



## JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Enhancing Lives Substance Misuse Nurse
<b>Pay Band</b>	Band 6
<b>Hours of Work and Nature of Contract</b>	Detailed in advert text
<b>Division/Directorate</b>	Mental Health & Learning Disabilities
<b>Department</b>	Enhancing Lives Team, Harm Reduction Service, Substance Misuse Service (SMS)
<b>Base</b>	To be completed on recruitment / detailed in advert

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Community Service Manager, Harm Reduction Service
<b>Reports to: Name Line Manager</b>	Harm Reduction and Enhancing Lives Team Manager
<b>Professionally Responsible to:</b>	Director of Nursing

#### Job Summary/Job Purpose:

Working to a low-threshold, harm reduction approach, the post holder will under indirect supervision provide comprehensive assessment and treatment of individuals who have drug and alcohol related problems and complex needs in relation to homelessness, mental health and offending behaviour.

To use a low-threshold and assertive outreach approach to work as an autonomous practitioner within sphere of competency in a range of community settings i.

The post will involve working with a fluid caseload of individuals that are experiencing complex needs, there will be a need to take an innovative approach, and to liaise widely within BCUHB, other statutory services and with third sector agencies to ensure high quality services for the individuals.

Use effective communication skills to engage, motivate and maintain individuals in contact with services and to be responsible for the development and continuous evaluation of treatment programmes as appropriate.

Bring enhanced skills / knowledge from own profession

Develop an enhanced / lead role within the team.

### **DUTIES/RESPONSIBILITIES:**

#### **Main Responsibilities:**

Receive and act upon referrals via the Enhancing Lives pathway.

Manage a fluid caseload of individuals using a low-threshold, harm reduction approach and working in partnership with colleagues and other agencies to meet the needs identified by the individuals.

Be responsible for own practice and accountable for all aspects of substance misuse treatment care delivered to individuals and their carer's.

Undertake comprehensive risk assessments and create strategies to deal with any risks in line with organisational policies.

Lead the management of a clinical care package to an individual who uses the service.

Utilise recognised, evidence-based treatments, including health specific interventions and harm reduction models to promote health and social care improvements in the functioning of individuals, for example, methadone maintenance, administration of buprenorphine, alcohol community unit reduction, and community detoxification.

Plan and implement programmes of care, monitor and review of interventions and carry continuing responsibility for caseload without direct supervision.

Provide information, advice, education and brief interventions for individuals accessing the Harm Reduction and Enhancing Lives pathway.

Provide psychotherapeutic interventions and skills to individuals on an individual basis within a range of treatment options.

Contribute to Child/Adult Protection case conferences, MAPPA and MARAC conferences with both oral and written reports. Receive and act upon highly contentious information.

Participate in the development and monitoring of measureable standards, which relate to activities undertaken, by reviewing casework and clinical interventions with County Manager, individually or as part as a group.

Following comprehensive assessments, develop a treatment plan, arrange admissions to inpatient detoxification units, provide post discharge follow-up and support entry to residential rehabilitation units.

Work in conjunction with Substance Misuse Service doctors, monitoring and overseeing medical interventions / treatments.

Undertake clinical duties such as; urine testing, saliva testing, taking blood pressure, using alcoholmeter, venepuncture, dry blood spot testing, vaccinations, wound care and monitoring physical health e.g. weight and diet. Report, advise and initiate treatment changes based on results.

Liaise with the Harm Reduction Team, Community Mental Health Team, Housing Teams, Offender Management teams and other third sector agencies as required.

To offer appropriate advice on harm reduction, offer needle syringe provision and refer to colleges for more specialist advice.

Assist in the running of integrated care clinics including developing and evaluating current treatment plans in conjunction with Prescriber.

To create, develop and maintain professional supportive relationships with all members of staff, other professionals and agencies to enhance stability and maximise engagement opportunities.

**General Responsibilities:**

Effectively manage own caseload and work schedules.

Deputise for Enhancing Lives Team Manager in their absence as requested.

Supervise the delivery of care by other staff, including students, Navigators and Support Navigators, in order to meet the needs of the individual's, according to staff competence and Nursing Midwifery Council code of conduct. Providing management supervision, auditing case notes and managing sickness absence.

Manage booking, allocation and discharge of Hafan Wen beds on behalf of the Enhancing Lives team.

To be responsible for the training, mentorship and supervision of student nurses. Act as a supervisor, aid reflection, supervise practice and assess competence where appropriate.

Contribute to training and support junior members of staff, and induction of staff from all disciplines if required.

Contribute to the development of local guidelines, procedures and policies.

Participate in clinical, managerial and casework supervision as required with colleagues in individual and peer group settings as per BCUHB Policy.

To offer appropriate advice on harm reduction, offer needle syringe exchange facilities, and refer to colleges for more specialist advice.

Participate and undertake in the BCUHB's Professional Development Review Process.

Maintain an up-to-date knowledge of current substance misuse philosophies and own professional discipline.

Develop and enhance own skills and performance in the context of the organisation and individuals.

Make positive contributions to the development of the Enhancing Lives Team.

Have an awareness of financial resources, and where possible ensure these resources are utilised in a cost-effective manner.

Contribute to the development of service cost improvement plan.

Participate in research and development as requested by the Community Service Manager, Harm Reduction and Substance Misuse Action Teams within competencies and capabilities.

Assist with and participate in research as required with service users in accordance with BCUHB ethical protocols.

Ensure service provision is focused on evidence-based practice and flexibility of service delivery to adapt to the changing needs of individuals..

Where required communicate clinical information relevant to the on-going care and treatment of the individual to the appropriate multi-disciplinary professional / line manager.

Communicate with partner agencies all relevant information as permitted by individuals and within BCUHB confidentiality policies pertaining to the overall care programme of treatment and social care.

Foster and promote multi-agency partnerships, and represent the Service / BCUHB at meetings as requested.

Have the ability to use Information and Communication Technology and other equipment safely, effectively and efficiently.

Acknowledge and discuss highly complex information with individuals who are finding services difficult to engage with or whose ability to understand may be affected by their substance use/circumstances.

Contribute to effective team working by respecting other colleague's views and opinions.

Maintain professional registration.

To participate in the training, mentorship and supervision of student nurses. Act as a supervisor, aid reflection, supervise practice and assess competence where appropriate.

Act in a manner to respect the customs, individuality, values, sexuality and spiritual beliefs.

Accurately record all contacts with individuals in case notes and any clinical data systems.

Contribute and make suggestions to improve the service.

Utilise and provide clinical supervision.

## **PERSON SPECIFICATION**

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years' experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>NMC registration.</p> <p>Post graduate level of study (diploma / degree) in an appropriate area, or equivalent experience.</p> <p>Evidence of continuing professional development.</p> <p>Awareness of professional boundaries.</p>	Substance misuse/harm reduction related academic qualification	<p>Certificates Registration (PIN Number)</p> <p>Interview</p>
<b>Experience</b>	<p>Experience of working as a band 5 and meeting enhanced competencies / specialist clinical knowledge.</p> <p>Ability to recognise and respond to behaviours that challenge.</p>	Experience of working within a community setting, professional knowledge of substance misuse/harm reduction.	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Aptitude and Abilities</b>	<p>Effective communication skills.</p> <p>Ability to work unsupervised.</p> <p>Ability to work as part of a multi-disciplinary team. Data collection skills. Demonstrate ability to support and supervise staff.</p>	<p>A relevant second language. Additional Relevant skills</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Values</b>	<p>Knowledge of evidenced based health and social care interventions. Awareness of the changing health agenda for NHS Wales. Awareness of local and National harm reduction and substance misuse issues.</p>	<p>Professional knowledge of Harm Reduction and Substance Misuse. Specialist awareness of drugs effects and appropriate / available</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

		treatment interventions	
<b>Other</b>	Professional approach, time management skills, change management skills, confidence and ability to work positively as part of a multi-disciplinary team.	Presentation skills	Application Form Interview References

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p><b><u>GENERAL REQUIREMENTS</u></b></p> <p>Include those relevant to the post requirements</p> <ul style="list-style-type: none"> <li>➤ <b>Values:</b> All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.</li> <li>➤ <b>Registered Health Professional:</b> All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.</li> <li>➤ <b>Competence:</b> At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.</li> <li>➤ <b>Learning and Development:</b> All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.</li> <li>➤ <b>Performance Appraisal:</b> We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.</li> <li>➤ <b>Health &amp; Safety:</b> All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.</li> </ul>	<p>Ability to make own travel arrangements for work purposes.</p> <p>Ability to travel within and outside recognised county boundaries</p>	<p>IT skills</p> <p>Full Driving Licence</p>	<p>Application Form Interview References</p>



<p>➤ <b>Risk Management:</b> It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.</p> <p>➤ <b>Welsh Language:</b> All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.</p> <p>➤ <b>Information Governance:</b> The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.</p> <p>➤ <b>Data Protection Act 1998:</b> The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.</p> <p>➤ <b>Records Management:</b> As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.</p> <p>➤ <b>Equality and Human Rights:</b> The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.</p>			
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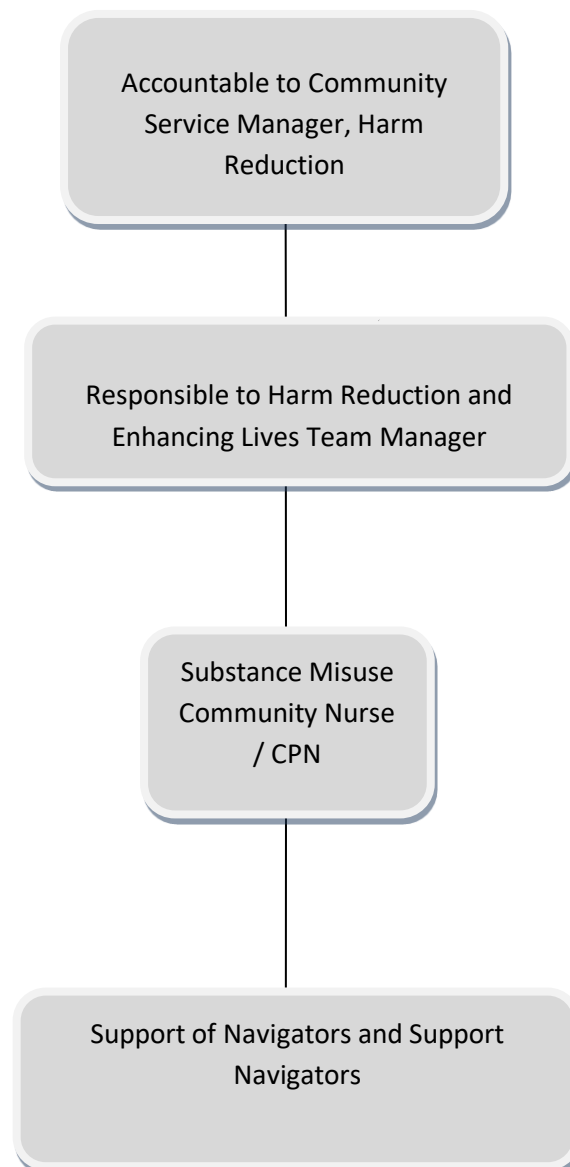
<p>➤ <b>Dignity at Work:</b> The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.</p> <p>➤ <b>DBS Disclosure Check:</b> In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. *Delete as appropriate. The post holder does not require a DBS Disclosure Check. *Delete as appropriate.</p> <p>➤ <b>Safeguarding Children and Vulnerable Adults:</b> The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.</p> <p>➤ <b>Infection Control:</b> The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention &amp; Control Policies and Procedures.</p> <p>➤ <b>No Smoking:</b> To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.</p> <p><b>Flexibility Statement:</b> The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.</p>			
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**Job Title: Substance Misuse Community Nurse / CPN**

### Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Job Title: Substance Misuse Community Nurse / CPN**

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Bending, lifting and twisting movements.	Daily		
Good eye-hand co-ordination required for e.g. giving depots	Daily		
Physiological effects of daily stressors (refer to mental and emotional effort and physical conditions)	Daily		
Normal day to day physical activities undertaking by staff working in primary and secondary care	Daily		
Computer dexterity and skills	Daily		

SMS Band 6 Nurse: Jan 2017

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Frequent periods of concentration will be required when e.g. interpreting investigation results, deciding on treatment options, complex symptom management and complex psychological support	Daily		
Frequently interrupted for advice throughout the working day.	Daily		
Daily autonomous decision-making, regarding complex assessment of current and future service and staff needs.	Daily		
Daily involvement in staff development and staff satisfaction.	Daily		

Daily concentration on often-complex service development including contact and influencing of others.	<b>Daily</b>		
Challenging and influencing the practice and rationale of others.	<b>Daily</b>		
Responsibility for professional and personal development to ensure robust and credible service.	<b>Daily</b>		
Required to interpret complex and far reaching reports and assessments.	<b>Daily</b>		
Ensure credible and effective role model for others within and outside the organisation.	<b>Daily</b>		
Flexible schedule of predictable and unpredictable workload across multi professional and agency boundaries.	<b>Daily</b>		
Overarching responsibility for ensuring patients' needs are met.	<b>Daily</b>		
Daily autonomous decision making.	<b>Daily</b>		
Daily flexible schedule of predictable and unpredictable workload across multi-professional and agency boundaries, to ensure timely response to patient needs, which may necessitate crisis management.	<b>Daily</b>		

Involvement and responsibility for development and provision of specialist education and training.	Daily		
Involvement and responsibility for research and clinical audit.	Monthly		

### Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
The post holder will regularly be involved in highly complex, distressing and emotional consultations with patients and carers e.g. breaking bad news, changing treatments, management options and details of prognosis and impending death	Daily		

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Provide emotional support to staff by facilitating reflective practice and service provision.	<b>Daily</b>		
Exposure to emotionally challenging situations relating to patients and carers.	<b>Daily</b>		
Challenge practice of others to ensure services provided continue to evolve and develop and high standards always maintained.	<b>Daily</b>		
Deal with staff issues/problems.	<b>Monthly</b>		
Provides bereavement support for high intensity, low frequency events.	<b>Daily</b>		
Provides crisis intervention to meet the needs of the patient and multidisciplinary team.	<b>Daily</b>		
Provides emotional support to staff, by facilitating reflective practice.	<b>Daily</b>		
Recognise one's own need for emotional support and meeting that need in others.	<b>Daily</b>		



## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -

**\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
There will be occasional exposure to highly unpleasant conditions e.g. bodily fluids, patients home conditions.	Daily		
Unpredictable schedules and geographical considerations to meet service demands.	Daily		
Frequency and regular interruption by bleep/phone or in person.	Daily		
Required to drive a variety of distances to attend meetings.	Daily		
Exposure/risk due to confrontational behaviour i.e. families and patients who are angry, distressed and/or dysfunctional.	Daily		

### **Submission of documents for job evaluation**

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to:

Or hard copy to:

**Job Evaluation  
Workforce & OD  
Bryn Y Neuadd Hospital  
Aber Road  
Llanfairfechan  
Conwy  
LL33 0HH**