JOB DESCRIPTION

JOB TITLE: Band 6 Drug Misuse and Homelessness Nurse p/t 16 hrs

RESPONSIBLE TO: Melanie Hollingworth

LOCATION(S): Primarily based at Bristol Homeless Health Service, Compass Centre, 1 Jamaica Street, Bristol, BS2 8JP. Tel: 0117 9892450 occasionally will be expected to work / attend meetings at additional sites.

Job Context

BrisDoc currently operates the following services: (1) An Out of Hours GP service within Bristol, North Somerset and South Gloucestershire; (2) Daytime GP Practices (Broadmead Medical Centre (which also has a walk-in service), Northville Family Practice, and the Bristol Homeless Health Service; (3) Acute GP Team in Southmead Hospital and the Bristol Royal Infirmary.

BrisDoc's Homeless Health Service (HHS) provides primary care to homeless people with in central Bristol. This role is within the Supervised Methadone and Resettlement Team (SMART) department of the HHS.

Job Summary

The post holder will act as a senior clinician within the SMART department of the HHS. The role specifically entails providing specialist primary care based opiate substitution treatment, counselling and support to homeless clients, with a history of entrenched rough sleeping. To ensure the delivery of high quality care and services to this client group. To ensure that this is delivered in accordance with key local and national policies.

At all times the post holder must act in a manner consistent with the code of conduct and appearance representing BrisDoc and the NHS.

Main duties and responsibilities:

Clinical Role

• To act as care co-ordinator to the services clients. This includes the assessment of treatment and care needs, and the planning, implementation and evaluation of care, through appropriate liaison with other members of the team and other agencies involved in the care of individual clients.
• To provide structured care planned counselling to SMARTs clients.
• To work within a philosophy of harm reduction utilising a hierarchy of drug treatment related goals moving from an improvement in the health and social needs of the client towards abstinence.
• To assertively engage clients in treatment by working in a flexible manner as to where and when they are seen. This may include working from a variety of statutory and non-statutory settings. To actively seek to retain clients in treatment.
• Develop and maintain effective liaison with other agencies working with clients who have drug and/or homelessness problems (and/or both drug/alcohol and mental health problems), including CMHTs, in-patient Mental Health and General Hospital Services, Non-statutory Services, Social Work Teams, GPs, Midwives, and other Primary Health Care Team staff.
• Frequently manages extremely distressing situations involving demonstrating skills in interacting therapeutically with distressed and disturbed individuals.
• Able to provide a variety of interventions involved in the care of clients with a dual diagnosis and/or poly drug use including alcohol misuse. Referring on to other agencies where appropriate.
• Offer effective interventions for clients with a forensic history – including the ability to liaise with the criminal justice system.
• Offer harm reduction advice and support to clients with blood borne viruses.
• Recognise a range of physical health problems associated with both drug use and homelessness. Offer advice and support to clients with regard to this and liaise with and refer on to other agencies where appropriate.
• Ability to work with clients with a history of abuse.
• Uses data collecting systems where appropriate, ensuring that audit of clinical effectiveness is undertaken regularly.
• Provide excellent decision-making skills.
• Supports patients/carers, team members and other service networks in constantly changing situations and environments.

**Professional Role**

• Autonomous practitioner. Immediate decision-making required of a lone worker, being responsible and accountable for own actions.
• Provide specialist assessment, and advice as requested regarding the management of referred clients.
• Maintain accurate and up to date records of casework with individual clients, ensuring that your practice & record-keeping complies with all relevant standards and Good Practice Guidelines.
• Participate in your own supervision. Work with the line manager to set and review your objectives, and to identify and meet your training and professional development needs through supervision and appraisal.
• Maintain your registration with NMC. Utilise working time which will be allocated through agreement with line manager and clinical supervisor to ensure professional development and to pursue research interests as appropriate/agreed.
• To operate within BrisDoc’s confidentiality policy as well as the NMC ‘Code of Professional Conduct’.
• To participate in planning, continuing development, and provision of both the Homeless Health Service and SMART service, including involvement in the setting and monitoring of standards of care through audit processes, and involvement in the provision and audit of training for student nurses.
• To participate in the monitoring and evaluation of the Service, collecting and recording high quality and timely activity data, using electronic and paper systems as required.
• To participate in the production of produce annual reports as required.
• Exercises a wide spectrum of excellent communication skills across organisational boundaries. Communicates effectively with patients/carers, primary health and secondary care staff, social care services and statutory and voluntary sectors.
• Demonstrates highly developed skills in listening, questioning, negotiating, advocacy, empathy, diplomacy, motivation and recognises potentially difficult situations.
- Contribute to the provision of training for student nurses.
- Perform specialist skills and demonstrating highly developed expertise and knowledge by continued development and taking responsibility for own professional updating.
- To participate in clinical audit as required. Critically evaluate research and integrate into clinical practice.
- Performs a Public Health role within a harm reduction framework.
- Records and reports all clinical and non-clinical accidents and incidents according to Homeless Health Service policy, taking appropriate action.
- Ensures that correct procedures are followed to maintain essential and adequate supplies and resources, reporting shortfalls to line manager.

### General Duties

- **The Post Holder may be required to work additional hours to cover holidays and sickness.**
- Maintaining regular consistent attendance, punctuality, personal appearance and adherence to relevant health and safety procedures.
- To attend all statutory and mandatory training courses and any courses specific to this role.
- To be available for staff meetings and meetings with management.
- To have a good understanding and follow company policies and procedures.
- Establish and maintain effective working relationships with co-workers and the general public.
- Attend performance and development reviews with your line manager.

### Flexibility

This role profile is intended to provide a broad outline of the main responsibilities only. The postholder will need to be flexible in developing the role and in initial and ongoing discussions with the designated manager.

### Confidentiality:

Under the Data Protection Act 1998, the postholder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

- In the course of seeking treatment, patients entrust us with, or allow us to gather sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with BrisDoc’s policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people’s rights, interpreting them in a
way that is consistent with BrisDoc’s procedures and policies, and current legislation

- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental
  and respects their circumstances, feelings priorities and rights

Health & Safety
Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for patients, visitors and staff, including infection prevention and control.

Infection Prevention and Control

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Completing mandatory infection prevention training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with BrisDoc’s Infection Prevention and Control policy and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

Safeguarding

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within BrisDoc has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm. BrisDoc ensures that local Child Protection and Safeguarding Adult policies and procedures are adhered to by all members of staff.

Smoking
Smoking will not be tolerated inside any BrisDoc building and vehicle.

Environment
The postholder needs to be aware of BrisDoc’s impact on the environment and be vigilant and pro-active in ensuring they adhere to the management strategy i.e. recycling, waste management, use of vehicles etc.

Rehabilitation of Offenders Act
This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.
## PERSON SPECIFICATION

### QUALIFICATIONS AND EXPERIENCE

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<thead>
<tr>
<th>Criteria</th>
<th>Requirement</th>
<th>Measurement/Testing Method</th>
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</thead>
<tbody>
<tr>
<td>Registered Nurse RMN/RGN</td>
<td>Essential</td>
<td>Evidence of NMC registration</td>
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<tr>
<td>Post qualifying experience of working with substance misusers and/or homelessness</td>
<td>Essential</td>
<td>Application/interview</td>
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<tr>
<td>Experience of working with clients with a forensic history</td>
<td>Desirable</td>
<td>Application/Interview</td>
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<td>Experience of post qualifying case load management</td>
<td>Essential</td>
<td>Application/interview</td>
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<tr>
<td>Evidence of post qualifying study in the area of substance misuse treatment</td>
<td>Desirable</td>
<td>Application/interview</td>
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<tr>
<td>Experience of managing staff within clinical setting. Ability to delegate to team members</td>
<td>Desirable</td>
<td>Application/Interview</td>
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<td>Full current driving license</td>
<td>Desirable</td>
<td>Application</td>
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### SKILLS AND ATTRIBUTES

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<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>Ability to deliver structured care planned counselling to this client group</td>
<td>Essential</td>
<td>Application/Interview</td>
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<tr>
<td>Ability to offer advice and support around the physical health issues arising from substance misuse.</td>
<td>Essential</td>
<td>Application/Interview</td>
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<td>Ability to work in nontraditional/community settings</td>
<td>Essential</td>
<td>Application/interview</td>
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<td>Ability to take an assertive approach to engaging clients in treatment</td>
<td>Essential</td>
<td>Application/interview</td>
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<td>Knowledge of the issues surrounding homelessness</td>
<td>Desirable</td>
<td>Application/Interview</td>
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<tr>
<td>Knowledge of a range of physical, psychological and social interventions appropriate to this client group.</td>
<td>Desirable</td>
<td>Application/Interview</td>
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<tr>
<td>Ability to work with clients with a mental health issues and those with histories or childhood abuse</td>
<td>Essential</td>
<td>Application/Interview</td>
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### PERSONAL QUALITIES / BEHAVIOURAL ATTRIBUTES

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<tr>
<th>Criteria</th>
<th>Requirements</th>
<th>Measurement/Testing Method</th>
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<tbody>
<tr>
<td>Motivated by the provision of high quality staff and patient care</td>
<td>Essential</td>
<td>Application and Interview</td>
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<tr>
<td>Organised, systematic and flexible - Good time management being able to prioritise work and work under pressure</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Tactful and diplomatic</td>
<td>Essential</td>
<td>Application and Interview</td>
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<tr>
<td>Criteria</td>
<td>Requirements</td>
<td>Measurement/Test Method</td>
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<td>Positive attitude towards innovations and change - Adaptable and able to respond to a changing situation</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Good team player who is able to support, value and respect the contribution of all members</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Self motivated and able to work autonomously</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Willingness to learn new skills and to problem solve</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Able to manage sensitive and emotive situations.</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Able to remain impartial and non-judgmental during times of conflict.</td>
<td>Essential</td>
<td>Application and Interview</td>
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<td>Honest, caring and sympathetic</td>
<td>Essential</td>
<td>Application and Interview</td>
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**OTHER REQUIREMENTS**

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<tr>
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<tr>
<td>Ability to work the occasional evening to attend staff training sessions</td>
<td>Essential</td>
<td>Interview</td>
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<tr>
<td>Ability to travel to other BrisDoc sites for meetings</td>
<td>Desirable</td>
<td>Interview</td>
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Last Updated: March 2017

**Declaration (to be completed by post holder):**

By signing this declaration, you are acknowledging receipt of your job description and accepting the roles and responsibilities that this position entails.

**Acceptance**

**Signed (job holder)**

Please print name

Date

Please return signed version to the HR Department, Unit 21 Osprey Court