

JOB DESCRIPTION

Addictions Directorate

Job Title: Clinical Nurse Specialist- Homeless Outreach

Grade: Band 6

Location: CNWL NHS Foundation Trust
Addictions Directorate

In order to meet the needs of the Directorates, you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

Responsible To: Sector Manager

Accountable To: Head of Addictions

Key Relationships: Service Co-ordinator
Sector Manager
Lead Nurse
Consultant Psychiatrist
Consultant Psychologist
Senior Pharmacist
Relevant partner agencies
Carers

CNWL- Addictions and Offender Care Directorates

CNWL Addictions is a well-established NHS provider offering a wide range of high-quality drug and alcohol treatment interventions to the diverse and multicultural population across Ealing, Brent, Hillingdon, Hounslow and Milton Keynes. In addition, we also have the tri-borough Club Drug Clinic as well as our National Problem Gambling Service.

The service is committed to a harm minimisation philosophy and to partnership working. Our main partners are primary care services, social and the third sectors.

Treatments are provided across all our clinical centres. Clinical Governance framework is well established and the service prides itself in its continuous development towards becoming a learning organisation.

Aim of outreach service/ Job Purpose

The aim is to provide a service specific to hard to engage and reach individuals within the Borough of Hounslow. The role will include a range of activities addressing the individual health and well-being, the development of pathways into specialist services, training of hostel staff, and improve the overall health inequalities via;

- Health promotion

- General Health screening
- Engagement in Primary Care services and facilitate access to organised health care
- Management of substance use and addiction disorders

The role is specific to support those to improve health outcomes especially for those who are hard to reach or engage in services. The collective aim of the service is to help those with a range of health needs including drug and alcohol to access the appropriate treatment, and to address the physical and mental health needs of residents. The service will provide essential health promotion to increase the number of residents engaging with services to address their health and wellbeing.

To ensure that the delivery of the care and management of this client group is done in compliance with HCC Quality Standards.

Main Responsibilities:

Clinical Duties:

- To provide specialist drug and alcohol outreach clinics for local hostels, homeless individuals and other services in the Borough of Hounslow.
- To work as a member of the multidisciplinary team in the management and treatment provision of a range of specialist services to problem drinkers and problematic drug takers including harm minimisation approaches, motivational interviewing, relapse prevention, ITEP care planning, individual intervention, general health assessment, wound assessment and management, injecting site assessment, lifestyle assessment and physical health assessment including blood glucose and urine multistix tests. The role includes using skills in mental health assessment and referral to appropriate mental health services and group work.
- To promote health and wellbeing and improve health inequalities by completing a range of health checks including ECG, Blood Bourne viruses screening and vaccination and Fibro scan.
- To be able to assess general health and provide early intervention treatment, sign posting and referral to other organised health services.
- To sign post service users to the appropriate health care settings to meet their needs.
- To develop and provide a training package for those that work within the hostels on providing brief interventions and drug awareness training packages for primary care services, including other local hospitals and other services in Hounslow.
- To assess needs of own clients/patients, considering the needs of family, local community and developing systematic plans for care and evaluation of treatment plans.
- To be able to assess and case manage clients who inject drugs, in particular assessing injection sites and be conversant with the precepts of harm minimisation.

- To use agreed and established Outcome Monitoring Tools (TOP) and any other relevant quality measures.
- To use motivational interviewing, relapse management and other evidence-based interventions when working with the outreach patients.
- To provide clinical advice and support to other colleagues within the health and social care settings.
- To be responsible for the safe and effective storage and administration of drugs, exercising responsibility for the custody and maintenance of statutory records of such drugs in accordance with the Trust Policies/Procedures.
- To ensure full risk assessments and risk management is delivered effectively.
- To administer Hepatitis B vaccination in accordance with CNWL Medicine Policies and Protocols.
- To ensure the CNWL Hepatitis care plan is used for all clients and to actively promote attendance at the hepatology clinic for clients affected by liver disease.
- To assist in the transfer of individuals between the Hepatitis Project and Hepatology/Gastroenterology and other relevant agencies.
- To be familiar with the Trust and local Resuscitation, Infection Control and Needle Stick Injury Policies and Procedures.
- To attend mandatory yearly updates on CPR and Anaphylaxis training.
- To ensure an understanding and implementation of clinical governance
- The post holder will work within CNWL's Child Protection Policy and in partnership within all agencies responsible for ensuring compliance with the local Safeguarding Children's Board working practices.
- To prepare reports and attend client meetings such as professional network meetings, Child Protection Case Conferences and Core Group meetings as required.
- To plan and agree service responses which meet the individual need and circumstances of clients at risk of, or affected by, substance misuse during pregnancy.
- To recognise the professional duty of care to protect where clients present a risk to themselves or others, and comply with statutory requirements regarding Safeguarding Children, Child Protection including the Children Act 1989 and Hidden Harm guidelines.
- To work within the harm minimization model. Assess risk behaviours of clients, provide information and implications of any risks identified on health and social well-being and work with clients to address and modify risk behaviours to promote positive changes.

Management and Leadership:

- To contribute to the development of a culture of risk assessment and management to be delivered effectively to own sphere of responsibility and practice.
- To contribute to the development and implementation of systems and process to support compliance with Care Quality Commission Essential Standards for Safety and Quality.
- To ensure delivery of all key quality, financial, cost improvement and performance targets.

Education

- Identify gaps in current knowledge base of staff and disseminate specialist knowledge to others in order to improve patient care.
- Provide effective teaching to individual clients and their families.
- Co-ordinate and contribute to the development of educational materials.
- Acts as a preceptor/ mentor for newly-appointed staff/ upgraded staff.
- Initiate and participate in clinical supervision and mentoring.
- To take responsibility for own professional development, and review and develop competencies as required to support clinical practice.
- Provide written information and education for patients with physical health conditions and their carers, and to regularly review this literature.

Communication:

- To participate in multi-disciplinary meetings, both on-site and in the community relating to client management.
- To attend business and clinical service wide meetings and external satellite / groups as team representative, as and when required.
- To work collaboratively and communicate effectively with colleagues within your team, directorate, trust, partnerships agencies and other service providers while remaining within the boundaries of good practice.
- To promote an open dialogue culture where a positive culture on improving communication, and maintenance of a healthy therapeutic relationship with clients are enhanced and valued.
- To contribute to the promotion of Team cohesiveness, multidisciplinary working and at all times work collaboratively with colleagues in all parts of the Trust to achieve healthy and effective communication.

- To work collaboratively in developing professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted.
- To provide specialist-nursing advice, when required, on drug/alcohol misuse to other colleagues in relation to the assessment, treatment planning and implementation of interventions to substance misusing clients.
- To effectively communicate with health and social care agencies and other key professionals contributing towards patient's care, to ensure effective and safe interventions where care is being delivered by multiple agencies.

Data management

- To be able to use word processing and electronic monitoring of data-based system, for which training would be available, if needed.
- To maintain the accurate and up to date documentation of all service clients records and ensuring the confidentiality of such records of information are in line with the Data Protection Act and Information Sharing Protocol.
- To adhere to service data recording and reporting policies and procedures as well as gathering additional information as required for data reporting.

Personal/Professional Development and Training:

- Be responsible for maintaining live registration with the NMC, and ensuring personal professional profile requirements are met.
- To be directly accountable for own nursing practice and to operate in line with NMC code of professional conduct in relation to policies on direct patient care.
- To undertake Operational and Strategic Line Management Supervision from the Service Co-ordinator.
- To participate in training initiatives as required both within the Sector and the wider professional community.
- To keep up to date on evidence and practice in relation to dual diagnosis and to understand the significance of CPA and case management of drug/alcohol users with mental health problems.
- To ensure all staff you hold responsibility for, receives appropriate line management and clinical supervision in line with Trust and NMC recommendations, participate in services appraisal system and have up to date Personal Development Plans.
- To ensure that resources are available for all staff to pursue the completion of personal development plans.
- To plan and implement training and skills development initiatives for staff you are responsible for.

Policy and/or Service Development:

- To provide periodic briefings to the Sector Manager on service performance as requested by the Addictions Senior Management Team.
- To provide quarterly KPI report for commissioners for Hounslow services.
- To contribute to the development of the service in line with recommendations from *National Guidelines*
- To assist the Service Co-ordinator in ensuring that all Trust policies and procedures, including Serious Incident policy are fully implemented and complied with.
- To contribute to the development/evaluation of clinical policies and procedures for submission/approval by the Clinical Governance Group.
- To participate in service reviews and contribute to the production of the annual review and report.

Management of Resources:

- To be responsible for the effective management of own caseload and to keep records of economical use of time and resources, daily travel logs, diary appointments and workload priorities.
- To adhere to Addictions service data recording policies as well as gathering additional information relevant to the study.
- To be responsible for ensuring monthly contract and other data reporting activities are submitted within agreed timescales.
- To maintain accurate and up-to-date documentation of nursing records on clients, ensuring confidentiality is not breached and disclosed only with client's consent and on a need to know basis.
- To be responsible for use of resources allocated for the purpose of the post.
- To work closely with the Service Co-ordinator in resource strategy and planning.
- To demonstrate responsible time management.

Research and Development:

- To participate in clinical/service audits, ensuring these meet recommended standards.

- To support the Service Co-ordinator to ensure that audit/service evaluation findings are implemented.
- To contribute to the development of an evidenced based culture to the work as a whole, using self-reflection and continuously appraising own performance and evaluation of clinical input and to make these outcomes known to the Line Manager.
- To attend research presentations and take an active part in the team/service teaching programmes.
- To take part in clinical and consumer audit and implement resulting recommendations.

OTHER ISSUES

This job description will be reviewed periodically with the post holder; alterations will only be made after consultation and agreement.

The post holder may be asked to undertake duties not directly highlighted within this job description. This will only be done when the skills and experience of the post holder meet the requirements of the role.

Rider Clause

This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Supplementary Information:

Job Flexibility

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London NHS Foundation Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London NHS Foundation Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London NHS Foundation Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London NHS Foundation Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should promote a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London NHS Foundation Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London NHS Foundation Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London NHS Foundation Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London NHS Foundation Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet from your manager and the Human Resource Directorate.

Personal Development

The post holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt-out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

Trust Sustainability Green Plan Pledge

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.

This Job Description will be reviewed with your full participation at your annual appraisal, unless the need to do so earlier is deemed necessary in the interest of the service or at your request.

Consent to comply with the duties listed in this Job Description.

I..... have read, understood and therefore agree that this job description list the duties of my responsibilities, which I am required to undertake as an employee of CNWL AOCD in the post of Clinical Nurse Specialist Band 6

Signature.....

Signature.....

**I.....(name).....
(designation) have explained this job description to.....
and outlined his/her role and responsibilities as listed herewith, which will form part of his/her Appraisal and PDP.**

Signature.....

CENTRAL AND NORTH WEST LONDON NHS FOUNDATION TRUST

ADDICTIONS DIRECTORATE

Peripatetic Nurse Band 6

CRITERIA	ESSENTIAL Requirements necessary for safe and effective performance in the job	See Key *	DESIRABLE Where available, elements that would contribute to improved/immediate performance in the job	See Key *
Education and Qualifications	<ul style="list-style-type: none"> • RMN / RN • Evidence of continuing personal development and post-registration training in the nursing care, assessment and treatment substance misuse clients. 	A A/I	<ul style="list-style-type: none"> • Diploma in Drugs and Alcohol Studies or equivalent qualification • Training in Cognitive Behavioural Therapy • Completed the Motivational Interviewing Training Module 	A/I A/I A/I A/I
Previous Experience	<ul style="list-style-type: none"> • Extensive post-registration experience in Mental or general Health • Relevant previous post-registration experience of working with drug and alcohol users • Experienced in the supply and administration of Hepatitis vaccines • Experienced and competent in the supply and administration of CNWL Trust Hepatitis Patient Group Directions • Extensive clinical experience • Case management experience • Experience in undertaking Risk Assessments and Risk Management • Teaching and Assessing qualification ENB 998 / SLICE or equivalent eg: mentorship 	A/I A/I A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> • Community Nursing Experience • Experience of working in and delivering services to injecting drug users. • Experience of teaching others and willingness to undertake Teaching and Assessing qualification within six months of commencing post. 	A/I A/I A/I A/I A/I
Skills and knowledge	<ul style="list-style-type: none"> • Sound clinical knowledge and understanding of current NHS policies and national drug issues/policies. • Good verbal, written and presentation skills. 	A/I A/I A/I A/I	<ul style="list-style-type: none"> • Experience of working with stimulant users and people with alcohol problems. • Experience of group facilitation • Experience of managing a caseload within the community • Awareness/knowledge of research skills 	A A/I A/I A/I

	<ul style="list-style-type: none"> • Good interpersonal skills in order to communicate and negotiate effectively, both inside and outside the Trust. • Ability to work independently and to prioritise effectively • Ability to assess and treat people with dual diagnosis • Evidence of effective leadership and organisational skills. • Evidence of the ability to work in a changing and stressful situation. • Evidence of ability to teach/disseminate knowledge and skills • Ability to treat service users with respect and dignity at all times, adopting a culturally sensitive approach, which considers the needs of the whole person. • Able to build constructive relationships with warmth and empathy, using good communication skills • IT literate: competent using Microsoft Word and able to report clinical activity data on patient information systems. 	A/I A/I A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> • Awareness of counselling models • Motivational Interviewing skills / Relapse Management skills 	A/I A/I
Attitudes, aptitudes, personal characteristics	<ul style="list-style-type: none"> • Committed to multidisciplinary team work • Committed to User involvement • Flexible & responsive to a developing service. The post holder must have the ability to understand and implement the Equal and Diversity policy at a level appropriate to the job 	A/I A/I		

*Key: Measured by A=Application Form, I=Interview, T=Test, P=Practical Assessment. All clinical posts are CRB scrutinised.