The Forward Trust Job Description

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | **Healthcare Assistant** | **Reports to** | **Senior Nurse Manager** |
| **Location: HMP & YOI Bronzefield** | | | |

# 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/Team Overview

In this role you will work within an integrated healthcare framework to deliver high standards of nursing care and psychosocial interventions to patients admitted to the service according to their clinical needs, in line with relevant clinical protocols, policies and evidence based practice.

Working within a health improvement framework you will deliver client centred interventions alongside the Registered Nurses, as part of a multidisciplinary team, upholding professional standards at all times. You will assist the medical team with the clinical assessment, planning, implementation and evaluation of all aspects of care, with and without direct supervision.

You will support the medical team in monitoring and accurately reporting on the general physical, mental and psychological health and well-being of clients as required for medical detox. You will support the medical team to encourage behaviour change in the context of the 12 Step Treatment Programme and health promotion. At times you may be required to carry out brief crisis interventions dependent on medical or mental health need. You may be required to attend community meetings and deliver the code of conduct meetings explaining expectations of behaviour and rationale for these boundaries.

You will be expected to manage your own time effectively and allocate and prioritise work and assigned tasks appropriately to best achieve desired outcomes, but will have the support of the registered nurses and multidisciplinary team.

It is important for the post holder to have an understanding of the safety and security needed when working within a prison setting.

Key Responsibilities:

* Work alongside clients to respectfully develop positive and trusting relationships for the duration of the clients treatment programme
* To provide interventions and support for clients medically detoxing, acknowledging that some clients may present with complex needs as part of their recovery journey. This may include; supporting clients on a 1:1 basis relating to but not limited to individual treatment plans, treatment boundaries, 2nd checking of controlled drugs, observing clients taking any medicines prescribed, accurate reporting and recording daily on issues that arise and impact the treatment programme both for individuals and for the community.
* To provide and continue to develop, in conjunction with the multidisciplinary team the treatment and care provided for individuals physical, psychological, social and spiritual needs
* To participate in effective ongoing assessment of clinical needs, providing a high standard of care to clients in keeping with the Forward Trust policies and procedures
* Ensure clinical records are accurately recorded on the electronic records system
* To liaise and communicate effectively with other members of the multidisciplinary treatment team
* Promote the health and well-being of clients and maintain a safe, caring and compassionate environment ensuring risks are minimised and concerns about risk are raised in a timely manner
* To help develop, implement and evaluate the care clients require using a problem solving approach, that ensures their needs are met from admission to completion of treatment
* To meet required Key Performance Indicator’s (KPI’s), as set out by the Manager
* To monitor, assess and report any safeguarding concerns via the correct reporting system as they arise

**Accountabilities**

## Strategy

* To take an active role in the implementation and achievement of team objectives
* Building effective interpersonal working relationships with the multidisciplinary team
* Building strong relationships with and making full use of the support offered by line management and Head Office functions

## Departmental Management

* To proactively approach integrated ways of working, support and adopt a multidisciplinary approach
* To take part in the rolling rota, being responsible for ensuring your allocated shift is covered if you are unable to work on a given day
* Ensure the 6 C’s of nursing are embedded in all your clinical practice

## Service Delivery

* Ensure practice is in accordance with the NMC Code of Professional Conduct and Mental Health Legislation, which incorporates and respects differences in gender, sexuality, ethnicity, religion, culture and disability
* Ensure that The Forward Trust policies and procedures are strictly adhered to
* To contribute to risk/assessments to inform treatment journeys, develop and contribute to the holistic care needs of clients; paying attention to child/adult safeguarding issues
* Carry out interventions relevant to individual client needs including 1:1 sessions
* To be competent in urine drug testing, interpret the results and report and record any unexpected results to the nurse in charge
* Participate in the maintenance of general and specific patient observations, accurately recording all relevant information, and in risk assessments as required/directed by the nurse in charge

## Communication

* To ensure we are providing holistic care to the client and advocating for our client’s needs in line with the NMC Code of Professional Conduct
* To make sure the highest levels of client confidentiality is maintained in accordance with the NMC Code of Professional Conduct and ensuring that relevant and vital information is shared with the team or relevant agencies when required

## Administration

* To ensure all clinical records are accurately maintained to the expected audit standards
* Ensure that all records are in line with The Forward Trust policies and the Data Protection Act

## Performance Management and Personal Development

* To contribute to the review of ongoing care and treatment of clients, liaising closely with the multidisciplinary treatment team as required.
* Ensure that your record keeping is in accordance with The Forward Trust Quality Standards, NMC Code of Professional Conduct and current best practice.
* To ensure mandatory training is completed as required
* Participate in Quarterly reviews with your line manager

## Quality Assurance and Safety

* Ensure information is managed effectively and quality standards are maintained in the delivery of the service
* To use IT efficiently to support your role
* Be familiar with 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 Quarterly reviews
* Adhere to the Forward Trusts NO Smoking Policy and refrain from smoking anywhere other than a designated smoking area
* Avoid any behaviour that discriminates against colleagues, potential employees, client’s, carers and visitors for whatever reason
* Adhere to the Health and Safety at Work Act, under which it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work and receive relevant training, communicating to the Manager any problems that may compromise safety

**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** | | |
| Experience of working within substance misuse services | D | A/I |
| Strong IT Skills | D | A |
| Ability to work within a multidisciplinary team | E | I |
| Time management and organisational skills | E | I |
| Accurate record keeping on electronic records system | E | I |
| Strong communication skills | E | I |
| Ability to work firmly within the Recovery model | D | A/I |
| Knowledge of the issues facing client’s from substance misuse and its effect clinically, psychosocially and its impact on wider society. | D | I |
| Previous experience of working within a residential setting | D | A/I |
| A knowledge of the 12 step process of recovery from addiction (people in recovery should be abstinent for a minimum of three years) | D | A/I |
| Previous experience working in a clinical environment | D | A/I |
| Motivation to actively take part in upholding Infection Control practices relating to BBV’s and Covid19, including the use of PPE | E |  |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high level use of initiative | E | I |

|  |  |  |
| --- | --- | --- |
| **Resilience** – Solves problems, takes learning on board from  mistakes to aid personal and professional growth | E | I |
| **Adaptability** – Can work in fast-paced changing environments | E | I |
| **Confidence** – Has confidence in own abilities, has good eye  contact and able to communicate clearly and concisely | E | I |
| **Team Work** – Works in harmony with colleagues to deliver  results | E | A/I |
| **Open to Feedback** - Open to constructive feedback in order to  further develop | E | I |
| **Innovative –** Continually searching for better ways of working | E | I |
| **Qualification** |  |  |
| Evidence of previous experience working within Health and Social Care environment | D | A |
| Willingness to undertake further training | D | A |