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| **Job Description and Person Specification** |
| **Job Title:** | **Recovery Nurse** |
| **Project:** | The Pavilion (in-patient detox) |
| **Hours:** | 37.5 hours |
| **Salary:** | £21,692 to £27,090 dependent upon experience |
| **Responsible to:** | Lead Recovery Nurse  |
| **Accountable to:** | Clinical Manager |

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| **Job Summary:** | To provide nursing care for patients accessing substance misuse services in The Pavilion, and in particular provide specialist nursing care in maintaining and developing a quality service and take overall responsibility for the care of a caseload of patients requiring detox through the Medically Assisted Withdrawal Programme. Assess, plan and evaluate programmes of care for patients, taking into account the potential needs of individuals To provide treatments within own competence levels based on appropriate substance misuse / health / Delphi guidelines, referring to the wider multi-disciplinary team if the patient’s care requires you to do so. |

**Document Description**

**Guidelines for non-attendance of DARS Appointments**

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| **Underlying Values:** | In undertaking this role, the employee will be expected to behave at all times in a way that is consistent with and actively supports the organisations values:**“from dependence to freedom -** Delphi Medical are *Accountable*, *Accessible*, *Patient-Centred* and *Sustainable*. We value Loyalty and Integrity. |

**Principle Duties and Responsibilities**

**Clinical and Professional Responsibilities**

1. Recognise and work within own competence and professional code of conduct as regulated by the NMC.
2. Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
3. Prioritise, organise and manage own workload in a manner that maintains and promotes Quality.
4. Deliver care according to NSF, NICE guidelines and evidence-based care
5. In partnership with the wider nursing and community team, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
6. Evaluate patients’ response to health care provision and the effectiveness of care
7. Support and participate in shared learning across the service and wider organisation
8. Ensure a high standard of clinical care for patients under your management and support other members of the team to do likewise.
9. To be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care.
10. Provide nursing treatment to patients in participation with Delphi Clinicians or independently agreed protocols.
11. To undertake full clinical assessments and manage the health needs, planning, delivery and evaluation of care in conjunction with Delphi Medical Clinicians, Healthcare and other agencies such as Mental Health.
12. Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with substance misuse issues and in particular those who require a detoxification.
13. Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate).
14. Diagnose and manage both acute and chronic conditions, integrating both drug- and nondrug-based treatment methods into a recovery plan.
15. To manage the recovery plan and prescribing requirements in line with Delphi policies and procedures.
16. Administer medication in accordance with Delphi Policy Guidelines.
17. Support the Medically Assisted Withdrawal Programme through regular contact with and observation of patients.
18. Support the wider nursing team to provide cover for the blood borne virus clinics including pre screening advice and screening re: Hepatitis A & B and Hepatitis C testing as required.
19. To maintain accurate, comprehensive and up to date documentation in line with the NMC Code of Conduct, NMC Guidelines on Medicines Management and the NMC Guidelines on Record Keeping and any relevant Delphi service requirements.
20. To accurately assimilate and interpret clinical information about patient, instigate appropriate remedial action and promptly record changes on electronic clinical record.
21. Review and manage medical notes of patients attending the clinics and promptly share relevant information with partner agencies in order to ensure appropriate management of patients with regards to benefits of the patient and prevention of public harm.
22. Carry out emergency anaphylactic and Naloxone administration if required.
23. Carry out phlebotomy duties as required.
24. To demonstrate a sound understanding of Clinical Governance and be active in applying to your work situation, including maintaining own continuous professional development by keeping up to date in clinical practice, national guidelines and developments, and incorporate them as necessary in to your work.
25. To communicate effectively within the Team and other community services, prompting open and trusting relationships and develop effective referral pathways and partnerships in the community as necessary.
26. To act as a role model and expert clinical practitioner.
27. To ensure the smooth running of the Medically Assisted Withdrawal Programme.
28. Refer and support appropriate psychosocial interventions as appropriate e.g. cognitive behavioural therapy, in support of the client group.
29. Carry out Urine testing for patients as required and contribute to the medical review of patients.
30. Work with patients in order to support compliance with and adherence to prescribed treatments.
31. Provide information and advice on the detoxification, prescribed or over-the-counter medication on medication regimens, side-effects and interactions.
32. Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
33. Meet the needs of patients presenting for wound care
34. Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
35. To be aware of Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area. Including your prompt recording, recording any accidents and ensuring the safe use of equipment.
36. To risk assess all areas of your work including manual handling risks, bio-hazards from body fluids, anxious or angry clients, patients with mental health or cognitive dysfunctions.
37. Ensure acute completion of all necessary documentation associated with the patient healthcare and CQC requirements.
38. Ensure collection and maintenance of statistical information required for regular and ad hoc reports.
39. Ensure accurate notes of all consultations and treatments are recorded adequately on the computer
40. Maintenance and supervision of sterile procedures throughout the clinics.
41. Advice to the service regarding health and safety aspects.
42. Undertake the collection of pathological specimens including intravenous blood samples, swabs etc.
43. Carry out phlebotomy duties as required.
44. Provide and be proficient in intermediate life support and defibrillation until paramedic ambulance crew arrive, whilst maintaining the safety of all concerned.
45. Act as a resource and expert for patients experiencing alcohol and /or drug related problems, including detoxification and withdrawal.
46. Work with other healthcare professionals in caring for patients experiencing alcohol and / or drug related problems, including safe discharge of patients into the community and ongoing care and support.
47. Provide training and support to all healthcare professionals involved in caring for patients with alcohol and / or drug related disease.
48. Work closely with the Nursing Team and Recovery Team to assess, plan, provide and monitor care of patients with high risk drinking behaviour or physical disease due to alcohol and /or drugs.
49. Utilise and assist with review of nurse led protocols for detoxification to facilitate safe administration of detoxification and withdrawal treatment to patients.
50. Work with the Treatment & Recovery Team and local Hepatology services to promote a high quality medially assisted treatment and support throughout the community service. This will include utilising Delphi policies and protocols in relation to substance misuse.
51. Incorporate proactive health promotion in the education of patients, their relatives and multi disciplinary teams.
52. Contribute to the evaluation and development of care pathways and clinical guidelines to ensure a quality and effective service for patients is maintained.
53. Work flexibly to cross cover colleagues within the wider nursing team as necessary.

**Personal & Professional Responsibilities**

1. Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
2. Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
3. To act as a resource for others, providing accurate information, advice and support for the multi-disciplinary team and patients.
4. To provide training , induction , support and mentorship according to NMC guidelines
5. Ensure the “off-duty” rota is covered in conjunction with the Lead recovery Nurse and other members of the Team.
6. Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
7. Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
8. Assess own learning needs and undertake learning as appropriate
9. Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
10. Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
11. Staff must behave in a professional and discreet manner at all times. Patient and professional confidentiality is of prime importance. Any breach of confidentiality can result in immediate suspension/dismissal.

**Business Development**

1. Participate in the administrative and professional responsibilities of the substance misuse team.
2. Take a lead role in planning and implementing changes within the area of care and responsibility
3. Contribute to the development of local guidelines, protocols and standards
4. Create clear referral mechanisms to meet patient need
5. Work effectively with others to clearly define values, direction and policies impacting upon care delivery
6. Discuss, highlight and work with the team to create opportunities to improve patient care.
7. Oversee the duties undertaken by the Support workers and assist with training and mentoring as and when required.

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

**Generic Responsibilities**

**Confidentiality**

Patient and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained in accordance with the Data Protection Act 1998.

**Code of Conduct**

All staff are expected to adhere to all Delphi policies and procedures that establish standards of good practice and follow any codes of conduct relevant to their own profession.

**Privacy and Dignity**

Staff should respect patients/relatives diversity, cultural needs and privacy. In addition, staff should be compassionate rather than just delivering technical care and treatment. All staff are expected to be knowledgeable about and comply with the Dignity and Respect at Work policy.

**Infection Prevention and Control**

Infection control is everyone’s responsibility. All staff, both clinical and non clinical, are required to make every effort to maintain high standards of infection control and specifically are required to:

* Attend mandatory infection control training provided for them
* Wash their hands or use alcohol gel on entry and exit from all clinical areas and between patient contact
* Challenge non compliance when observed to protect patients or report any non compliance to their line manager
* Promote patient safety and act as a role model for other staff.

In respect of Infection prevention and control, staff need to be familiar with and adhere to the following policies;

* Infection Prevention and Control
* Uniform and Work Wear including “ bare below elbows” guidance
* Sickness and Absence.

This is not an exhaustive list and staff need to note that policies and procedures are updated and added to continuously. All staff have a responsibility to familiarise themselves and adhere to all policies.

**Safeguarding Vulnerable Adults and Children**

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

* Familiar with safeguarding policies
* Attend the appropriate training for safeguarding
* Know who to contact if you have concerns about an adult or child’s welfare.

Additional help and advice is available from the designated safeguarding leads; Designated Paediatrician for Safeguarding Children, Named Lead Nurse for Safeguarding Children; Designated Lead Doctor for Safeguarding Adults; Named Lead Nurse for Safeguarding Adults; and the Named Midwife for Vulnerable Women.

**Smoking**

Delphi has a Smoke Free policy. All Health Service premises are considered No Smoking Zones, other than designated smoking areas.

**Health and Safety**

Delphi has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health and Safety legislation and the organisation’s policies relating to Health & Safety and Risk Management.

**Person Specification**

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| **Job Title:** | **Recovery Nurse** |

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| **Competence** | **Essential** | **Desirable** | **Assessment** |

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| **Qualification** | RN |  | Application form  |
|  | Educated to degree level, or agreement to complete within 3yrs of appointment |  | Interview |
| **Experience** | Evidence of professional development and regular study since qualification Proven experience in relevant speciality Evidence of ability to teach and assess | Evidence of working with drug & alcohol services Experience of managing detox programmes and MAW. | Application form |
| **Clinical knowledge and skills** | Knowledge of current developments and issues affecting nursing/ midwiferySkilled practitionerUnderstanding of DOH agendas, and other developments Committed to personal self development Aware of clinical standards, NSF, guidance Knowledge of the relevance of Governance and risk management within clinical practice | IT user skillsKnowledge of Microsoft Office systemsKnowledge of audit/research methodologies  | Application formInterview  |
| **Communication and interpersonal skills** | Able to liaise with members of the multi-disciplinary team Able to establish effective communication systems Skilled in verbal and written communication including presentation skills |  | Application formInterview |
| **Team working** | Experience of team workingAble to act as a patient advocate  |  | Application formInterview |
| **Other** | Able to commute to meet the needs of the job |  |  |