

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Dual Diagnosis Mental Health Nurse
<b>BAND:</b>	Band 7 AfC
<b>DEPARTMENT:</b>	Path To Recovery
<b>DIRECTORATE:</b>	Specialist Services
<b>REPORTING TO:</b>	Service Manager
<b>ACCOUNTABLE TO:</b>	P2R Team Manager

### JOB SUMMARY

Path 2 Recovery (P2R) is the Drug and Alcohol Treatment Service for Bedford Borough and Central Bedfordshire residents aged 18+ - providing treatment for people, and support for people affected by drug and alcohol misuse. We work closely with other organisations like mental health, social care, hospitals, police and charities. We are a team of nurses, mental health nurses, pharmacist, prescribing staff, recovery workers. Our aim is to enable people to gain control over their drug/alcohol misuse and to learn to make better choices.

The post holder will provide specialist interventions and manage a caseload of individual service users within a multidisciplinary and multiagency framework.

This includes

- proactive engagement, assessment, care planning, risk mitigation, crisis planning and management and promoting advocacy and multiagency working
- individual bespoke pieces of work when a patient does not 'fit' established pathways
- individual bespoke pieces of work to support junior staff in case management

The post holder will provide clinical leadership and case management

### KEY RESPONSIBILITIES

1. Providing mental health nurse expertise into the team and into other services
2. Providing proactive care navigation across ELFT services and into other organisations modelling multidisciplinary and multiagency working
3. Delivering substance misuse and mental health treatment, social care interventions and facilitating access to physical health services
4. Providing proactive engagement, assessment, care and risk planning, crisis planning and emergency interventions
5. Providing bespoke interventions: short proactive interventions, one-off assessment and recommendations, and one-off and ongoing case review support in other teams and organisations, work to support junior colleagues in case management by re-setting the care plan
6. The post holder will manage a caseload of up to 45 service users – mixture of short, longer and off-off pieces of work

### MAIN DUTIES AND RESPONSIBILITIES

<b>Clinical</b>	<ul style="list-style-type: none"> <li>• Providing mental health nurse expertise into the team and into other services</li> </ul>
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	<ul style="list-style-type: none"> <li>• Providing proactive care navigation across ELFT and into other organisations modelling multidisciplinary and multiagency working</li> <li>• Delivering substance misuse and mental health treatment, social care interventions and facilitating access to physical health services</li> <li>• Providing proactive engagement, assessment, care and risk planning, crisis planning and emergency interventions focusing on patients who present most risk and/or do not engage well with services</li> <li>• Providing bespoke interventions for example <ul style="list-style-type: none"> <li>○ short proactive interventions for people who do not or cannot engage in full substance misuse treatment or where treatment is not required (non-dependence)</li> <li>○ one-off assessment and recommendations for GP's and other professionals</li> <li>○ one-off and ongoing case review support for other teams and organisations, particularly mental health colleagues where the patient uses substances but not dependently, or does not engage in substance misuse treatment</li> <li>○ work to support junior colleagues in case management typically by reviewing the patient and re-setting the care plan or facilitating safe discharge</li> <li>○ desktop reviews of joint patients with mental health colleagues to agree a joint plan, or agree single service case management</li> </ul> </li> <li>• The post holder will manage a caseload of up to 45 service users – mixture of short, longer and off-off pieces of work</li> <li>• To adhere to Trust clinical policies</li> <li>• To role model best practice in the safeguarding of adult and children agenda, and in relation to the Mental Capacity Act</li> <li>• To role model proactive management of service users with challenging behaviour including verbal and physical aggression.</li> <li>• To promote and maintains safety, privacy and dignity of all service users recognising and respecting differences including spiritual and cultural beliefs</li> <li>• To promote health and social care advocacy services and 3<sup>rd</sup> sector support services</li> <li>• To manage a caseload of up to 45 complex service users</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To adhere to Trust data and record keeping policies</li> <li>• To adhere to Trust Information Governance policies.</li> <li>• To complete incident reporting in accordance with Trust policies.</li> <li>• To adhere to Trust prescription management policies</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• To demonstrate clinical leadership and role modelling in day to day practice</li> <li>• To be responsible for clinical supervision, line management, mentorship as required and in line with Trust standards</li> <li>• To participate in recruitment and selection processes.</li> <li>• To implement clinical and governance strategies in line with Trust standards</li> <li>• To train and supervise junior staff in a multidisciplinary framework</li> <li>• To support the service manager in meeting service standards, performance indicators and change initiatives</li> </ul>
<b>Performance and Quality</b>	<ul style="list-style-type: none"> <li>• To lead and implement change, quality and development agendas</li> <li>• To plan, co-ordinate, and deliver audits</li> <li>• To encourage, participate and lead Quality Improvement (QI) projects</li> <li>• To ensure a culture of continuous quality improvement</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>To adhere to Trust policies and procedures</li> <li>To work collaboratively and effectively across organisations</li> <li>To make effective use of IT systems</li> <li>To work flexibly across operational sites as required</li> <li>To undertake other duties appropriate to the level of the post</li> </ul>
<b>Professional/Personal Development</b>	<ul style="list-style-type: none"> <li>To be accountable for judgement and decisions making in clinical case management</li> <li>To maintain own continuous professional development and enable colleagues to achieve their CPD, in line with management arrangements and performance management frameworks</li> <li>Ensure professional registration is maintained</li> <li>To ensure up to date with developments, responsibilities within professional and alcohol/drug frameworks</li> </ul>

#### JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

#### STATEMENT ON EMPLOYMENT POLICIES

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs. For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
<b>Dealing With Harassment/ Bullying In The Workplace</b>	The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying. The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences. Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or



	undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
<b>Confidentiality</b>	As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/service users and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy. To safeguard at all times, the confidentiality of information relating to patients/service users and staff.
<b>General Data Protection Regulation (GDPR)</b>	To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR. As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.
<b>Safeguarding</b>	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
<b>Service User and Carer Involvement</b>	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
<b>Personal Development</b>	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
<b>Quality Improvement</b>	The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.
<b>Professional Standards</b>	To maintain standards as set by professional regulatory bodies as appropriate.
<b>Conflict of Interests</b>	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
<b>Risk Management</b>	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
<b>Personal and Professional Development</b>	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
<b>Infection Control</b>	Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to

	<p>maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>
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# PERSON SPECIFICATION

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<b>BAND:</b>	Band 7 AfC
<b>DEPARTMENT:</b>	Path To Recovery
<b>DIRECTORATE:</b>	Specialist Services
<b>REPORTING TO:</b>	Service Manager
<b>ACCOUNTABLE TO:</b>	P2R Lead Nurse

	Criteria	Essential/ Desirable	Application/ Interview
<b>Qualification/Training</b>			
	Professional Qualification: Mental Health Nurse (appropriate register)	E	A
	Evidence of professional development	E	A, I
<b>Experience</b>			
	Experience of effective multiagency working	E	A, I
	Experience in effective delivering a wide range of substance misuse, mental health and social interventions	E	A, I
<b>Skills and Ability</b>			
	Ability to understand (and explain to others) of the issues effecting people who experience substance misuse and mental health issues	E	A, I
	Ability to deliver substance misuse and mental health treatment, social care interventions and facilitating access to physical health services	E	A, I
	Ability in proactive engagement, assessment, care and risk planning, crisis planning and emergency interventions	E	A, I
	Proven effective case management ability – and the ability to teach this to other staff: how to be effective, prioritise work, and make best use of other services such as 3 <sup>rd</sup> sector supports and advocacy services	E	A, I
	To deliver teaching and training to a variety of staff	E	A, I
	To deliver against multiple deadlines	E	A, I
	Excellent communication – written and verbal Lateral, proactive and pragmatic thinking	E	A, I
	To represent drug/alcohol users and P2R in Social Care/Health Integration forums	E	A, I
<b>Knowledge</b>			
	Knowledge of the Mental Health Act, The Care Act, 2014 and other statutory frameworks	E	A, I
	Of safeguarding and mental capacity requirements and obligations	E	A, I
	Of social care, clinical and information governance	E	A, I
	Of equal opportunities, confidentiality and consent issues	E	A, I