



JOB DESCRIPTION

1. General information

JOB TITLE: Substance Misuse Lead

GRADE: Band 7

DIRECTORATE: Offender Healthcare

HOURS OF WORK: 37.5

RESPONSIBLE TO: Head of Healthcare
(line manager)

ACCOUNTABLE TO: Director of Offender Healthcare

BASE: HMP Portland

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."

A handwritten signature in black ink, appearing to read 'Ify'.

Ify Okocha
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

2. Overview of the Post

An expert practitioner, the post holder is a source of expert advice to clinicians, allied health care professionals, offenders and their carer's, provide specialist nurse interventions to offenders.

You will assess patients with substance misuse needs, and provide specialist advice and guidance relating to their management, care and onward pathways within the prison and in prepare for release back into community

Responsible for the leadership of a nurse-led substance misuse service and develop a specialist practice-based clinical model of care. The post holder will lead the provision of care to patients with complex substance misuse problems and in partnership with other disciplines for patients with Dual Diagnosis from the point of entry into the prison system to re-entry into the community

Key Task and Responsibilities

- Deliver quality services based on evidence based practice
- The post holder will have an ability to reach complex and critical judgements and have decision making skills to satisfy the expectations and demands of the role.
- The post holder will deliver and direct others to provide a range of evidence based clinical interventions for offenders.
- The post holder will be required to take an active role in training and development both within their team and the establishments in general
- The post holder will work closely with the Quality and Standards team to develop audit and evaluation tools and improve the quality and clinical effectiveness of their service

Management responsibilities

- To support the development and delivery of an effective clinical interventions model and be responsible for a small but complex clinical caseload.
- To ensure the service achieves the health and justice performance expectations for substance misuse services.
- As delegated, be responsible for the management & co-ordination of the substance misuse team on a day-to-day basis.
- Ensure clinical interventions are delivered in an effective, efficient & timely way, in line with service needs.
- Work with senior colleagues to develop strategies designed to promote and improve health of substance misuse patients, working proactively and

collaborating with other professionals, organisations and agencies as required.

- Work collaboratively with Primary care and Mental health team leaders in daily team management arrangements to maximise resources and targeted need, including the deployment and supervision of staff.
- Support the development of robust systems for the collection, triage & allocation of referrals as appropriate, including monitoring and auditing the quality and effectiveness of service delivery.
- Work with the team to develop effective systems and interfaces with community health services ensuring continuity of care on release or discharge.
- Monitor staff compliance with all prison and trust clinical policies and procedures as appropriate. Responsible for the management of all matters relating to discipline, complaints and serious & untoward incidents and investigations as required.
- Ensure appropriately skilled & qualified staff comply with the administration and management of medications according to their responsibilities in accordance with all relevant policies, guidance and procedures.
- Support the selection, recruitment and retention of appropriately skilled staff for the service.
- Liaise with others to share expertise, promote ideas and to ensure the service is working collaboratively with key stakeholders, agencies and organisations as required.

Leadership

- To maintain a supervision structure for staff and monitor its effectiveness
- To identify staff training and development needs and facilitate access to relevant courses or projects
- To identify and contribute to the training of health staff regarding the development of quality offender health services
- To promote and facilitate student nurse placements in offender health services

Clinical

- The post holder will exercise a high degree of personal and professional autonomy, make complex and critical judgments and have decision making skills to satisfy the expectations of the role.
- To strategically develop, deliver, clinically audit and evaluate the substance misuse services for the prison. This will include development and implementation of appropriate referral/care pathway for patients identified as having a dual diagnosis.

- To demonstrate and provide robust expert clinical leadership to junior staff with a sound understanding of evidence based nursing practice to provide a pro-active approach to ensure quality and outcome driven practice on a day-to-day basis.
- To support the development of monitoring systems, to promote the development of evidence-based practice in the specialist field and to promote research as appropriate.
- To participate and lead as directed in the managerial and professional clinical supervision programme, to ensure all junior staff receive appropriate supervision, training and annual appraisal, and to ensure that it becomes an integral part of team practice.
- To ensure the implementation of effective and appropriate patient centred care plans and consistent delivery throughout the prison.
- To promote engagement with the Mayor's Office for Policing and Crime (MOPAC) dual diagnosis programme with service users.
- The post holder will work collaboratively with the Operational Manager, Clinical Leads, GPs and other clinicians to meet and review service needs as required. To actively promote offender healthcare through the provision of information, formal presentations, general networking and liaison with prison, statutory and other non-statutory agencies

Research

- To apply specialist skills and knowledge in order to establish professional competence
- To demonstrate ongoing personal development through participation in internal and external development opportunities and recording learning outcomes.
- To ensure own supervision requirements are met through regular supervision with their line manager
- To identify individual training needs with their line manager
- To attend relevant mandatory and professional development meetings to ensure own knowledge and skills are updated and shared with colleagues

The following statements are mandatory for all job descriptions:

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

Note:

Please attach an organisational chart alongside, a person specification, and Job Description.



PERSON SPECIFICATION

JOB TITLE:

DEPARTMENT:

GRADE:

Education/Qualifications	How measured
<ul style="list-style-type: none"> Professional Qualification. (Registered Nurse) RCGP Part 2 Certificate or equivalent Post Graduate Qualification to Degree level or equivalent specialist skills in the area of substance misuse interventions. Dual Diagnosis experience qualification or willingness to working towards this qualification 	Application form & interview
Experience	
<ul style="list-style-type: none"> Previous experience at a Senior Nurse / Band 6 level within offender care (desirable) Experience of working within prison settings Experience of managing staff Working knowledge of current issues/agendas facing prison healthcare Experience of multi-professional collaboration including working in partnership with other statutory and voluntary organisations. 	Application form & interview

Skills/Abilities/Knowledge	
<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing, complex and contentious presenting ideas with clarity in a persuasive and influential style, for a variety of audiences. • Ability to manage change and develop innovative ways of working. • Ability to work effectively and autonomously • Ability to lead and empower people to make decisions and to plan ahead. • Knowledge of current Health and Justice Indicators of Performance • Good analytical and judgement skills • Excellent interpersonal skills 	Application form & interview
<p>Effort and Environment</p> <ul style="list-style-type: none"> • Strong leadership and management capacity obtained within a complex setting • Ability to use initiative and creativity in problem solving • Ability to resolve conflict and build teams <p>Mental effort</p> <ul style="list-style-type: none"> • Frequent concentration; work pattern predictable. Concentration on patient assessments, injections, schedule of visits, reports, meetings, data analysis <p>Emotional Effort</p> <ul style="list-style-type: none"> • Frequent distressing or emotional 	Application form & interview

<p>circumstances; Occasional highly distressing or emotional circumstances. Challenging behaviour from patients/clients/ Imparts news of terminal illness, bereavement</p> <ul style="list-style-type: none"> • Healthcare staff may be required to navigate a large number of stairs and cover long distances in a single shift. In medical emergencies, equipment must be carried to the site of the emergency 'back pack' • Floor space in the cells is very limited and may require a good degree of agility if attending an emergency situation. Some cells have static furniture making the process even more difficult. Staff must be able to get up and down from the floor unassisted to provide CPR / other medical interventions if required. 	
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NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name