct clinical care to a defined number of service users as agreed with the team manager and lead nurse and under the supervision of a designated professional within the team. This includes assessment, planning and providing specialist care. It is expected that the caseload will consist of service users with needs of a low to medium complexity
3.7	<ul style="list-style-type: none"> ▶ To refer service users to the relevant professionals or treatment providers.
3.8	<ul style="list-style-type: none"> ▶ To work with other professionals or treatment providers with assessing / reviewing of service user's needs.
3.9	<ul style="list-style-type: none"> ▶ To use agreed and established Data and Outcome Monitoring Tools and any other relevant quality measures
3.10	<ul style="list-style-type: none"> ▶ Supervise visiting student placements to deliver WDP's service objectives.
3.11	<ul style="list-style-type: none"> ▶ To manage the transfer of individuals between agencies and services.
3.12	<ul style="list-style-type: none"> ▶ To ensure that all work is performed in accordance with organisational policies and procedures, including the incident, accident, and complaints reporting.
3.13	<ul style="list-style-type: none"> ▶ To ensure the highest quality of service is delivered by following local and national quality and performance standards, guidance, protocols, procedures and practice guidelines.
3.14	<ul style="list-style-type: none"> ▶ To ensure full risk assessments and risk management is delivered effectively, under supervision.
3.15	<ul style="list-style-type: none"> ▶ To open, maintain, close and actively engage and support the Assessment, Care in Custody and Teamwork (ACCT) process of risk management within the establishment, and take part in reviews as appropriate.
3.16	<ul style="list-style-type: none"> ▶ To support and encourage the screening and vaccinating of service users on own caseload against BBVs.
3.17	<ul style="list-style-type: none"> ▶ To support individuals about their substance use, using motivational interviewing, relapse management and other evidence-based interventions
3.18	<ul style="list-style-type: none"> ▶ To respond to clinical and medical emergencies and managing crisis as first line intervention and be aware of potentially unpredictable situations that may arise with this service user group. Working in partnership with Hotel 1 (NHS emergency healthcare response) to manage medical emergencies.
3.19	<p>General accountabilities</p> <ul style="list-style-type: none"> ▶ To be an active and positive member of the team

	<ul style="list-style-type: none"> ▶ To participate constructively and positively in staff and other meetings to promote and support communication channels within the organisation ▶ To comply with WDP’s policies and procedures ▶ To comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues and others as applicable. ▶ To comply with Infection Prevention and Control policies ▶ To observe professional integrity in relationships with all stakeholders ▶ To treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures.
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4. WDP’s commitment to you

WDP works within the following framework and requires all employees to do the same.

4.1	<p><u>Equal Opportunities</u></p> <p>WDP is committed to promoting anti-discriminatory practices within society, its organisation and in the promotion of its services to the community. WDP expects all employees to understand, comply with and to promote its policies in their work and to challenge prejudice and discrimination and where necessary to undertake any appropriate training.</p>
4.2	<p><u>Recovery</u></p> <p>WDP is a recovery focused organisation. Our staff and volunteers are committed to helping our service users improve their health and wellbeing, and to become free from dependency.</p>
4.3	<p><u>Career Development and Progression</u></p> <p>At WDP we actively encourage career progression from the talent we have from within and we strive to provide not only promotional progression but to develop a specialist and lead responsibility roles with teams and other services within WDP.</p>
4.4	<p><u>Safeguarding</u></p> <p>WDP is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.</p>
4.5	<p><u>Care Quality Commission (CQC)</u></p> <p>Many of WDP’s services are monitored, audited and regulated by the Care Quality Commission (CQC), the independent regulator of health and adult social care in England. Whether or not a particular service is registered, we believe CQC represents the minimum standard we expect for all of our services. We therefore work with all of our staff to make sure that every WDP service provides people with safe, effective, compassionate, high quality care and we encourage our services to learn and improve.</p>

5. Your commitment to WDP

5.1	<p><u>WDP Vision, Mission and Values</u></p>
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	Promoting and understanding the values, vision and mission statement of WDP. To understand what it means to you in your respective role, to your team and to service delivery.
5.2	<u>Vulnerable children and adults</u> Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.
5.3	<u>Boundaries and behaviours</u> Observing professional integrity in relationships with service users, peers and other relevant professionals.
5.4	<u>Health & Safety</u> Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work, use protective equipment where necessary and report defects and hazards to management. To comply with Infection Prevention and Control policies and procedures.
5.5	<u>Confidentiality</u> Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.
5.6	<u>Information Governance</u> Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our service users, workforce and members of the public.
5.7	<u>Continuous Professional and Personal Development</u> Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.
<p><i>The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.</i></p>	

Person specification		E/D	Measured by
<p>Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).</p> <p>Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.</p>			
1.	Education, knowledge and experience		
1.1	One-year post-registration experience in Mental Health or Substance Misuse (Level 1 nurse in adult or mental health nursing of the NMC register).	E	A/I
1.2	Counter Terrorism Enhanced Clearance to work in HMP Woodhill.	E	A/I
1.3	Experience in undertaking risk assessments, risk management and contingency management within the field of substance misuse.	E	A/I
1.4	Experience working with service user information systems.	E	A/I
1.5	Good standard of both written and verbal English. A high level of accuracy when writing reports and completing service user information.	E	A/I
1.6	Experience of conducting assessments and developing, implementing, and reviewing care plans. Using motivational techniques and delivering harm reduction	E	A/I
2.	Abilities and skills		
2.1	Ability to work autonomously and to prioritise effectively.	E	A/I
2.2	IT literate: competent using Microsoft Word and able to report clinical activity data on service user information systems.	E	A/I
2.3	To develop own competency and that of the organisation by taking opportunities to learn new skills and to spread new knowledge through the organisation.	E	A/I
2.4	As and when required the ability to work shifts including evenings and weekends.	E	A/I
3.	Working within WDP's framework of commitments to employees		
3.1	A commitment to engaging with, understanding and promoting WDP's values, vision and mission.	E	A/I

3.2	An understanding of and commitment to safeguarding best practice.	E	A/I
3.3	An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.	E	A/I
3.4	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users).	E	A/I
3.5	An understanding of and commitment to treating all information acquired through the course of your employment as confidential.	E	A/I
3.6	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.	E	A/I
3.7	A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and where relevant oversee the learning of others.	D	A/I
4.	Key competencies		
4.1	To engage service users and colleagues with the recovery agenda and wider public health outcomes	E	A/I
4.2	To be responsive and resilient in high stress situations	E	A/I
4.3	Entrepreneurial – you will be driven to facilitate WDP’s expansion and bring innovative ideas to help achieve this.	E	A/I
4.4	In partnership – you will be a team player and liaise effectively with other WDP staff and partner organisations	E	A/I
4.5	Strong belief in service users – you will be ambitious for those we help and this will come across strongly in your practice with service users	E	A/I
4.6	Community focussed – you will provide and shape services that serve the whole community	E	A/I
5.	Equality, diversity, vision, mission and values		
5.1	An empathy for and understanding of our mission, vision and values.	E	A/I
5.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A/I
5.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A/I

5.4	Experience and commitment to supporting and working within diversity awareness environments.	E	A/I		
6. Circumstances					
6.1	Able to travel as required for the role and attend meetings and other activities outside office hours	E	A/I		
6.2	A flexible approach to workload.	E	A/I		
			Authors		
	Version number	Date	Initials	Initials	Initials
	1.0	10.06.15	RP		
	1.1	17.04.18	RP		
	1.2	22/05/2018	HM		