

## The Forward Trust Job Description

<b>Position Title</b>	<b>Band 6 Substance Misuse Nurse – Nurse Manager</b>	<b>Reports to</b>	<b>Clinical Manager, Clouds House</b>
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### Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

### Role Overview

To provide high-quality clinical assessment and treatment to substance dependant clients in a residential setting, working in a multi disciplinary team.

You will ensure the delivery and monitoring of high standards of nursing care and relevant substance misuse interventions to all Service Users in accordance with the standards set out in the NMC Code of Conduct.

As a Senior Nurse, you will demonstrate leadership and undertake managerial responsibilities when required.

### Accountabilities

#### Clinical Responsibilities

- Provide high standards of nursing care through on-going clinical assessment, planning, implementation and evaluation of treatment for drug and alcohol users
- Work with a high degree of autonomy and professional accountability to safely deliver healthcare
- Manage sensitive information empathically. This includes sharing and discussing a patient's changing condition or needs with other relevant professionals
- Participate in inter-professional and multidisciplinary working, to ensure continuity of care.
- Contribute to the development, implementation and evaluation of clinical and psychosocial service delivery
- Safely manage high risk areas and carry out risk assessments including:
  - Handling hazardous material and body fluids
  - Challenging behaviour and high risk situations
  - Adult/child safeguarding concerns
  - Illicit Drug Use

- Promote the health and well-being of patients, supporting their often complex needs to maintain their optimum level of physical and psychological health
- Ensure care plans and needs assessments are reviewed and maintained
- Hold an individual caseload of patients and manage these effectively
- Ensure the 6 'C's are embedded in your clinical practise
- Ensure that all aspects of professional behaviour and standards are practised in accordance with the NMC Code of Conduct at all times.

### **Medicines Management**

- Delivery of prescribed medication following patient assessment.
- Accountable and responsible for risk management and with-holding medication when appropriate, and that the correct reporting procedures are adhered to.
- Participate in the medication audit process, ensuring recommendations are implemented.

### **Education and Development**

- Participate in continuous professional development opportunities ensuring requirements of revalidation are met, including providing training to colleagues at Clouds House in relation to any areas of personal expertise and interest.
- Ensure professional development and updating of knowledge to meet PREP requirements of the NMC.
- Have knowledge and understanding of the requirements of the Department of Health Drug Misuse and Dependence UK Guidelines on Clinical Management and all other relevant policy and research updates as outlined in your supervision.
- Up to date knowledge in all aspects of clinical practice, and act as a resource to colleagues.
- Participate in the development and implementation of service improvement initiatives.

### **Nurse Management**

- Take ownership and responsibility within the Medical Team for line management of the nursing and HCA Team
- Work closely with the Clinical Manager, and act up in the Clinical Manager's absence, to ensure the day to day running of the Medical Centre meets CQC requirements
- Assist with the provision of shift cover
- Undertake clinical audits, supporting medicines management systems, ensure stock levels are maintained
- Provide clinical supervision for all Band 5 nurses
- Oversee and ensure clinical risk is monitored to a high standard
- Attend clinical meetings, relevant groups and committees, including clinical governance and quality meetings when directed by the Clinical Manager.
- Support junior staff with their NMC revalidation process and continuous registration.
- Assess and mentor qualified and non/un-qualified staff
- Work with the team to help identify and support junior staff learning and development training needs and ensure a good clinical learning environment for all members of the team.

- Supervise junior staff in all aspects of care and be responsible on a shift to shift basis for the management of clinical staff on duty as directed by the Clinical Manager.
- To take on other reasonable tasks and responsibilities as deemed appropriate by the Clinical Manager.

### Administration

- Ensure all documentation is legible, accurate, dated and signed to expected audit and NMC standards.
- Participate in the collection of data for audit, survey and research purposes in line with Forward policies and GDPR.

### Communication

- Maintain a high level of professionalism at all times in accordance with NMC Standards and the Forward Trust values. Acting as an ambassador for the Forward Trust.
- To liaise with the multidisciplinary team, other providers and stake holders and community services
- Effectively manage and maintain information, including confidential information, within statutory duties and in accordance with best practice

## Role Criteria

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement	
E	Essential Criteria
D	Desirable Criteria
Criteria Measure	
A	Application
I	Interview
T	Test

Knowledge, Skills and Experience		
A Minimum of 2 years post-registration experience	E	A/I
Evidence of personal development since entering the NMC register	E	A
Previous experience of managing a staff team	D	A/I
Knowledge of the safe storage and administration of medication	E	A/I
Knowledge and ability to comply with the NMC Code of Conduct	E	A/I
Ability to assess, plan, implement and evaluate patient care and act accordingly if concerns present themselves	E	A/I
Ability and knowledge to carry out risk assessments and management	E	A/I
Strong IT Skills	E	A
Excellent written and verbal communication skills	E	A/I
Ability to maintain accurate patient records within the standards required locally, the Forward Trust and NMC	E	A/I
Demonstrate the ability to work under pressure	E	A/I
Understand the different roles within a multidisciplinary team and be able to work effectively within this	E	A
Ability to provide and accept feedback, support and clinical supervision	E	A/I

Knowledge and an awareness of health issues related to Substance Misuse	E	A/I
Flexible approach to work	E	A/I
Ability to travel to other sites	E	A
Committed approach to continuous professional development and the revalidation process	E	A
Dignified and holistic approach to care	E	A/I
Leadership skills (motivating, use of initiative, change management)	E	A
Ability to lead and facilitate decision-making processes	E	A/I
Organisational skills	E	A/I
Experience of working within a secure environment	D	A/I
Experience working within a recovery model	D	A/I
Ability to provide and coordinate clinical and management supervision	D	A/I
Audit process and an ability to use audit tools	D	A/I
Working knowledge of SystmOne	D	A
Critical Analysis and Research Skills	D	A/I
Familiarity with Blood Bourne Viruses	D	A/I

Personal Attributes		
<b>Proactivity</b> – Quick thinking with a high level use of initiative	E	I
<b>Resilience</b> – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	I
<b>Adaptability</b> – Can work in fast-paced changing environments	E	I
<b>Confidence</b> – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	I
<b>Team Work</b> – Works in harmony with colleagues to deliver results	E	A/I
<b>Open to Feedback</b> - Open to constructive feedback in order to further develop	E	I

Qualification		
Degree of Advanced Diploma in Nursing – RGN, RMN or RNLD, with current UK Registration	E	A
Diploma/Degree in Substance Misuse or willing to undertake	D	A
Health and Social Care	D	A