



ALCOHOL PRACTITIONER INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Alcohol Practitioner
Band	4
Directorate	Chief Nurse Directorate
Accountable to	Lead Nurse MH
DBS Required?	Yes

JOB PURPOSE

The Alcohol Practitioner will be an integral member of the Alcohol Care Team, which provides care and treatment for patients with alcohol misuse issues in a hospital environment. Working closely with the Alcohol Care Team, the Alcohol Practitioner will assess the needs of the individual patient and deliver appropriate psychosocial interventions. The Alcohol Practitioner will provide training to employees on screening and brief interventions and support the Alcohol CareTeam in developing and delivering education to Trust employees in the speciality of alcohol misuse. The Alcohol Practitioner will be responsible for managing a caseload of individual patients who are not engaging in the community but continue to come to hospital.

The Alcohol Practitioner will be flexible to meet the needs of the team and will demonstrate knowledge,

expertise and passion in working within the speciality of alcohol misuse

MAIN RESPONSIBILITIES

- To develop therapeutic relationships with clients.
- To have knowledge of the impact excessive alcohol consumption has on physical health, mental health and social issues and to use this knowledge to fully assess patients.
- To provide brief interventions, psychosocial interventions and motivational interviewing as appropriate.
- To screen patients to identify those at risk from alcohol related health and social problems and those whose health is being damaged by alcohol.
- To undertake individual case management to provide immediate and on-going support to those patients who are unsuitable or unwilling to engage in community services.
- To attend multidisciplinary meetings to discuss referrals, frequent attendees or patients in treatment.
- To develop strong professional relationships with colleagues, Trust employees, Trust volunteers and staff from external agencies.
- To support friends and families who are struggling to cope with a loved one's alcohol misuse.
- To support other members in the Alcohol Team in the care and management of intoxicated patients and patients in acute alcohol withdrawal.
- To make accurate assessments of the risk patients pose to themselves and others and take necessary action within Trust safeguarding guidelines.
- To educate patients and their families on alcohol related harms and deliver brief advice.
- To provide training to Trust staff on screening and brief interventions, and to assist the Alcohol Team in developing and delivering education programmes.
- To make appropriate referrals into community services.
- To adhere to the Trust equality, diversity and inclusion policy.
- To have the ability to be flexible and to manage your workload effectively. To demonstrate an ability to work under pressure.
- To escalate any concerns to the lead alcohol nurse in a timely manner.
- To display excellent verbal and written communication skills and be computer literate.

- To keep timely and accurate records of interventions and outcome activity and use this in decision making, using the Trust's policies, procedures and electronic recording and data collection system.
- To signpost into other services and integrate care with other providers of health services
- To undertake clinical supervision on a regular basis in line with relevant professional guidelines and policies.

Education / Professional

- To support team members in local and Trust wide research and audit.
- To maintain an awareness of emerging policies from Government departments and any changes in recommended practice.
- To have an ability to be self-reflective.
- To adhere to the Trust mandatory training requirements and to participate in further agreed training activities.
- To participate in and deliver educational programmes for team members
- To support team members in developing and delivering educational programmes for Trust staff.
- To provide health education and health promotion to clients, either individually or in groups.
- To take responsibility for your own professional development by maintaining existing skills and developing new skills relevant to specific professional practice.

Personal

- To maintain your personal and professional development to meet the changing demands of the job.
- To participate in a review of your own performance regularly and the development of personal development plan annually.
- To take responsibility for your own actions.
- To escalate any concerns to the lead alcohol nurse.
- To adhere to professional, organisational and departmental standards/policies at all times.
- To recognise your own personal strengths and weaknesses and have the ability to identify appropriate strategies to enhance these strengths and overcome or minimise any weaknesses.
- To demonstrate effective time management, prioritisation, resource management, self-motivation and team work.

OTHER RESPONSIBILITIES:

1. Confidentiality

The post holder must maintain confidentiality of information relating to clients, staff and other Health Service business.

2. Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) as well as the requirements of other current legislation applicable to their work duties and must:-

- Be responsible for their own health and safety in the workplace
- Take all reasonable care for the health and safety of others who may be affected by the way he/she works
- Co-operate and comply with health and safety provision including training

3. Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

4. Infection Control

All staff:

The Trust is committed to reducing the risk of health care acquired infection. It is essential that you adhere to all infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You should ensure that you are aware of the correct use and application of any PPE worn and attend infection control education and training sessions as applicable to your work. You must report any violations promptly using the Trust's incident reporting system.

It is the responsibility of staff to report any known or suspected symptoms of a communicable infection to the Occupational Health and Infection control Departments (e.g. - infectious symptoms e.g. diarrhoea and /or vomiting, rashes etc.) If absent from work on sick leave staff are required to ensure their line manager is updated of progress and possible cause.

5. Equal Opportunities

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

6. Conflict of Interest

The Trust is responsible for ensuring that the service provided to patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

7. Use of Information Technology

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

8. Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

9. Other duties

To undertake other duties to meet the changing needs and priorities of the Trust, the service and the clients, as determined by your manager and in accordance with the grade of the post.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> 5 GCSE's or equivalent NVQ 3 or equivalent 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Experience of working as part of a team Experience and knowledge in Microsoft Office 	<ul style="list-style-type: none"> Experience of working within Acute Hospital setting Experience of working with people who are experiencing alcohol dependency issues in community or hospital setting. Experience of working with people experiencing Alcohol withdrawal.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Excellent communication skills and an approachable manner Effective time management and prioritising skills Commitment to developing Alcohol awareness 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">Ability to travel to other clinic sites/meetings regionally and occasionally nationally	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and

procedures and do not endanger other people or yourself; and

- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and

- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

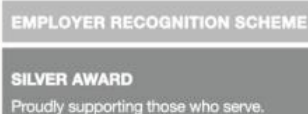
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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Minicom: 01743 261213

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Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

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Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital