



Lead Nurse & Non-Medical Prescriber

(Salary as advertised)

**London with travel
across WDP Services**

37.5 hours per week

Permanent

1. Main purpose of the role

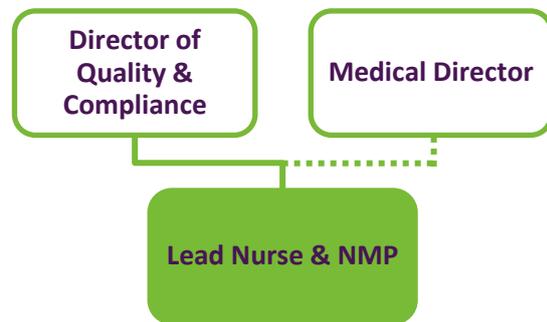
- ▶ To work closely with WDP's Medical Director and other colleagues to provide clinical leadership to nursing staff and clinical services.
- ▶ Develop and lead on the implementation, monitoring and continuous development of WDP clinical policies and procedures that provide the framework for safe clinical practice.
- ▶ To work alongside other key departments to provide safe and clinically effective environments across all services.
- ▶ Provide leadership and support on the implementation of new clinical services working alongside the Operational Implementation Leads, producing the necessary project plans and working to the required timeframes.
- ▶ Demonstrate excellent innovative practice in line with national guidelines.
- ▶ Be responsible for the assessment of care needs and the development, implementation and evaluation of clinical care for service users with substance misuse issues.
- ▶ Assess, agree care plans including prescribing needs and provide a prescribing service for service users requiring stabilisation, detoxification and other clinical interventions.
- ▶ Prescribe relevant medications in line with NICE and local guidelines, as well as regularly reviewing and supporting service users to ensure successful completions and outcomes and promote recovery for this service user group.
- ▶ Support the BBV testing and vaccination strategy, delivering accessible testing, vaccination and support to those most at risk.
- ▶ Develop therapeutic alliances with substance misusers developing effective partnerships to support their individual recovery journeys, engaging in key work sessions, offering health promotion and harm reduction advice alongside other clinical and psychosocial interventions.
- ▶ Ensure that all data requirements (National Drug Treatment Monitoring System (NDTMS), Treatment Outcomes Profile (TOP), Medically Assisted Recovery (MAR)) are met within defined deadlines and work with the management team to performance manage staff to ensure that outcomes are being achieved.
- ▶ Comply with NMC guidance on standards of proficiency for Non-Medical Prescribing and Medicines Management.
- ▶ Provide leadership and clinical supervision to nurses across the organisation.
- ▶ Provide management support to Operations and Service Managers relating to clinical staff.
- ▶ To support the growth and effectiveness of WDP clinical services.
- ▶ To collect data on clinical service performance, targets, treatment outcomes and produce regular reports to the Medical and Operational Leads as required.

- ▶ Be part of the internal audit process and lead specifically on the clinical auditing of services.
- ▶ Chair clinical learning and review meetings that focus on root cause analysis to identify and respond to organisational, team and individual learning; to lead clinical learning processes and provide support to non-clinical staff as required on clinical quality matters and learning.
- ▶ **Work Base:** A relevant agreed WDP service; the post-holder will be expected to work from flexible locations and travel nationally, providing cover for other Lead Nurses across the organisation as required.

2. Reporting and working relationships

Reporting relationships:

- ▶ **Reports to** Director of Quality & Compliance and the Medical Director



Working relationships:

- To support and clinically supervise WDP Nurses, via direct and delegated line management structures.
- To maintain high quality dialogue and public relations with partner agencies and commissioning bodies.
- To work closely with the Senior Management Team, Operations and head office colleagues to help achieve WDP's ambitions for safe, appropriately innovative, value for money and outcome focused services.
- To work with the service manager to ensure the prescribing needs of the service user caseload are met.



3. Role-specific responsibilities

3.1 Clinical governance and leadership

	<ul style="list-style-type: none"> ▶ Work closely with the Medical Director and other clinical and operational colleagues ▶ Provide clinical leadership, supervision and support to WDP nurses ▶ Ensure all clinical services have relevant and up-to-date clinical work plans ▶ Develop, implement and lead high quality clinical policies, procedures and practice that provide the necessary framework, which supports safe clinical practice. ▶ Through strong clinical leadership provide the necessary guidance and support to all services ensuring they are following the relevant policies and procedures and are applying the CQC key lines of enquiry into their everyday practice to provide a high quality of care to all service users. ▶ Provide the necessary guidance and support to ensure services have safe and clinically effective environments. ▶ Demonstrate excellent innovative practice in line with national guidelines. ▶ Support the growth and effectiveness of WDP clinical services. ▶ Chair clinical quality governance learning and review meetings – focusing on root cause analysis to identify and respond to organisational, team and individual learning ▶ Leading clinical audits and learning processes with relevant colleagues as well as providing support to non-clinical staff on clinical quality matters – e.g. supporting colleagues engaging with Coroner Inquiries. ▶ Ensuring clinical and operational integration within the services. ▶ Ensuring that all legislative requirements are explained to employees in particular the legislation governing the clinical and social care/community field.
3.2	<p>Non-clinical support, performance and new business</p> <ul style="list-style-type: none"> ▶ Provide clinical leadership and practical assistance to new bids and new service implementation. ▶ Provide management support to Operations and Service Managers relating to clinical staff and matters. ▶ Collect data on clinical service performance, targets, treatment outcomes and produce regular reports to the Medical and Operations Directors. ▶ Undertake regular performance reviews and identify areas of risk. ▶ Undertake any other appropriate tasks that may be allocated by the Medical Director or the Senior Management Team from time to time, for the benefit of WDP services as well as WDP in general.

3.3	<p>Safeguarding</p> <ul style="list-style-type: none"> ▶ As Lead Nurse you will understand and share WDP’s commitment to safeguarding, promoting the welfare of children, young people, and vulnerable adults and actively follow and promote the associated policies and procedures that are in place across the organisation.
3.4	<p>General accountabilities</p> <ul style="list-style-type: none"> ▶ To be an active and positive member of the WDP Management and Clinical Team. ▶ 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 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.
3.5	<p>Commitments</p> <ul style="list-style-type: none"> ▶ Actively promote WDP’s vision, mission, values and diversity and equality policies. ▶ Consistently uphold WDP’s position as a recovery-focused organisation by ensuring that WDP service user needs are listened to and kept at the forefront of all relevant activities and that they have every opportunity to improve their health and wellbeing and become free from dependency. ▶ Demonstrate a commitment to safeguarding best practice in all relevant activities. ▶ Facilitate your own continuous professional development as well as that of others at WDP: demonstrating a curious and learning-focused approach that encourages knowledge and skill development, exchange and transfer.

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>

	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.
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 service is registered, we believe CQC represents the minimum standard we want for all of our services. We therefore expect all staff to strive for the achievement of high quality services that are safe, effective, caring, responsive and well led.</p>
5. Your commitment to WDP	
5.1	<p><u>WDP Vision, Mission and Values</u></p> <p>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.</p>
5.2	<p><u>Boundaries and behaviours</u></p> <p>Observing professional integrity in relationships with service users, peers and other relevant professionals.</p>
5.4	<p><u>Health & Safety</u></p> <p>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.</p>
5.5	<p><u>Confidentiality</u></p>

	Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.
5.6	<p><u>Information Governance</u></p> <p>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.</p>
5.7	<p><u>Continuous Professional and Personal Development</u></p> <p>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>
<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	A relevant nursing qualification and Registered with the NMC.	E	A/I
1.2	Qualified as a Non-Medical Prescriber	E	A/I
1.3	Experience working in senior clinical roles in drug and alcohol / criminal justice clinical services.	E	A/I
1.4	Experience of implementing new clinical services and developing project plans and working to specific timeframes.	E	A/I
1.4	Experience working and managing people in clinical services and substance misuse/social care.	E	A/I
1.5	An in-depth knowledge of clinical interventions that are recommended within NICE guidelines for working with service users.	E	A/I

1.6	Knowledge of recovery/abstinence models of treatment & harm reduction interventions.	E	A/I
1.7	Knowledge of regulatory frameworks within which clinical services and the organisation operate.	E	A/I
1.8	Awareness of and ability to work within clinical legislation in relation to service users.	E	A/I
1.9	Experience of working with complex needs, dual diagnosis and offenders	E	A/I
1.10	Experience of successful formulation and submission of bids to commissioning bodies	E	A/I
1.11	An understanding of UK Drug Strategy & Social Policy reforms & awareness of change in the field	E	A/I
1.12	Experience of working in multi-site environments	D	A/I
1.13	Recent professional qualification relevant to role	D	A/I
1.14	Knowledge of resources in local communities	D	A/I
2.	Abilities and skills		
2.1	Ability to manage effective change	E	A/I
2.2	Clear and consistent style – able to be facilitative and to take a coaching approach	E	A/I
2.2	Ability to implement and develop effective monitoring mechanisms	E	A/I
2.3	Ability to evaluate professional development and progress	E	A/I
2.4	Ability to liaise and work in partnership with a wide range of professionals and agencies	E	A/I
2.5	Ability to present complex information to a wide audience	E	A/I
2.6	Management of significant sized budgets	E	A/I

2.7	Computer literate in variety of software packages	E	A/I
2.8	Project management and development skills	D	A/I
2.9	Excellent communication skills – written and oral	E	A/I
2.10	Excellent interpersonal and organisational skills	E	A/I
2.11	Ability to build and lead effective, productive and multi-skilled teams	E	A/I
3.	Key Competencies		
3.1	Seeing the bigger picture: opportunities and risks	E	A/I
3.2	Organisational change management	E	A/I
3.3	Making effective decisions: evidence-based planning	E	A/I
3.4	Inspiring, leading and communicating with clarity, conviction and vision	E	A/I
3.5	Working collaboratively and building effective partnerships	E	A/I
3.6	Building capability and developing personal responsibility	E	A/I
3.7	Achieving commercial and clinical outcomes	E	A/I
3.8	Embedding a culture of value for money delivery	E	A/I
3.9	Managing safe services focused on quality (customer focus)	E	A/I
3.10	Delivering at pace: building a performance culture to deliver outcomes	E	A/I
4.	Working within WDP's framework of commitments to employees		
4.1	A commitment to engaging with, understanding and promoting WDP's values, vision and mission.	E	A/I
4.2	An understanding of and commitment to safeguarding best practice.	E	A/I
4.3	An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.	E	A/I
4.4	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users).	E	A/I

4.5	An understanding of and commitment to treating all information acquired through the course of your employment as confidential.	E	A/I		
4.6	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.	E	A/I		
4.7	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.	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	Year
	2.0	19/01/2018	LA		2018