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| **DOCUMENT:** | **Job Description and Person Specification** |
| **Job Title:** | Recovery Nurse |
| **Project:** | Drug and Alcohol Treatment for Adults and Young People Blackpool |
| **Hours:** | 37.5 per week |
| **Salary:** | £30,500 (Dependant on Experience) |
| **Responsible to:** | Recovery Nurse (Clinical) |
| **Accountable to:** | Clinical Manager |

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| **JOB SUMMARY:** | To provide care for patients accessing Drug and Alcohol Clinical Interventions in Blackpool to include treatment, harm reduction, BBV testing, screening and patient education.  Demonstrate knowledge, analytical and practical skills and will demonstrate the ability to communicate in a non-judgemental, empathetic way with patient’s, partner agencies and other professionals.  To provide interventions 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.  Assess, plan and evaluate programmes of care for patients, taking into account the potential needs of individuals including young people & older people, with additional regard to safeguarding, mental health, BBV, sexual health , smoking cessation and toxic trio. |

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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. |

**Principle Duties and Responsibilities**

**Professional Leadership**

1. Recognise and work within own competence and within NMC Guidelines and Delphi governance structure.
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 other staff and agencies, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
6. Work closely with partner and other agencies and resources within the community to develop local links to ensure an integrated approach to people requiring support.
7. To identify and appropriately report children and adult safeguarding concerns, liaising with key agencies to gather information.
8. Evaluate patients’ response to health care provision and the effectiveness of care
9. Support and participate in shared learning across the service and wider organisation
10. Ensure a high standard of clinical care for patients under your management and support other members of the team to do likewise.
11. To be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care.
12. 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.
13. Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with substance misuse issues.
14. Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate).
15. Diagnose and manage both acute and chronic conditions, integrating both drug- and nondrug-based treatment methods into a recovery plan.
16. To manage the Controlled Drugs Prescription process in line with Delphi policies and procedures.
17. Support blood borne virus clinics including pre screening advice and screening re: Hepatitis A & B and Hepatitis C testing.
18. Provide Hepatitis B vaccination programme to patients.
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 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 practitioner.
27. To ensure the smooth running of the clinics.
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 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. 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.
    1. Ensure completion of all necessary documentation associated with the patient care to fulfil health and CQC requirements.
36. Ensure collection and maintenance of statistical information required for regular and ad hoc reports.
37. Ensure accurate notes of all consultations and treatments are recorded adequately on the computer.

***Treatment room supplies and equipment***

1. Maintain and control injectable drug stocks in the clinic rooms.
2. Maintenance and supervision of sterile procedures throughout the clinics.
3. Advice to the service regarding health and safety aspects.

***Pathological specimens and investigatory procedures***

1. Undertake the collection of pathological specimens including intravenous blood samples,swabs etc.
2. Carry out phlebotomy duties as required.
3. Provide and be proficient in intermediate life support and defibrillation until paramedic ambulance crew arrive, whilst maintaining the safety of all concerned.

**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 to team members and the wider multi-disciplinary team
5. Ensure the “off-duty” rota is covered in conjunction with the 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

**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.

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.

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 which are 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 Privacy and Dignity 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 staff 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 Trust’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** |
| **Qualifications and training** | Registered Nurse  Evidence of Continued Professional Development | Degree level or working towards  Mentorship Qualification  Teaching qualification |  |
| **Skills and abilities** | Ability to maintain and monitor high standards of care  Effective organisational skills  The ability to work in a changing, demanding and stressful situation  Ability to work in a team  IT systems skills  Effective interpersonal skills.  Commitment to high standards of service.  An ability to manage potentially challenging behaviour.  Ability to communicate effectively both verbally and in writing with the ability to demonstrate fluency, clarity and effectiveness at all levels.  Ability to prioritise workload.  Ability to make judgements involving complicated situations, patient assessments and discharge. | Ability to demonstrate experience of planning and leading a change process in a clinical setting.  Ability to direct and co-ordinate programmes of care working autonomously and  collaboratively  Experience of working within a community setting.  Ability to use electronic clinical recording system |  |
| **Exp/Knowledge** | Knowledge of substance misuse.  Understanding of the roles, values, procedures and standards of working in a community environment  Evidence of experience in embracing and implementing change to provide high quality  health outcome  Understanding of resource management, Risk and Safety, Quality and Governance issues.  Understanding of resource management, risk assessments, health and safety and quality and governance issues and recognised national best practice (including the ‘Orange Book’, and Nice Guidelines)  Demonstrates ability to use audit and improve quality. |  |  |
| **Personal effectiveness** | Highly organised, with excellent project planning, execution and time management skills.  Good presentation of self, enthusiastic, innovative and flexible  Self motivated, positive and committed  Good analytical skills.  Ability to work under pressure.  Effective Team Player  A flexible approach to work.  Motivated and willing to undertake further training and development. |  |  |
| **Circumstances** | Commitment to support Delphi’s values and noble cause.  Flexibility of working times and working environment. | Ability to access transport to attend sites over a wide geographical area | Full driving licence and access to a car |
| **Diversity** | Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability and sexual orientation. |  |  |