

# Clinical Nurse Specialist - Drug Service

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Clinical Nurse Specialist, Drug Service**

**Division – Medicine**

**Department – Liaison Psychiatry Service**

**Band – AfC Band 6**

**Location – Bristol Royal Infirmary**

**Contract length – Fixed Term, 12mths Maternity Cover**

**Responsible to- Modern Matron for Mental Health**

**Responsible for- Scope of professional practice within role**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job purpose -

The Bristol Royal Infirmary is an Acute General Hospital meeting the needs of an inner-city population, provided by the University of Bristol and Weston NHS Foundation Trust (UHBW). The Specialist Drug Team provides specialist nursing advice and support to patients (in-patient and out-patient) and their family, throughout the care pathway within UHBW.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values. 'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

Version Issued: June 2020

# Clinical Nurse Specialist - Drug Service

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### **Responsibilities of Post-**

The post holder will work closely with the Multidisciplinary Team (MDT) within the Trust supporting Substance misuse patients who present with multiple physical and MH comorbidities.

The post holder will utilise clinical expertise, education and management to ensure a seamless service for patients, carers and staff. The priority of the post holder will provide advice, support and information from the time of diagnosis and throughout curative, palliative and terminal phases. This may include delivering a range of psychosocial interventions to individual patients and their families as appropriate.

The post holder will be assisting and supporting general hospital colleagues in making decisions about treatment and care in complex situations; at all times with a focus on advocating for our MH and substance misuse patients.

The post holder will be required to work 0900-1700hrs, 7days a week.

### **PROFESSIONAL-**

- Registered Nurse on the NMC professional register
- Possess a minimum of three years post-registration relevant nursing experience
- Be able to provide evidence of professional updating and development since registration

### **CLINICAL-**

-To provide an assessment of care needs of patients presenting with a range of MH and psychological problems. From this, you will be responsible for the development, implementation and evaluation of programmes of care as part of the MDT.

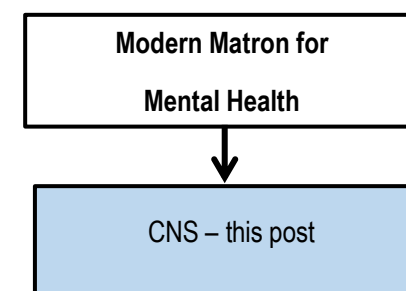
-Provide a comprehensive consultation-liaison service to clinical teams, assisting them to formulate safe plans of care and make decisions in cases where substance misuse patients may be exhibiting complex needs and/or behaviours that challenge.

-Initiate and participate in the teaching and educational programmes of clinical and non-clinical Acute Hospital staff. You will also provide teaching and develop learning opportunities for pre and post-registration nursing students.

### **Leadership and Management:**

- Planning the provision of day to day organisational tasks.
- With support, manage a caseload based on flexible principles, prioritises and the care needs of patients.
- In conjunction with the Manager develop the skills to provide an initial response to complaints and queries, and have a working awareness of the UHBW's complaints procedure.
- Maintain accurate and concise records that produce statistical data for the purpose of evaluation and development of the service.
- To keep accurate and up to date patient records.
- Ensure the promotion of the health and safety, well-being and interests of patients, staff and visitors that come into contact with the Team and its environs.

### **Organisational Structure:**



**Managers name:**

**Holly Starkey**

# Clinical Nurse Specialist - Drug Service

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### EDUCATION AND TRAINING

- To ensure that professional knowledge and practice is continually updated
- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework.
- Participate in and undertake appraisal and clinical supervision.
- Participate in the mentoring and education of a range of students placed with the Team.
- Act as a mentor and preceptor, when appropriate.

### PERSONNEL

#### Main duties and responsibilities

##### Communication:

- Demonstrate politeness, courtesy and sensitivity in providing compassionate care for patients, visitors/relatives and colleagues.
- Contribute towards sharing good practice within the MDT.
- Promote a positive image of UHBW at all times.
- Work cohesively with all members of the MDT and promote effective liaison with the Team in ensuring that the very best services to patients are provided at all times.
- Communicate effectively within the MDT, participate in motivating and supporting Team members and maintain confidentiality with patients and carers. Give written and verbal advice/teaching to patients and carers.
- Demonstrate the ability to communicate clearly and sensitively in situations that may be hostile and/or contentious.
- Demonstrate a high level of interpersonal skills, self-awareness and empathy in all communications.
- Demonstrate an ability to support, care for and communicate with, potentially very distressed, confused and vulnerable patients.

##### Patient Care:

- To promote a positive attitude work as patient advocate, to help negotiate the patient journey and ensure optimum care is provided to each substance misuse patient.
- To provide patients and staff with specialist advice to manage complex symptoms, complex comorbidities with MH and substance misuse care needs.
- To develop and promote the service ensuring the delivery of high quality, cost effective care utilising the support and guidance of senior colleagues.

- To develop and share expertise within the MDT.

- To develop the skills to act as a resource in the care of patient's needs, ensuring an optimum level of service to patients and their carers.

- Through supervision and support develop the skills to analyse and respond to complex clinical situations utilising specialist knowledge to assess a range of options to formulate solutions and recommendations.

- Demonstrate and apply a sound understanding of the legal and ethical issues in caring for people with MH and substance misuse problems. In particular, of the application of the Mental Health Act (1983), Mental Capacity Act (2005) and its use within the non-mental health setting.

#### Organisation and Planning:

- Be responsible for the full assessment of care needs of patients presenting with a range of undifferentiated mental health and psychological problems. As a result of this assessment, you will be responsible for the development, implementation and evaluation of programmes of care, without supervision.
- Provide a comprehensive consultation-liaison service to clinical teams, assisting them to formulate appropriate plans of care and make decisions in cases where patients may be exhibiting complex needs and/or challenging behaviours.
- Initiate and participate in the teaching and educational programmes of all grades of nursing and non-nursing staff. You will also provide teaching and develop learning opportunities for pre and post-registration nursing students.
- When appropriate, maintain a caseload of patients, providing a broad range of treatments and clinical interventions, as appropriate to the individual's needs.

#### Service Development and Research:

- Demonstrate a commitment to developing audit and evaluations skills.

# Clinical Nurse Specialist - Drug Service

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

**Personal Profile** - (E) = Essential (D) = Desirable

### Skills and Abilities

- S1 Effective verbal & written communication skills – (E)
- S2 Evidence of effective organisational and time management skills – (E)
- S3 Skills in assessing, planning implementing and evaluating mental health nursing interventions– (E)
- S4 Ability to interact therapeutically with distressed and/or disturbed individuals and/or those in crisis– (E)
- S5 Knowledge of the teaching process, skills in teaching to a range of levels of staff– (E)
- S6 Skills in interacting effectively with colleagues from a range of specialties and departments– (E)
- S7 Ability to work alone or as part of a team – (E)
- S8 Ability to cope with emotional issues presented in the course of work, and to support others (E)

### Education and Qualifications

- Q1 Registered Nurse, with current registration (E)
- Q2 Diploma in Professional Studies (nursing) or equivalent-(E)
- Q3 Evidence of professional updating & development in the care of substance misuse patients - (E)
- Q4 Teaching & assessing qualification or equivalent experience- (D)

### Knowledge and Experience

- E1 Relevant post registration nursing experience – (E)
- E2 Extensive knowledge of various approaches to bio-psychosocial assessment-(E)
- E3 Post registration experience of nursing substance misuse patients -(E)
- E4 Knowledge of key areas of liaison psychiatry practice, including the psychological effects of physical illness-(E)
- E5 Knowledge of the clinical and demographic risk factors associated with self-harm & suicide-(E)
- E6 Knowledge of the Mental Capacity Act (2005) & the Mental Health Act & their use in the general hospital-(E)
- E7 Experience as preceptor / mentor – (D)
- E8 Experience of nursing MH patients – (D)

### Personal Aptitudes

- B1 – Respecting Everyone--(E)
- B2 – Embracing Change--(E)
- B3 – Recognising Success--(E)
- B4 – Working Together--(E)

Version Issued: June 2020

# Clinical Nurse Specialist - Drug Service

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.