



# Job Specification for Nurse

## **JOB PURPOSE:**

1. To support and deliver safe, effective and person-centred healthcare provision to individuals in Turning Point Scotland's Drug and Alcohol Service(s).
2. To undertake comprehensive clinical assessments, identifying and completing appropriate nursing interventions, monitoring and reviewing effectiveness of interventions, and ensure ongoing review of care plans.
3. To prioritise the needs of service users when assessing and reviewing their mental, physical, cognitive, behavioural, social, and spiritual needs.
4. To work in partnership with individuals and stakeholders involved in their care to develop person-centred care plans that take into account their circumstances, characteristics and preferences.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **SERVICE DELIVERY**

1. Ensure a Citizenship approach to delivering services. Citizenship is defined by a persons connection to the 5 R's: Rights, Responsibilities, Roles, Relationships, resources and their sense of belonging.
2. Planning the delivery of most effective nursing interventions based on comprehensive assessment of need.
3. To fully involve service users in their care planning ensuring they are given informed choices in regard to nursing care and treatment.
4. To work in partnership with medical staff/prescriber to offer a range of evidence-based pharmacological treatments to support stabilisation or detoxification.
5. To provide a range of nursing interventions on an individual and/or group work basis including psychological/psychosocial interventions.
6. To undertake initial and ongoing assessments of service users at various stages in their engagement with the service, utilising a range of assessment tools and methods to evaluate the severity of dependency and complexity of needs, including history taking, observation, investigations, and use a range of screening tools.
7. To assist service users to recognise and exercise their rights and provide an appropriate level of professional support to service users to assist them to make informed choices.
8. To undertake key working duties and responsibilities in accordance with Turning Point Scotland's Key Working Policy and to alert line managers to any non-compliance by others noted during work activities.
9. To administer and dispense prescribed medication to service users in accordance with the instructions on the prescription.
10. To act in accordance with the relevant legislation, the Nursing and Midwifery Council code of conduct, and acknowledged good practice and be involved in the clinical governance within the service.
11. To assist the Service Manager by networking effectively with workers from other agencies who are involved with service users, purchaser's monitoring requirements, and Turning Point Scotland's needs.
12. To assist the Service Manager and Senior Nurse to prepare for Care Inspectorate inspections and other audit activities, and with the implementation of any recommendations or requirements.

13. To be personally familiar with and ensure own compliance with Turning Point Scotland's operational policies and procedures, including medication and to alert line managers to any non-compliance by others noted during work activities.
14. To ensure effective provision of nursing across Turning Point Scotland you will be deployed to other drug and alcohol services as required.

## **RESOURCES MANAGEMENT**

1. To be personally familiar with and ensure own compliance with Turning Point Scotland's Finance policies and procedures and to alert line managers to any non-compliance by others noted during work activities.
2. To be personally familiar with and ensure own compliance with Turning Point Scotland's Property and Equipment policies and procedures and to alert line managers to any non-compliance by others noted during work activities.
3. To keep accurate comprehensive records in line with professional standards and Turning Point Scotland policies and procedures standards.
4. To share information gathered during the course of work appropriately with other professionals within and outwith Turning Point Scotland in compliance with the Data Protection Act and regulatory authorities' and other legal requirements

## **PROFESSIONAL PRACTICE**

1. To act in accordance with the Nursing & Midwifery Council Code of Practice for Nurses to ensure the highest standard of professional conduct is maintained.
2. To participate purposefully in and take advantage of the opportunities for discussion afforded by Turning Point Scotland's staff supervision and annual appraisal scheme.
3. To be responsible for your own good practice and for the promotion of good practice among colleagues.
4. To oversee the work of less senior workers within the service.
5. To analyse information and data collected within the service and to compile reports particularly with regards to the service's and service users' health care needs.
6. To work to maintain effective working relationships with colleagues and create an atmosphere for service users which is free from conflict.
7. To report concerns about practice or conduct issues to the Service Manager (or nominated deputy).
8. To attend all mandatory training in order to demonstrate fitness and continued fitness to practice safely.
9. To attend training which has been identified by the Service Manager (or nominated deputy) as being necessary to provide you with the necessary skills to undertake the duties and responsibilities for your post.
10. To take any action necessary to become eligible for registration with the Nursing & Midwifery Council and to maintain registration and revalidate.
11. To be responsible for your own continuous professional development and identify any perceived 'gaps' in knowledge which require to be addresses through training, or other means to Service Manager (or nominated deputy).
12. To provide on-the-job induction of new starts within the service, and demonstrate good practice at all times in this regards, with particular regard to the service's and service users' health care needs.
13. To ensure that you can demonstrate your suitability to work with vulnerable adults or children by completing an application to join the PVG scheme.
14. To be personally familiar with and ensure own with Turning Point Scotland's Human Resources and Training policies and procedures.

## **HEALTH & SAFETY**

1. To support the Service Manager in the management of risk, and, to comply with instructions given in relation to risk within the service especially with regards to those service users who can occasionally be violent or aggressive towards their support team.
2. To alert the Service Manager and line managers to any actual or potential hazards to health and safety noted during the course of work activities.
3. To take action to implement regular risk assessments and monitoring activities to ensure a hygienic, healthy and safe working environment.
4. To take action to implement regular risk assessments and monitoring activities to ensure a hygienic, healthy and safe environment for service users, and where appropriate their families and other visitors and members of the public.
5. To be personally familiar with and ensure own compliance with Turning Point Scotland's Health & Safety policies and procedures.

## **COMMUNICATIONS**

1. To promote Turning Point Scotland's aims and values at all times at the point of service delivery, in communications with colleagues and interfaces with other agencies.
2. To support the Service Manager by effectively communicating with stakeholders, on behalf of the service.
3. To safeguard Turning Point Scotland's interests and work to maintain and enhance Turning Point Scotland's interests and work to maintain and enhance Turning Point Scotland's reputation as a professional social care provider.

## **KNOWLEDGE/TRAINING AND EXPERIENCE REQUIREMENTS**

### **Essential**

- Current first level NMC registration
- Newly qualified practitioners to complete Flying start programme
- Able to demonstrate excellent assessment skills and have knowledge of a range of assessment tools that may be used to inform person centred care planning.

### **Desirable**

- Experience of working in drug and alcohol services