

## JOB DESCRIPTION

<b>Job title</b>	Health and Wellbeing Nurse
<b>Sector/Function</b>	Substance Misuse
<b>Department</b>	Turning Point Services
<b>Reports to</b>	Team Manager / Nurse Manager
<b>Grade</b>	3

<b>Job purpose</b>	To assist in delivering TP's clinical strategy which reflects our person centred values and the high levels of ambition and the development of our own staff by leading, developing and co-ordinating a team of nurses for the wellbeing of the individuals for whom we provide support by providing nursing services, within the scope of TP's policies and procedure. Enabling services to meet service specific statutory requirements and report any variance immediately
<b>Key accountabilities</b>	<p><b>1. Quality</b> To ensure quality standards are maintained by:-</p> <ul style="list-style-type: none"> <li>▪ Monitoring own performance to ensure it meets expectations and agreed performance criteria and reporting any areas where support to maintain quality, is required, to line manager</li> <li>▪ Reporting variances to expected team performance to the line manager</li> <li>▪ Participating and utilising management information and data collection systems as appropriate</li> </ul> <p><b>2. Own Development</b> To continuously review own performance and development needs to assist growth and development by:-</p> <ul style="list-style-type: none"> <li>▪ Participating in OPR meetings regularly with line manager and identifying development needs and setting objective</li> <li>▪ Agreeing own task and development objectives and reviewing these and overall performance against the competency framework.</li> <li>▪ Participating in training and other development opportunities as agreed within the Performance Management process.</li> <li>▪ Maintaining registration with the NMC and being revalidation ready/revalidated</li> <li>▪ Understanding and working to the Work Instructions related to this role</li> <li>▪ Look for and create opportunities for learning which are significant to your area of practice which will not only support your growth but that of your colleagues and clients</li> <li>▪ To be a role model for promoting excellent standards of care and sharing knowledge and skills with other staff within the team</li> <li>▪ To participate in Annual Staff Appraisal and 1:1 meetings</li> <li>▪ To participate in clinical supervision and CPD maintaining a Revalidatable Portfolio</li> <li>▪ To actively reflect on practice and record these reflections.</li> <li>▪ To participate in clinical meetings, journal club and learning opportunities</li> <li>▪ To attend TP's mandatory training and any other courses arising from the needs of the post and statutory requirements</li> </ul> <p><b>3. Health &amp; Safety &amp; Risk Management</b></p>

	<p>To ensure H&amp;S standards are maintained and risk is mitigated to the lowest level possible by:-</p> <ul style="list-style-type: none"> <li>▪ Ensuring a safe working environment for self, and where appropriate, the team</li> <li>▪ Ensuring good standard of housekeeping is maintained with own area and being aware of TP's Infection Control policies and procedures</li> <li>▪ Ensuring risk assessments are completed when appropriate</li> <li>▪ Taking personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained</li> <li>▪ Complying with all H&amp;S policies and procedures including serious untoward incidents and accident reporting</li> </ul> <p><b>4. Compliance</b> To ensure compliance with internal and external standards and codes of conduct by-</p> <ul style="list-style-type: none"> <li>▪ Meeting all regulatory requirements and being familiar with the demands of the same e.g. CQC, H&amp;S</li> <li>▪ Complying with Turning Point's Code of Conduct, policies and procedures</li> </ul> <p><b>5. Miscellaneous</b></p> <ul style="list-style-type: none"> <li>▪ To undertake any other duties reasonably requested by the line manager</li> </ul> <p><b>6. People who use our service</b> To proactively deliver a high quality/person centred service provision that meets the needs of the people who use our service by:-</p> <ul style="list-style-type: none"> <li>▪ Promoting peoples' rights and responsibilities</li> <li>▪ Working as an effective member of the team</li> <li>▪ Providing support and information to people who use our service, their families and friends and professionals regarding their support.</li> <li>▪ Developing, in consultation with people who use our service, flexible and realistic support packages/person centred plans within agreed guidelines or service models</li> <li>▪ Ensuring that a collaborative approach is used, with effective communication links with external professional groups e.g. GPs, Social Services, etc. and to work as an effective member of any multi-disciplinary team</li> <li>▪ Providing written reports to professionals and other organisations, such as, GPs, probation services, social care services, Court reports, MHA tribunals/Managers' hearings and CPA reports</li> <li>▪ Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements</li> <li>▪ Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of management plans</li> <li>▪ Agreeing and formulating individual action/support plans</li> <li>▪ Developing strength-based care plans with individuals that are; comprehensive, person-centred and individualised based on a clear assessment of that individual's needs and circumstances.</li> <li>▪ Carry a caseload of clients as agreed with your line manager and act as the Care Coordinator for these people</li> </ul> <p><b>7. Clinical</b> To provide effective clinical interventions and services by:-</p> <ul style="list-style-type: none"> <li>▪ Dispensing medication to people who use our service as per medical notes and clinical guidelines, taking care to ensure that the person's name, route,</li> </ul>
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	<p>time etc. matches the instruction on the mars sheet &amp; prescription.</p> <ul style="list-style-type: none"> <li>▪ In the case of anyone being detained under the MHA, to ensure that any medication appears on the T2 or T3 and to check this prior to administration</li> <li>▪ Administering intra-muscular injections as required in accordance with the support plan</li> <li>▪ Maintaining required stocks of medication and equipment ensuring use-by dates are observed and repeat prescriptions are ordered as necessary</li> <li>▪ Attending ward rounds with the RC and other members of the MDT (regularity, as per service requirement, usually weekly), noting any change in medication or treatment/care/support plan and cascading this to the rest of the nursing and support team</li> <li>▪ Completing clinical audits weekly or monthly as required</li> <li>▪ Acting as primary nurse for nominated people who use our service</li> <li>▪ Participating in clinical supervision</li> <li>▪ Carrying out daily evaluation of people who use our service and maintaining high quality contemporaneous notes</li> <li>▪ Arranging for the people who we support to visit GP/hospital/other clinical professionals as required, in a timely manner, to meet their needs</li> <li>▪ Ensuring appropriate standards of cleanliness are maintained and acting accordingly if there are any deficiencies</li> <li>▪ Adhere, support and monitor decisions made by Medications Management, highlighting areas which may need review</li> </ul>
	<p><b>8. Service</b></p> <p>To assist the Nurse Manager / Manager in the implementation, development and delivery of the service by:-</p> <ul style="list-style-type: none"> <li>▪ Assisting in the development and implementation of Service record keeping, procedures and policies</li> <li>▪ Attending relevant internal and external meetings as requested including multi-agency meetings and Statutory Sector Services.</li> <li>▪ Ensuring that all joint working Policies and Procedures are adhered to where the Service is run on a partnership basis</li> </ul>
	<p><b>9. Service Development</b></p> <p>To work collaboratively to develop the service by:-</p> <ul style="list-style-type: none"> <li>▪ Developing and co-ordinating professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted.</li> <li>▪ Assisting in establishing formal communication / support / education structures for statutory and voluntary service providers throughout the Local area.</li> <li>▪ Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times.</li> <li>▪ Proactively contributing to continuously improving the service by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working.</li> <li>▪ Ensuring day to day delivery of service provision embeds and extends Turning Point's person centred approach.</li> <li>▪ Meeting agreed performance targets and outcomes</li> <li>▪ Support the Senior Clinical Team, when instructed, in the Policy writing process</li> <li>▪ Support Services with recruitment and retention</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure your service is making cost effective clinical choices</li> <li>▪ Through target driven supervision sessions have accountability for individual targets and service needs</li> <li>▪ Have a clear and up to date understanding of your areas Public Health needs, looking g at meeting that of your specific population</li> <li>▪ Look for opportunities to meet the needs of your target clients through specific training or service provision</li> <li>▪ Provide your service when appropriate with treatment aligned with the Public Health agenda in an up to date and evidence based structure</li> <li>▪ To assist Senior nurses in implementation development and delivery of the service</li> </ul>
	<p><b>10. Empathy &amp; Support</b></p> <p>To support the people who use our services to achieve their potential by:-</p> <ul style="list-style-type: none"> <li>▪ Ensuring that person centred plans reflect and promote the needs, personal goals and aspirations of individuals</li> <li>▪ Proactively supporting, enabling and encouraging service users to stretch themselves in what they think they can achieve</li> <li>▪ Engaging with family, carers and significant others to facilitate person centred plans</li> <li>▪ Deploying appropriate de-escalation techniques when required</li> </ul>
	<p><b>11. Sector Quality Standards</b></p> <p>To ensure all services are delivered in accordance with recognised standards by: -</p> <ul style="list-style-type: none"> <li>▪ Ensuring all services are delivered within the Care Quality Commission standards as appropriate</li> <li>▪ To understand the need to be 'inspection ready' and your role in any CQC inspections</li> </ul>
	<p><b>12. Substance Misuse</b></p> <ul style="list-style-type: none"> <li>▪ Conduct assessments of physical dependency using a symptomatic withdrawal scale, using results to determine safe induction to opiate substitute treatments as required</li> <li>▪ Support the service prescribers in initiating service users via titration procedures safely on to a substitute prescribing regime and subsequently support the delivery of a pharmacy based supervised consumption scheme</li> <li>▪ Undertake phlebotomy and dry blood spot testing, as required, to undertake routine screening and testing, ensuring adherence to identified pathway for blood sample labelling, collection, obtaining results and signposting follow-up and any next steps planning</li> <li>▪ Carry a caseload of clients as agreed with your line manager and act as the Care Coordinator for these people</li> <li>▪ Offer wound care assessment and basic wound dressing to clients</li> <li>▪ Adhere, support and monitor decisions made by Medications Management</li> <li>▪ Support your service in making cost effective clinical choices</li> <li>▪ Through target driven supervision sessions have accountability for individual targets and service needs</li> <li>▪ Have a clear and up to date understanding of your areas Public Health needs, looking at meeting that of your specific population</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Look for opportunities to meet the needs of your target clients through specific training or service provision</li> <li>▪ Provide your service when appropriate with Smoking Cessation delivery in an up to date and evidence based structure</li> <li>▪ Provide your service when appropriate with Weight Management delivery in an up to date and evidenced based structure</li> <li>▪ Provide your service when appropriate with Sexual Health delivery in an up to date and evidence based structure</li> <li>▪ Provide your service when appropriate with Health and Wellbeing delivery in an up to date and evidence based structure</li> </ul>
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<b>Dimensions</b>	Direct reports	
	Total staff overseen	
	Internal contacts	<ul style="list-style-type: none"> <li>▪ People who use our service</li> <li>▪ Area/Nursing Manager/ Nurses</li> <li>▪ Team Members/MDT</li> </ul>
	External contacts	<ul style="list-style-type: none"> <li>▪ Carers/Friends/Family members</li> <li>▪ Partner agencies in local area</li> <li>▪ Regulatory bodies</li> <li>▪ Locality manager and TP Central Support services</li> <li>▪ Local community members</li> <li>▪ Advocacy /Service User forums</li> </ul>
	Planning outlook	
	Problems solved	
	Financial authority	Responsible for managing petty cash and daily expenditure as required

## PERSON SPECIFICATION

<b>Job title</b>	Staff Nurse
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<b>Personal effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>▪ Diploma/Degree in Nursing</li> <li>▪ Current registration with Nursing &amp; Midwifery Council and evidence of readiness for revalidation or of revalidation</li> <li>▪ Proven track record of working within the Mental Health sector or appropriate placements during training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification in Mentorship or agreeable to undertake training</li> <li>▪ Qualification in Clinical Supervision or agreeable to undertake training</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Able to deliver a range of services/treatments/interventions in a person centred, non-judgemental manner.</li> <li>▪ Able to demonstrate flexibility and creativity when developing support packages/care plans</li> <li>▪ Experience in managing a caseload of people who use our service with complex needs</li> <li>▪ Proven track record in managing incidents of verbal and violent aggression</li> </ul> <p>Able to demonstrate a good knowledge and value base in a relevant service specialism</p>	
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Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Proven verbal and written communication skills with the ability to tailor the message to the audience</li> <li>▪ Collaborative team working skills</li> <li>▪ Experience in supervising a small team where appropriate to the role</li> <li>▪ Adaptable and able to work in a challenging and changeable environment</li> <li>▪ Ability to deliver against agreed objectives and targets</li> </ul>	