**The Forward Trust Job Description**

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| **Position Title** | Band 8-Clinical Lead | **Reports to** | Clinical Director |

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| **Introducing Forward Trust** |

We are Forward, the social enterprise that empowers people to break the cycle of crime or 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.

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| **Role/Team Overview** |

Forward Trust provides direct clinical and management responsibility for the effective operation of Substance Misuse Treatment services in their designated Prisons and Community, which operate 365 days a year.

The post holder will be responsible for the delivery of high standards of nursing care to clients according to their clinical needs and in accordance with up to date evidence based practice and relevant clinical protocols and policies. The post holder will clinically supervise B7 Nurses and NMPs working within a custodial framework.

As the Clinical lead he/she will oversee specialist substance misuse services, and offer specialist nursing advice on substance misuse and related issues to colleagues and students across a variety of disciplines. The post holder will support and participate fully in the audit process, ensuring compliance with legal, professional and regulatory requirements for clinical delivery, and supporting the research and development of Forward Trust’s clinical excellence across the organisation.

Specialist advice and training will be provided to nurses, doctors and other professionals. He/she will co-ordinate and lead teams in the provision of a range of interventions which include psychosocial and clinical components; advise on titration, dispensing of medication including controlled drugs, and managing all aspects of clinical safety e.g. potential overdose, pertinent to a high risk environment; manage, supervise and provide guidance to staff to ensure that high standards of care are maintained**;** educate and support members of the teams to develop the skills of nurses and students**;** maintain and extend professional knowledge to keep abreast of current research and evidence based practice as part of personal CPD and as identified in annual appraisal and development planandact as a role model to all staff, displaying leadership, commitment and exemplary standards, providing support, advice and direction in a positive manner.

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| **Accountabilities** |

**Strategy**

* Communicate any new developments to all teams.
* To work alongside the Regional Manager within Prisons/community, Commissioners, and representatives from other agencies to ensure Forward Trust services fit into the overall structure of drug and alcohol services provided in the Area.
* Set team and individual objectives to implement and achieve strategic objectives.
* With the Head of Services/Regional Manager develop and maintain partnerships with both community and prison based agencies, and attend community and/or prison based meetings as and when required.
* Builds strong relationships with and make full use of the support offered by head office functions.

**Service Delivery**

**CLINICAL**

* To work as clinical lead in the substance misuse service within designated contract areas, providing a range of specialist treatments for patients, which include treatment matching, health education, group work, opiate substitution therapy, detoxification programmes, one to one counselling and the management of self-harm.
* To provide teaching and education to all staff and patients on issues related to substance misuse awareness, relapse prevention, blood borne viruses and tolerance/risk or overdose.
* To provide specialist clinical advice and support to other colleagues within the substance misuse setting and to colleagues and other agencies concerned with substance misuse e.g. psychosocial team members, GPs, Discipline staff, Chaplaincy, health care professional, Psychology and Education Department.
* To continuously assess the bio-psychological needs of patients, developing systematic plans for care and evaluation of treatment plans of nursing staff working jointly with members of the psychosocial team.
* To facilitate in conjunction with colleagues, the correct monitoring of controlled drugs prescribing and to maintain prescription records accurately and consistent with best practice guidelines.
* Be conversant with legal guidelines in relation to prison healthcare, substance misuse, prison service orders/instructions, Home Office regulations and local and national treatment guidelines. (If prison based)
* To provide clinical supervision to junior nurses, and to ensure that all other nurses receive supervision via the line management structure

**MANAGEMENT**

* To participate in the recruitment of nursing staff to the Medically Assisted Treatment Service in accordance with good employment practice.
* Provide local management for nursing staff in accordance with Forward Trust policies, ensuring that objective setting, personal development plans and appraisals are carried out on a regular basis, that issues of poor performance and sickness absence are addressed, and that staff training needs are identified and plans are drawn up to meet these needs.
* Provide nursing care on the substance misuse unit, within budget guidelines, monitor the allocation of resources, and work towards the continued reduction of the use of Agency/Bank staff.
* Work in collaboration with colleagues to ensure that effective risk management systems are in place within the Medically Assisted Treatment Service.
* Ensure that nursing staff are aware of their individual roles and responsibilities in terms of achieving clearly defined service objectives, maintaining standards of best practice and adhering to policy objectives

**Performance Management**

* Work towards Forward Trust’s mission and values within current policies and good practice.
* Support service/regional managers in the effective operational management of clinical MAT services
* Ensure the teams assess, plan ,implement and evaluate care appropriately ensuring individualise care plans are formulated, acted upon and reviewed regularly
* Attend team meetings as required helping to promote new ideas and methods and assist in their implementation.
* Supervise clinical staff across the designated contract area contributing to Quarterly Performance reviews with their line manager
* Supporting the recruitment and retention process
* Contribute to the management of sickness absence
* Contribute to the learning and development needs of others
* Liaise and develop links with services within the prison setting and/or the community to establish effective through care and aftercare pathways
* Contribute to the development of clinical risk registers, evaluating outcomes and implement programmes of risk management
* Ensure effective application of all Forward Trust policies and guidelines
* Lead on the formulation of clinical operating procedures
* Demonstrate effective written, verbal and non-verbal communication skills, particularly where there may be barriers to understanding
* To display an excellent professional telephone manner and the ability to communicate via email and other IT systems Role-model, promote, develop and maintain a culture of professionalism and accountability.
* Maintain personal professional requirements in accordance with professional body regulations e.g. NMC
* Meet targets and deadlines agreed with line manager to a high standard and in accordance with work plans.
* Take full responsibility for self-care, and engage fully in supervision and support where necessary.
* Keep up to date technically on all relevant matters and strive for continuous professional development.
* To complete the Forward Trust quarterly performance reviews and personal development plan/objectives.
* To identify training needs as part of the annual review process and complete evaluation of training events and courses attended.
* To undertake any other duties as may be required by management, which falls within own sphere of duties.

**Quality and Safety**

* To monitor and assess the quality of clinical nursing provision , ensuring that all work is done in accordance with Forward Trust protocols, including audit and CQC compliance, relying as appropriate on input from Service /Regional Manager and clinical colleagues.
* Abide by Forward Trust’s policies and procedures and support others to do the same.
* Work with the highest regard to health, safety and security in the workplace.
* Ensure each department effectively and efficiently collects, records and collates information, including statistical data, for audit, research and reporting purposes.
* Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice.
* Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.
* To carry out all tasks with professionalism and in accordance with Forward Trust’s policies.
* Play an active part in the investigation of clinical incidents and ensure Forward Trust’s incident reporting process is followed
* To give support to all staff within the team around clinical issues
* Participate in, and support the clinical audit cycle across the Prison/community

**Administration**

* Ensure that records kept across all services within the Prison /community are an accurate reflection of care given in accordance with the Data Protection Act and demonstrate a high professional standard
* Ensure all records are stored correctly according to Forward Trust Information Governance Policy
* Ensure local compliance with the Health and Safety at Work Act

**Systems and Policy**

* Work towards Forward’s mission and values within current policies and good practice
* To contribute to policy development
* To understand and implement all national policies that are relevant to the environment.
* To oversee the implementation of policies in relation to safe prescribing, referral, admission and discharge procedures and continuity of care.
* To liaise with prison staff in ensuring that the service is run in accordance with the prisons operational procedures and policies (Prison based only)

**Supplementary Information**

**Job Flexibility**

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

**Working Relationships**

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

**Infection Control**

The prevention and control of infection is the responsibility of everyone. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

**Staff Involvement**

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

**Confidentiality**

Employees should be aware that Forward Trust produces confidential information relating to clients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

**Vetting**

You must be accepted through the Prison Vetting process (Prison based only)

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| **Person Specification** |

**Below is a list of the qualities that we are looking for in applicants to this post. Please address each of these points in your application.**

**Essential**

**Qualifications**

* RMN or RGN with Current UK Registration
* Advanced Nursing Qualification at Masters level
* Non-Medical Prescribing qualification with current NMC registration or willingness to work towards.
* Qualification in Management or willingness to work towards
* Evidence of continuing personal development and post-qualification training in medicines management, nursing care, assessment and treatment of substance misuse clients

**Skills**

* Ability to work autonomously.
* Ability to effectively supervise and support the work of other
* Ability to engage effectively within a multidisciplinary team.
* Ability to lead and develop teams.
* Ability to provide and co-ordinate clinical and management supervision
* Ability to lead and facilitate decision-making processes
* Excellent organisational skills
* Assessment skills, including an understanding of risk assessments.
* Ability to work within a Recovery model.
* Understanding of relapse prevention model.
* Ability to work in partnership with other agencies.
* Ability to treat service users with respect and dignity at all times, adopting a culturally sensitive approach, which considers the needs of the whole person.
* Able to build constructive relationships with warmth and empathy, using excellent communication skills.
* Can demonstrate a positive problem solving approach with the ability to focus on key issues quickly and clearly
* Effective negotiating and influencing skills
* Flexibility to meet the needs of services as they develop

**Knowledge/Experience**

* Significant experience and understanding of the substance misuse sector.
* 7 years post-registration experience
* 2 years in Substance Misuse at minimum band 7 level
* Competence in Substance Misuse Non-Medical Prescribing and administration of medications
* Pharmacological knowledge and expertise
* Thorough understanding of psychosocial interventions and community provision.
* A thorough understanding of the requirements of providing drug and alcohol services, including addiction treatment programmes, within a prison/community setting.
* Experience of managing at a senior level for at least 2 years
* Experience of overseeing the collection, recording and collating of information, including statistical data, for audit, research and reporting purposes
* A thorough understanding of CQC audit baselines and experience of ensuring units are CQC compliant.
* A thorough understanding of relevant legislation and local/national best practice standards.
* Experience in developing and implementing service improvements
* Understanding of and sensitivity to equality and diversity issues

**Knowledge, Skills and Experience**

* Working knowledge of Case Management Systems
* Familiarity with Blood Borne Viruses
* Research Skills

**Qualifications**

* Diploma/Degree in Substance Misuse or equivalent or willingness to undertake.
* Mentorship in Health and Social Care

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| **Forward’s Mission and Values** |

**Our vision**:

Is that anyone, whatever their history and circumstances, can find the help they need to turn away from a life of crime and/or addiction, to build a fulfilling and productive life with family, work and community, while inspiring and supporting others to follow the same path.

**Our mission**:

Is to bring lasting change to people’s lives, away from addiction and/or crime by delivering services that inspire the belief in a better life, and provide clear steps to achieve this change- bringing benefits to our service users, their families and communities.

**Our values**:

Underpin all of our work. They are at the heart of Forward- who we are, what we do and how we do it.

**Empowering:** We pride ourselves on treating others with care, respect and dignity, whether our clients, colleagues, supporters or partners. We believe in nurturing self-belief and independence to empower people to achieve their goals. Through the inspiration of others and by being honest and approachable we aim to support people to build the trust and courage to be the best they can be.
 **Collaborative:** We seek out opportunities to collaborate with others, identifying common goals and complementary expertise and abilities. Through a respect for the strengths and differences of others; effective and open communication; and a commitment to remaining flexible in our approach, we strive to achieve the best outcomes together.

**Expert:** We approach problems using insights and evidence to find a solution. Our approaches are proven to work and make a positive impact. We are trusted experts, consistently delivering quality whilst remaining adaptable and resilient in the face of change.

**Courageous:** We are deeply committed to our work and ambitious in what we can achieve. We are unafraid to challenge or speak up if it’s needed to do the best work we can. We are courageous enough to not only embrace or generate change where it means we can make an even bigger difference, but also to take responsibility to play our part in delivering that change.

**Innovative:** We embrace creativity in all that we do. Whether seeking out new approaches, adapting and responding to changes around us, solving problems, engaging others or finding smart and cost effective ways of working, we actively look for innovative ideas and new solutions in our efforts to do our best.

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| **Competencies** |

**Leadership:** Adopts a leadership style that challenges and motivates the team(s) to achieve objectives. Capable of motivational leadership that simulates others to challenge their own thinking, using their initiative to make a fuller contribution.

**Courage and Resilience:** Builds trust and commitment with employees and clients through personal behaviour and conduct. Willing to say what needs to be said at the right time, to the right person, in the right way. Will persist, even when faced with considerable challenges and/or obstacles.

**Strategic Development:** Links RAPt’s business plan to daily work; develops strategic goals and plans that expand the influence of RAPt within her/his sphere of operation.

**People, Performance and Development:** Takes responsibility for employee’s performance by setting clear goals and expectations, tracking process against goals. Ensures employees receive regular supervision and feedback, addressing performance problems and issues promptly.

**Managing Quality:** Demonstrates a genuine commitment to the maintenance of quality and compliance within the teams activities; encourages best practice across all of their teams procedures and actions; watchful for any breach of standards or actions that would compromise RAPt’s statutory obligations and reputation.

**Delivering Results:** Consistently achieves measurable goals and targets set by others or oneself. Engages in the committed pursuit of agreed goals; concentrating on important priorities. Always mindful of the value of an activity or task.

**Managing Change:** Demonstrates support for innovation and for organisational change; initiates, sponsors and implements organisational changes; successfully helps others accept and manage organisational change; overcomes potential resistance conflicting expectations and controversy.