

The Forward Trust Job Description

Position Title	Band 7 Non-Medical Prescriber	Reports to	Regional Nurse Lead
-----------------------	--------------------------------------	-------------------	----------------------------

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 Overview

As a Band 7 NMP you will provide non-medical prescribing for clients with substance dependence.

You will ensure management of complex clients, providing advice and guidance on prescribing issues to a team of practitioners, as well as other colleagues and agencies concerned with substance misuse.

As the Lead Nurse, you will demonstrate leadership and undertake managerial responsibilities. You will be responsible for ensuring effective and best use of the nursing provision and all clinical resources.

Accountabilities

Clinical Responsibilities

- Ensure you and your team provide high standards of nursing care through on-going clinical assessment, planning, implementation and evaluation of treatment for drug and alcohol users.
- Work with a high degree of autonomy and professional accountability to safely deliver the service needs
- Manage sensitive information empathically. This includes sharing and discussing a patient's changing condition or needs with other relevant professionals.
- Lead on inter-professional and multidisciplinary working with the aim of ensuring continuity of care.
- Continuously evaluate, develop, and implement improvements for clinical and psychosocial service delivery.
- Participate and support staff in the safe management of high risk areas and carry out risk assessments including:
 - Handling hazardous material and body fluids
 - Challenging behaviour and high risk situations
 - Adult/child safeguarding concerns
 - Illicit Drug Use

- Promote the health and well-being of patients, supporting their often complex needs to maintain their optimum level of physical and psychological health.
- Manage and support the delivery of bio-psychological and clinical care planning. Ensuring that needs assessments and treatment plans are reviewed and maintained in line with NMC and local guidelines.
- Ensure the 6 'C's are embedded in your clinical practise and the practise of your junior staff.
- Ensure that all aspects of professional behaviour and standards are practised in accordance with the NMC Code of Conduct at all times.

Medicines Management

- Accountable for medicine management; ensuring all correct procedures are followed for the prescribing, administration and dispensing of controlled drugs.
- Undertake responsibility for maintaining accurate monitoring of all medicine management through regular audits, ensuring all recommendations are implemented.
- Extensive and up to date knowledge of the legal requirements and regulations that govern controlled drugs and the substance misuse provision within a secure environment.

Education and Development

- Participate in continuous professional development opportunities ensuring requirements of revalidation are met.
- Ensure professional development and updating of knowledge to meet PREP requirements of the NMC
- Have extensive knowledge and understanding of the requirements of the Department of Health Drug Misuse and Dependence UK Guidelines on Clinical Management and all other relevant policy and research updates.
- Expert in all aspects of clinical practice for substance misuse; acting as specialist resource and support to colleagues.
- Provide teaching, education and support to staff and patients in all aspects of substance misuse such as, substance misuse awareness, relapse prevention, blood borne viruses and tolerance/risk or overdose
- Foster a culture of continuous learning to enhance evidence based and best practice for all staff.
- Drive the development and implementation of service improvement initiatives.

Management

- Manage staff in accordance with Forward policies and NMC guidance, supporting them through monthly clinical supervision and quarterly reviews.
- Ensure that any concerns around behaviour, quality of work, work relations or attendance are addressed effectively.
- Identify and support staff training and development needs, including mandatory and CPD training
- Support staff with their NMC revalidation process and continuous registration
- Assess and mentor qualified and non/un-qualified staff

- Actively participate in the recruitment and retention of clinical staff for the Forward Trust in accordance with good employment practise.
- Manage clinical services within budget guidelines, monitor the allocation of resources, and work towards the continued reduction of the use of Agency/Bank staff
- Set clearly defined service objectives, maintaining standards of best practice and adhering to policy objectives
- Work collaboratively with the Service Manager and Regional Leads to meet target and deadlines agreed and in accordance with work plans and departmental standards
- Attend clinical meetings, business meetings, relevant groups and committees, including clinical governance and quality meetings, deputising for the Service Manager when required.
- To take on other reasonable tasks and responsibilities as deemed appropriate by the Regional Head of Nursing

Administration

- Ensure all documentation is legible, accurate, dated and signed to expected audit and NMC Standards
- Participate in the collection of data for audit, survey and research purposes
- Maintain accurate staff records for each member of the team, and where appropriate share this information with the Forward Learning and Development Team

Communication

- Participate and lead in multidisciplinary team meetings/case discussion and reflective practise.
- Ensure regular handover meetings take place, and that information is communicated effectively.
- Maintain successful relationships between the Forward Trust and centres of learning (schools of nursing and universities)
- Maintain a high level of professionalism at all times in accordance with NMC Standards and the Forward Trust values. Acting as an ambassador for the Forward Trust and HM Prisons
- Effectively manage and maintain information, including confidential information, within statutory duties and in accordance with best practise.
- Work collaboratively with the Service Manager to ensure a positive and effective relationship with HM Prisons, Commissioners, Stakeholders and other Service Providers both within prison and in the community

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		
5 years post-registration experience	E	A/I
2 years working in Substance Misuse Services at a Band 6 level	E	A/I
Experience of managing multidisciplinary staff	E	A/I
Evidence of personal development since entering the NMC register	E	A
Knowledge of the safe storage and administration of medication	E	A/I
Ability to assess, plan, implement and evaluate patient care and act accordingly if concerns present themselves	E	A/I
Ability and knowledge to carry out assessments, including risk assessment and management	E	A
Strong IT Skills	E	A
Good written and verbal communication skills	E	A/I
Ability to maintain accurate patient records within the standards required locally, the Forward Trust and NMC	E	A
Demonstrate the ability to work under pressure	E	A/I
Understand the different roles within a multidisciplinary team and be able to work effectively within this	E	A/I
Leadership skills (motivating, use of initiative, change management)	E	A/I
Experience working within a recovery model	E	A
Ability to lead and develop a service	E	A
Ability to lead and facilitate decision-making processes	E	A/I
Organisational skills	E	A/I
Understanding of relapse prevention model.	E	A
Ability to work in partnership with other agencies	E	A
Knowledge and ability to comply with the NMC Code of Conduct	E	A/I
Knowledge and an awareness of health issues related to Substance Misuse	E	A
Flexible approach to work	E	A
Ability to travel to other sites	E	A
Committed approach to continuous professional development and the revalidation process	E	A
Dignified and holistic approach to care	E	A/I
Experience of working within a secure environment	D	A

Ability to provide and coordinate clinical and management supervision	D	A/I
Audit process and an ability to use audit tools	D	A
Working knowledge of SystemOne	D	A
Critical Analysis and Research Skills	D	A
Familiarity with Blood Borne Viruses	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
Current Registered General Nurse, Mental Health Nurse or Learning Disability Nurse	E	A
Non-Medical Prescribing qualification	E	A/I
Mentorship Qualification	D	A
Diploma/Degree in Substance Misuse or willing to undertake	D	A