



The Forward Trust Job Description

Position Title	Band 7 Nurse Manager	Reports to	Band 8A Nurse
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Introducing The 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

The post holder will contribute to, and be responsible for, ensuring the most effective use of staff, clinical and non-clinical resources. They will be responsible for the delivery and monitoring of high standards of nursing care to patients assessed and admitted to the service according to their clinical needs. They will work in accordance with up-to-date evidence based practice and relevant clinical protocol and policies, in particular the Medically Assisted Treatment Service.

The post holder will also have responsibility to implement and monitor comprehensive assessments for those patients admitted to the service with substance misuse issues. They will ensure reduced waiting times, improve access throughout the service for all patients in need of a substance misuse treatment/psychosocial programmes and ensure continuity of care in line with local and national guidelines.

The post holder will manage a specialist prescribing service and offer nursing advice regarding substance misuse related issues to nursing colleagues in the assessment, planning, implementation and evaluation of the plan of care for patients referred to this specialist service. This includes advice on treatment options including the full array of substitute prescribing, symptomatic management, the management of alcohol withdrawals and detoxification, advice 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.

The post holder will be responsible for contributing to the targets set by Forward Trust and the local commissioners. One of the key targets will be measuring outcomes, so co-operative working relationships with other partner agencies is vital to this role. Some flexibility of delivery may be required to enable continuity of care for the client group. There will be occasions when the post holder will be expected to cover for the SMS Manager in their absence.

This post holder will also be responsible for nurturing the culture of continued learning and service development.

Accountabilities

Strategy

- Implement national policy as directed by Forward Trust SMT and the Clinical Governance Committee and maintain an up-to-date knowledge and understanding in these areas.
- Positively and pro-actively represent and promote the work of Forward Trust and the Substance Misuse Services.
- To foster the culture of continuous learning to enhance evidence based service development.
- Support the Service Manager to actively manage the relationship Commissioners, and representatives from other agencies to ensure Forward Trust services fit into the overall structure of drug and alcohol services provided in the establishment.
- Make full use of the support offered by head office functions to enable a coherent and sound application of support services within the units.

Service Delivery

CLINICAL

- Work as a clinical services manager in the substance misuse service, providing a range of specialist treatments for patients, which includes prescribing, treatment matching, health education, group work, opiate substitution therapy, detoxification programmes, one to one counselling and the management of self-harm.
- 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.
- 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 etc.
- 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.
- Plan and supervise the management of detoxification plans.
- 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.
- In conjunction with colleagues, facilitate the correct monitoring of controlled drugs prescribing. Maintain prescription and stock ordering records accurately and consistent with best practice guidelines.
- Be conversant with legal guidelines in relation to substance misuse, Home Office regulations and local and national treatment guidelines.

MANAGEMENT

- 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 and NMC guidance, ensuring that objective setting, personal development plans and appraisals are carried out on a regular basis. In addition, that issues of poor conduct, poor performance and sickness absence are addressed in the moment. Identify staff training needs and create plans to meet these needs;

ensuring staff members are conversant with Forward Trust Talent Management process.

- Provide clinical and Management supervision to junior nurses and ensure that all other nurses receive supervision via the line management structure.
- 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.
- Meet targets and deadlines agreed with the Service Manager and in accordance with work plans and departmental standards.
- Ensure team dynamics are managed appropriately, creating positive working environments which encourage employee engagement to optimise the performance of services.
- To ensure nurses remain eligible for NMC revalidation and continuous registration.
- To ensure that all nursing care delivered has the 6 'C's of best practice embedded within it.

COMMUNICATION AND LIAISON

- Participate and lead in multidisciplinary team meetings/case discussions.
- Be an active member of relevant groups/committees, clinical team meetings, drugs and therapeutics groups, clinical governance groups and service delivery groups.
- Ensure that regular handover meetings take place and that all information is communicated across the team and documented.
- Provide specialist advice and support to colleagues throughout the service.
- Participate in business meetings, clinical meetings and any other related meeting as directed by the SMS Manager.
- Attend service wide meetings as team representative when required.
- Maintain relationships between Forward Trust and centres of learning (schools of nursing and universities).

Performance Management and Personal Development

- Work towards Forward Trust's mission and values within current policies and good practice.
- 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.
- Complete the Forward Trust annual appraisal and personal development plan/objectives.
- Identify training needs as part of the annual appraisal process and complete evaluation of training events and courses attended.
- Undertake any other duties as may be required by management, which falls within the Nurse Manager remit.

- Keep up to date clinically on all relevant matters and strive for continuous professional development.

Departmental Management

- Provide a teaching programme to the team on aspects of Substance Misuse and related areas.
- Encourage the learning of others through their participation in the teaching programme, group work, attendance at study days/courses.
- Liaise with HR to ensure that mandatory training is up-to-date for members of the nursing team.
- Maintain accurate records of all learning for each member of the team and share this information with HR.

Quality and Safety

- Abide by Forward Trust's policies and procedures and inspire others to do the same.
- Work with the highest regard to health, safety and security in the workplace.
- Ensure the department effectively and efficiently collect, record and collate information, including statistical data, for audit, research and reporting purposes.
- Take part in clinical and consumer audit and implement resulting recommendations.
- Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.
- Participate in team/service reviews and contribute to the production of quarterly service reports.
- Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice, statute and guidelines.
- Ensure clinical risk is effectively managed and staff are aware of the risk indicators and ways of managing and mitigating clinical risk effectively.
- Actively participate in an annual medical appraisal cycle for the purpose of revalidation.
- Be directly accountable and responsible for your own nursing practice and operate in line with the NMC Code of Professional Conduct (rules, regulations and policies on direct patient care, information governance, report writing and confidentiality).
- Ensure a high quality of service is delivered by all members of nursing staff.
- Ensure that you are clinically up to date with changes within the field and strive for continued professional development.

Administration

- Have responsibility for the effective management of records, diary appointments, time management and workload prioritisation.
- Ensure the maintenance of accurate and up to date documentation by nursing staff and ensure that the confidentiality of such records is maintained at all times.
- Ensure that all documentation is in line with Forward Trust policies and the Data Protection Act.
- Ensure that service administration systems are followed.

Systems and Policy

- Contribute to policy development.
- Understand and implement all national policies that are relevant to the environment.
- Oversee the implementation of policies in relation to safe prescribing, referral, admission, discharge procedures and continuity of care.

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		
Ability to work with minimal supervision.	E	A/I
Ability to work within a multidisciplinary team.	E	A/I
Sound clinical knowledge.	E	A/I
Ability to lead and develop teams.	E	A/I
Ability to provide and co-ordinate clinical and management supervision	E	A/I
Ability to lead and facilitate decision-making processes	E	A/I
Organisational skills	E	A/I
Assessment skills, including an understanding of risk assessments. Ability to work within a Recovery model.	E	A/I
Understanding of relapse prevention model.	E	A/I
Ability to work in partnership with other agencies.	E	A/I
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.	E	A/I

Able to build constructive relationships with warmth and empathy, using good communication skills.	E	A/I
Flexibility to travel to other sites	E	A/I
Experience and understanding of the substance misuse sector.	E	A/I
Awareness of health issues relating to substance misuse.	E	A/I
5 years post-registration experience	E	A/I
2 years in Substance Misuse at minimum band 6 level	E	A/I
Experience of key working and care planning.	E	A/I
Experience of managing multidisciplinary staff.	E	A/I
Experience in multi-agency working and training	E	A/I
Experience of health service management	E	A/I
Experience of reporting maintenance requirements	E	A/I
Personal Attributes		
Proactivity – Quick thinking with a high level use of initiative	E	A/I
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	A/I
Adaptability – Can work in fast-paced changing environments	E	A/I
Confidence – Has confidence in own abilities, able to communicate clearly and concisely	E	A/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	A/I
Innovative – Continually searching for better ways of working	E	A/I
Qualification		
RMN or RGN at degree level(or equivalent) with Current UK Registration	E	A/I
Evidence of continuing personal development/Revalidation and post-registration	E	A/I
Evidence of Health Service Management.	E	A/I
Diploma/Degree in Substance Misuse or equivalent or willingness to undertake.	D	A/I
Mentorship in Health and Social Care	D	A/I

Non-Medical Prescribing qualification with current NMC registration or willingness to work towards.	D	A/I
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