**The Forward Trust Job Description**

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| **Position Title**  | **Band 7 Non-Medical Prescriber/ Lead Nurse** | **Reports to**  | **Community Head of Nursing**  |
| **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

Are you a passionate healthcare professional looking to take the next step in your career? At The Forward Trust, we offer an exciting opportunity to develop your expertise in Substance Misuse Nursing across a variety of settings, including community, prison, and rehabilitation services.

As part of our team, you’ll have access to exceptional training, research opportunities and ongoing professional development. Whether you're looking to deepen your clinical skills, contribute to innovative research or shape the future of substance misuse services, we’ll support your career progression every step of the way.

The Substance Misuse Lead Nurse / Non-Medical Prescriber (NMP) will play a key role in delivering high-quality, person-centred care within a **community-based** substance misuse service. The postholder will provide clinical leadership and expert guidance, ensuring safe, evidence-based interventions to support individuals in their recovery journey.

You will provide expert clinical leadership within a multidisciplinary team, offering guidance and support to staff while upholding best practices in substance misuse care. This role involves overseeing the management of nursing resources, maintaining high clinical standards, and contributing to the delivery of integrated psychosocial and clinical interventions. Working in a dynamic and collaborative environment, you will have the opportunity to develop professionally through specialist training, research involvement and continuous learning

As an NMP, the role will involve independent prescribing within agreed protocols to support individuals experiencing substance dependency, withdrawal, and associated health conditions. The postholder will conduct comprehensive assessments, formulate treatment plans, and contribute to harm reduction strategies in line with national guidelines and best practices.

The role requires strong leadership in developing clinical governance, service improvements, and training for colleagues to enhance the overall quality of care. The Lead Nurse will act as a key liaison between healthcare professionals, external agencies, and service users to promote a holistic approach to recovery and well-being.

# Accountabilities

## Clinical Responsibilities

* Lead and oversee the provision of high-quality nursing care, including assessment, planning, implementation, and evaluation of treatment plans for individuals with substance misuse disorders.
* Work autonomously within professional and legal guidelines to ensure safe, effective service delivery.
* Prescribe medications as an NMP within relevant frameworks and clinical guidelines, ensuring safe and effective prescribing practices.
* Able to lead during emergency situations, competent in basic life support, defibrillation, and managing medical emergencies such as overdose and administering Naloxone until emergency medical assistance arrives.
* Manage complex cases, providing expert clinical advice on prescribing and treatment options.
* Facilitate multidisciplinary collaboration to ensure continuity of care and holistic patient management.
* Conduct risk assessments addressing safeguarding concerns, hazardous substance use, and high-risk behaviours.
* Promote health and well-being through evidence-based interventions and holistic care models.
* Ensure compliance with Nursing and Midwifery Council (NMC) standards and uphold the principles of the 6 C’s: Care, Compassion, Competence, Communication, Courage, and Commitment.

## Medicines Management

* Ensure the safe and effective prescribing, administration, and management of controlled drugs in accordance with legal and regulatory frameworks.
* Conduct regular audits to monitor medicine management practices and implement improvements where necessary.
* Maintain up-to-date knowledge of relevant guidelines, including the Department of Health’s Drug Misuse and Dependence UK Clinical Management Guidelines.

**Education and Development**

* Participate in continuous professional development opportunities ensuring requirements of NMC revalidation are met.
* 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.
* Serve as a specialist clinical resource, offering expert guidance to colleagues and junior staff.
* 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 learning and innovation, implementing **evidence-based best practices.**
* Drive the development and implementation of quality improvement initiatives.

## Leadership and Management

* Ensure the implementation of integrated pathways for individuals needing treatment for health conditions linked to their addiction.
* Implement harm reduction strategies, including BBV screening, vaccinations, and overdose prevention interventions (e.g., Naloxone provision)
* Provide clinical leadership, ensuring team members receive **supervision, training, and development** opportunities.
* Monitor performance, addressing issues related to **conduct, quality, attendance, and professional development.**
* Support staff through the **NMC revalidation process** and mentorship programs.
* Lead on the **recruitment, retention, and workforce planning** of clinical staff in accordance with **NHS employment best practices**.
* Manage clinical services within budgetary constraints and monitoring resource allocation.
* Motivate the team to ensure KPIs are met and take an active role in implementing and achieving them.
* Manage team performance and dynamics to maintain a positive working environment, working in conjunction with HR and the Head of Nursing. Ensuring all concerns are escalated to Head of Nursing.
* Ensure compliance with **clinical governance and quality standards,** attending relevant meetings and deputising for senior management when required.

## Administration and Communication

* Maintain accurate and legally compliant **clinical documentation and audit records** in accordance with **NMC and Forward Trust** guidelines.
* 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.
* Lead and participate in **multidisciplinary team meetings, case discussions, and reflective practice sessions.**
* 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.
* Effectively manage and maintain information, including confidential information, within statutory duties and in accordance with best practise.
* Work collaboratively with multidisciplinary teams, including GPs, mental health professionals, and social services, to provide integrated care
* Foster **collaborative relationships** with **commissioners, external agencies, and service providers** to enhance service delivery.

**Other**

* Take on other reasonable tasks and responsibilities as deemed appropriate by the Head of Nursing or Clinical Director.
* Some flexibility of delivery may be required within the role. This may include supporting another service temporarily.

# Role Criteria

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| **Criteria Requirement**  |
| **E**  | **Essential Criteria**  |
| **D**  | **Desirable Criteria**  |
| **Criteria Measure**  |
| **A**  | **Application**  |
|  **I**  | **Interview**  |
| **T**  | **Test**  |

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Qualifications**  |
| Current Registered General Nurse, Mental Health Nurse or Learning Disability Nurse | E | A |
| Non-Medical Prescribing qualification  | E  | A/I  |
| **Knowledge, Skills and Experience**  |
| 3 years post-registration experience  | E  | A/I  |
| 1 year prescribing experience within Substance Misuse Services  | E  | A/I  |
| Experience of managing multidisciplinary staff  | E  | A/I  |
| Evidence of personal development within the Substance Misuse field | E  | A  |
| Ability to assess, plan, implement and evaluate patient care and act accordingly if concerns present themselves  | E  | A/I  |
| A strong and proven understanding of harm reduction and health promotion strategies | E  | A  |
| Demonstrate the capability to carry out administrative responsibilities.  | E  | A/I  |
| Ability to maintain accurate patient records within the standards required locally, the Forward Trust and NMC   | E  | A  |
| 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  |
| Ability to provide and coordinate clinical and management supervision  | D  | A/I  |
| Audit process and an ability to use audit tools  | D  | A  |
| Critical Analysis and Research Skills  | D  | A  |
| Familiarity with Blood Borne Viruses  | D  | A/I  |
| Continuing professional development in substance misuse | D | A |
| **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  |