



The Forward Trust Job Description

Position Title	Healthcare Assistant	Reports to	Nurse Manager
Location: Surrey			

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 be responsible for the clinical assessment, planning, implementation and evaluation of care, with and without direct supervision.

The post-holder will also work in conjunction with the registered nurses to provide brief interventions, prescribed drug treatments, crisis interventions and all aspects of nursing care. You will be required to manage a case load of clients; providing them with appropriate harm reduction advice and guidance, developing recovery based care plans and delivering structured 1:1 and group work sessions. For this it is important to be able to liaise effectively with other service providers and agencies both internal and external to the prison.

In addition, you may at times be required to facilitate access and referrals to primary care and mental health care services, monitoring of the general physical and psychological health and well-being of clients as required in the context of illicit drug use, behaviour change and health promotion.

You will be expected to manage your own time effectively and allocate and prioritise work 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 custodial setting

Key Responsibilities:

- To provide interventions and support for drug and alcohol users with complex needs as part of their recovery plan. This may include triage, clinical and psychosocial assessments, care planning, 2nd checking of controlled drugs, motivational interviewing, clinical reviews, 1:1 and group work sessions
- To provide and develop in conjunction with the multidisciplinary team and other relevant agencies a service for clients, that takes into account the individuals physical, psychological, social and spiritual needs
- To participate in effective assessment of clinical needs, providing a high standard of care to clients in keeping with the philosophy and operational policies of the Prison, in addition to The Forward Trust policies and procedures
- Ensure clinical records on System 1 are kept up to date and accurate
- To complete and maintain clinical and psychosocial recovery care plans and assessments to the required standard
- To liaise effectively with other professionals both internal and external to the prison; including community drug agencies
- Promote the health and well-being of clients and maintain a safe, caring and therapeutic environment ensuring risks are minimised
- To ensure groups are facilitated and co-facilitated to the standard required by your line managers
- To help develop, implement and evaluate the care clients require using a problem solving approach, that ensures their needs are met from admission to release; including through-care and transfers to other establishments
- To meet required KPI's to corresponding deadlines, as set out by the Manager.

Accountabilities

Strategy

- To take an active role in the implementation and achievement of team objectives
- Building effective interpersonal working relationships with professionals from other service providers and agencies; both internal and external to the prison, community drug agencies and The Forward Trust Programs and Intervention facilitators
- 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
- Meet targets and deadlines in accordance with contractual standards
- To take part in the set shift 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 practise 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 and Prison policies and procedures are strictly adhered to
- To carry out risk/assessments to inform treatment journeys, develop and contribute to the holistic care needs of clients; paying attention to child/adult safeguarding issues and the development of release plans that are appropriate to needs
- Carry out interventions relevant to individual client needs including 1:1 sessions and group work
- To be competent in urine drug testing, interpret the results and report and record any unexpected results to the senior nurse on duty
- Participate in the maintenance of general and specific patient observations, accurately recording all relevant information, and in risk assessments as required/directed

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 be knowledgeable in the use of motivational interviewing techniques and be able to apply these skills in the role
- To liaise and communicate effectively with internal and external agencies and service providers within the prison establishment and the wider community such as the prison, primary care, mental health, community probation, housing, local charities and community drug agencies
- To make sure 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 maintained to the expected audit standards
- To provide reports on outcomes to the line manager
- Ensure that all records are in line with The Forward Trust policies, Prison service policy and the Data Protection Act

Performance Management and Personal Development

- To plan and manage your caseload effectively
- To review ongoing care and treatment of clients with and without direct supervision; liaising closely with other agencies 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
- Ensure groups are facilitated and co-facilitated to the standard required by The Forward Trust and in accordance with all relevant training and manuals

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 Prison's and 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	E	A/I
Experience of carrying out comprehensive assessments and the design and implementation of SMART care plans	E	I
Strong IT Skills	E	A
Ability to work within a multidisciplinary team	E	I
Time management and organisational skills	E	I
Accurate record keeping on System 1	E	I
Strong communication skills	E	I
Flexibility to travel to other sites	E	A/I
Ability to work firmly within the Recovery model	E	A/I

Knowledge of the criminal justice sector	E	A/I
Knowledge of the issues facing client's from substance misuse and its effect clinically, psychosocially and its impact on wider society.	E	I
Motivation Interviewing Skills	D	I
Previous experience of working within a secure 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
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	E	A
Any qualification in substance misuse or willingness to undertake further training	D	A