

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Substance Misuse Team Lead

**GRADE:** Band 6

**HOURS:** 37.5hrs

**BUSINESS UNIT:** Secure Environments

### **JOB SUMMARY**

The post holder will take responsibility for daily management, co-ordination of care and provide strong clinical leadership to the Substance Misuse Service within a recovery focussed model.

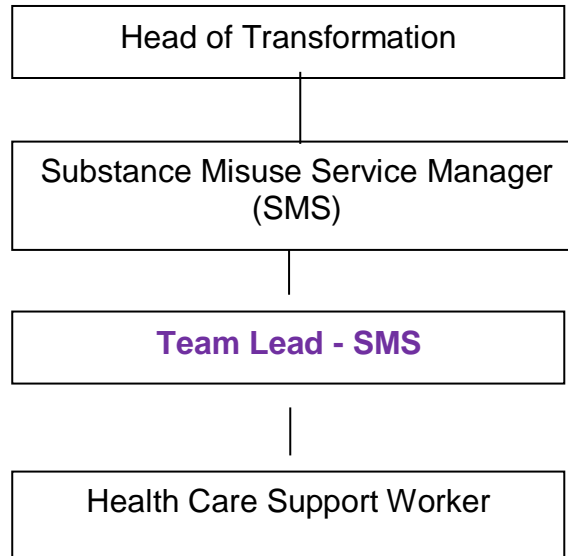
This includes being involved with shift planning, taking appropriate action to adjust staffing levels and to prioritise the workload in accordance with patient need, service demand and the availability of staff.

The post holder will be involved with assessing, diagnosing, providing advice and administering care as appropriate to patients within the Secure Environments business unit. This includes leading substance misuse service as part of a multi-disciplinary team to plan, provide and evaluate a range of health interventions to meet prisoner healthcare needs and contribute to the wider continuous development of integrated prison healthcare services.

Demonstrate knowledge, skills and understanding of health issues and treatment options to provide robust clinical substance misuse support and operational guidance to all staff on matters relating to physical health and wellbeing within the prison setting.

The post holder will exercise advanced clinical expertise, levels of judgement, discretion and decision making in clinical care in line with nice guidance and best practice.

The role requires strong relationships with all clinical teams, the prison operator and strategic stakeholders within the NHS, Prison, Local Authority and Community partners. It therefore requires the post holder to have a keen interest in developing knowledge and skills across the integrated services

**ORGANISATION CHART:****COMMUNICATION WITH OTHERS:****KEY RELATIONSHIPS****Internal****External**

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| • Transformation Lead   | • Accident and Emergency Depts. |
| • Clinical Service Managers (Universal Primary Care and Substance Misuse) | • Out of Hours Medical Provider |
| • Pharmacy – Medicine Management  | • Public Health Team            |
| • Registered General Nurses   | • Specialist services           |
| • General Practitioners   | • Community prescribers         |
| • Prison Departments  | • Community Pharmacies          |
| • Healthcare Governors  | • Emergency Services            |
| • Change Live Grow  | • Voluntary Agencies            |
| • Mental Health Team  |                                 |

1	<p><b>Communication and Relationships</b></p> <p>To represent Spectrum professionally in all communications with patients and wider stakeholders ensuring accurate and timely communications verbally and in writing to fulfil our obligations within;</p> <ul style="list-style-type: none"> <li>• Maintaining patient records, care plans and medication records on the electronic patient record in line with NHS Information governance standards.</li> <li>• To lead a robust team and to act as a professional role model/mentor to facilitate excellence through clinical nursing leadership and service development.</li> <li>• Providing appropriate clinical information to the team to support patients who are subject to prison service risk management procedures such as ACCT and segregation procedures.</li> <li>• Work collaboratively with the Integrated Mental Health Team (IMHT), Universal Primary Care (UPC) managers to minimise barriers and gain the best outcomes for patients and promote continuity of care through the Better Health Liverpool integrated model.</li> <li>• To work collaboratively with the psychosocial team, Change Live Grow in the seamless management of the patient journey, detox regimes, support and engagement in the wider service.</li> <li>• Undertake service audits, both local and national and to provide accurate information.</li> <li>• Educate the team to strengthen the data entry and reporting requirements to strengthen Health and Justice Performance indicators, including QoF.</li> <li>• Promote Spectrum's information sharing policies when dealing with requests for potentially sensitive information</li> <li>• To deliver individual line management processes and/or group clinical supervision</li> <li>• To provide information on a wide range of health issues and provide advice to patients on accessing health care services once discharged from prison. Ensuring clients who face cultural and/or language barriers are helped to understand and make use of these services</li> <li>• To maintain and develop effective and efficient working relationships and communication pathways between custodial and substance misuse team.</li> </ul>
2	<p><b>Analytical and Judgmental</b></p> <p>To receive patients with undifferentiated and undiagnosed conditions, undertake assessment of their health and presenting complaint, diagnose, treat, give advice or discharge where appropriate in line with clinical procedures/policies as an autonomous practitioner or referring to other health professionals, ensuring that clients are followed up where appropriate.</p> <ul style="list-style-type: none"> <li>• Respond effectively to emergency situations which require a rapid nursing response analysing the patient, immediate risks and management strategies required</li> <li>• Analysing outcome from assessments to provide judgement on clinical problems</li> </ul>

	<p>which require further investigation, treatment or referral and develop appropriate care plans with patient</p> <ul style="list-style-type: none"> <li>• The ability to assess, observe and respond to prisoners at risk of suicide and/or self harm/overdose using the appropriate clinical interventions/ treatment/referral.</li> <li>• Provide advice and direction to the team in clinical situations which are out of their scope by determining appropriate response to crisis situations and acting accordingly.</li> <li>• Manage competing priorities and react to unforeseen circumstances, incidents and emergency situations.</li> <li>• Work within a demanding and high emotion environment with challenging patients which requires compassion and empathy.</li> <li>• Undertake and support clinical audit such as record keeping, QOF, Health and Justice performance indicators etc</li> <li>• To participate in patient safety and RCA reviews.</li> </ul>
<b>3</b>	<p><b>Planning and Organisational</b></p> <ul style="list-style-type: none"> <li>• Plan, organise and review daily clinical activity to ensure priority of need is aligned with resources available.</li> <li>• Organise own time, objectives and coordinate that of junior staff and learners.</li> <li>• To attend and facilitate relevant meetings and lead in discussions concerning the running of the service and management of prisoners/patients.</li> <li>• To promote and facilitate evidence/research-based practice and to play a role in the development of services, clinical competencies, participate in and when appropriate initiate audit, research and carry out evaluation.</li> <li>• To contribute to strategic business planning in response to changing demand, to identify areas where additional development or funding may be required and to be aware of budgetary constraints in order to manage resources effectively.</li> <li>• To challenge existing practice, review and initiate innovative nursing developments, maintain high standards of professional practice and competence, in keeping with the NMC Code of Conduct and Scope of Professional Practice, promote and facilitate the development of specialist nursing practice.</li> <li>• To be responsible for promoting clinical reflection and providing one to one support to team members and to contribute to continuing team development to create, maintain and enhance effective working relationships within the prison setting</li> </ul>
<b>4</b>	<p><b>Patient/Client Care</b></p> <ul style="list-style-type: none"> <li>• To lead the delivery of high-quality care and intervention to patients by demonstrating and promoting up to date evidence-based practice</li> <li>• Develop programmes of care for individual patients that meet their needs for chronic disease and acute episodes of care.</li> <li>• Audit and evaluate episodes of care for all patients.</li> <li>• To be involved in multi-disciplinary and inter-agency care planning to support</li> </ul>

	<p>seamless care provision for those identified with complex health needs. This also includes carers or significant others as necessary or required.</p> <ul style="list-style-type: none"> <li>• To promote multi-disciplinary and inter-agency liaison to support and/or facilitate assessments as part of the agreed care-pathway.</li> <li>• To lead clinical meetings or multi-disciplinary meetings in the absence of the Clinical Manager.</li> <li>• To work effectively as a member of the prison multi-disciplinary team.</li> <li>• To support the coordination of the universal primary care, mental health and substance misuse nursing service ensuring uninterrupted, seamless care over a 24hr period</li> <li>• Participate in the service user groups empowering promoting the values of the expert patient to inform services and care delivery</li> <li>• To monitor NMC professional codes of conduct thus safeguarding the interests and wellbeing of patients.</li> <li>• Maintain accurate up-to-date clinical records and care plans in accordance with NMC standards for records and record keeping, ensuring compliance with the Data Protection Act and the Freedom of Information Act.</li> <li>• Provide clinical leadership to the multi-disciplinary referral allocation, assessment and post assessment decision making to ensure accurate, effective and sensitive feedback to all referring agencies.</li> <li>• To work collaboratively with HM Prison Service colleagues to ensure security and stability of the prison regime is maintained.</li> <li>• Attain and maintain and monitor clinical competencies required for effective care and treatment of prisoners within the substance misuse service.</li> </ul>
<b>5</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• To be responsible for equipment used in carrying out clinical duties, and to adhere to departmental policy, including competence to use equipment.</li> <li>• To reduce waste and ensure efficient use of resources both material and physical.</li> <li>• To ensure orders and stock management processes minimise duplication and are aligned to Spectrums formulary.</li> <li>• Support Spectrums SAVE cost improvement programme, working efficiently and effectively; identifying and realising potential cost savings.</li> </ul>
<b>6</b>	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• To contribute to the recruitment, selection, induction and retention of staff, providing professional support along with the assessment of clinical competency for existing and newly appointed staff, advising the Clinical Manager of any circumstances that give cause for concern.</li> <li>• To participate in the organisations appraisal system and undertake for own line reports.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Maintain own professional development in line with the requirements, act upon training needs identified and attend relevant lectures, training and courses as necessary to ensure continuing best practice and the on-going services within the centre.</li><li>• To organise the induction of new staff, ensuring that roles and responsibilities are clearly defined. Be involved with assessing clinical competency and support staff members to ensure the team continues to provide high standards of care and advice.</li><li>• Participate in the induction of all new nursing staff into the team. Supervise junior staff and learners in all areas of nursing practice and revalidation</li><li>• Responsible for own clinical supervision.</li><li>• To ensure compliance with NMC CPD requirements for successful revalidation</li><li>• Undertakes statutory and mandatory training in line with Spectrum policies.</li></ul> |
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## PERSON SPECIFICATION

Requirements	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Registered practitioner</li> <li>Evidence of Competence in the Health and Justice framework</li> <li>Evidence of ongoing CPD</li> <li>Willingness to undertake Independent Nurse Prescribing</li> </ul>	<ul style="list-style-type: none"> <li>RCGP Cert 1/2 Substance misuse</li> <li>Independent Nurse / Non-Medical Prescriber (or willingness to undertake)</li> <li>Mentorship qualification</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Post registration experience in substance misuse</li> <li>Multi-Disciplinary working</li> <li>Understanding of clinical governance</li> <li>Recovery based models</li> <li>Experience of working as an autonomous practitioner</li> <li>Change management experience</li> <li>Experience of leading a team</li> <li>Offender health knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with an integrated model</li> <li>Understanding of local and national key documents and their impact on health care delivery in a prison setting</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to communicate efficiently and effectively</li> <li>Demonstrate a high level of personal and professional autonomy and an understanding of professional accountability</li> <li>Clinical assessment skills</li> </ul>	<ul style="list-style-type: none"> <li>Openness to explore alternative working practices</li> <li>Able to develop and maintain positive working relationships</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment to own professional development and willingness to develop new clinical skills</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Flexible and adaptable</li> <li>Ability to work in a challenging environment</li> </ul>	

Candidates will only be invited for interview if they meet the essential criteria for this post.

The desirable criteria will be used to shortlist where the application of the essential criteria only, produces a large number of applicants.

Updated June 2021