

## The Forward Trust Job Description

<b>Position Title</b>	Band 7 Nurse Manager	<b>Reports to</b>	Nurse manager band 8
-----------------------	----------------------	-------------------	----------------------

### 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.

### Role/Team Overview

The post holder will contribute to, and be responsible for, ensuring the most effective and best use of staff and all clinical and non-clinical resources. The post-holder 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, and 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 needs to be thoroughly familiar with all aspects of security and safety consistent with working within a custodial framework. The post holder will also have responsibility to implement and monitor comprehensive assessments for those patients admitted to the service with substance misuse issues. Ensure reduced waiting times, and improve access throughout this prison population for all patients in need of a substance misuse treatment/psychosocial programmes and ensuring continuity of care when discharged back into the community in line with local and national guidelines.

He/she will manage a specialist substance misuse 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 patient 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.

You will be responsible for contributing to the targets set by Forward Trust and the local commissioners, providing supervision. 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 his/her 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 Prison 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 with Prison and Probation Service Personnel, 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 within a prison, 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, Discipline staff, Chaplaincy, Psychology and Education Department.
- 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.
- Facilitate in conjunction with colleagues, the correct monitoring of controlled drugs prescribing and to maintain prescription, stock ordering 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.

#### 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, NMC guidance, 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; also ensuring staff members are conversant with Forward Trust Talent Management process.
- Provide clinical and Management supervision to junior nurses, and to 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 and the Prison service 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 target 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 encouraged 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 discussion.
- Be an active member of relevant groups and 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 prison
- Participate in business meetings, clinical meetings and others 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 own sphere of duties.
- 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 the Learning and Development 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 to share this information with the Forward Trust Learning and Development.

## **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 clinical risk effectively.
- Actively participate in an annual medical appraisal cycle for the purpose of revalidation.
- Be directly accountable and responsible for own nursing practice and to operate in line with NMC Code of Professional Conduct in relation to rules, regulations and policies on direct patient care, information governance, report writing and confidentiality.
- Ensure 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 to ensure that the confidentiality of such records is maintained at all times.
- Ensure that all documentation is in line with Forward Trust policies, Prison service policy 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 and discharge procedures and continuity of care.
- Liaise with prison staff in ensuring that the service is run in accordance with the prisons operational procedures and policies.

## Supplementary Information

*This document provides an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of Forward and the establishment.*

### **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 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, if unable to work in the Prison or banned by the Governor you may be dismissed for some other substantial reason.

## 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 at degree level(or equivalent) with Current UK Registration
- Evidence of continuing personal development/Revalidation and post-registration training in the nursing care, assessment and treatment substance misuse clients
- Evidence of Health Service Management.

#### **Skills**

- Ability to work with minimal supervision.
- Ability to work within a multidisciplinary team.
- Sound clinical knowledge.
- Ability to lead and develop teams.
- Ability to provide and co-ordinate clinical and management supervision
- Ability to lead and facilitate decision-making processes
- 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 good communication skills.
- Flexibility to travel to other sites

#### **Knowledge/ Experience**

- Experience and understanding of the substance misuse sector.
- Awareness of health issues relating to substance misuse.
- 5 years post-registration experience
- 2 years in Substance Misuse at minimum band 6 level
- Experience of working within prison/secure setting.
- Experience of key working and care planning.
- Experience of managing multidisciplinary staff.
- Experience in multi-agency working and training
- Experience of health service management
- Experience of reporting maintenance requirements

## **Desirable**

### **Qualifications**

- Diploma/Degree in Substance Misuse or equivalent or willingness to undertake.
- Mentorship in Health and Social Care
- Non-Medical Prescribing qualification with current NMC registration or willingness to work towards.

### **Knowledge/ Experience**

- Working knowledge of System-One
- Familiarity with Blood Borne Viruses
- Research Skills.



## 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.

## Competencies

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

**Courage and Resilience:** Builds strong, professional and positive relationships with all. Establishes a reputation for modelling trust and collaboration across Forward.

**Strategic Communication:** Links Forward Trust's business plan to daily work; develops strategic goals and plans that expand the influence of Forward Trust 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 Forward Trust'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.