



# Job Specification for Senior Nurse

## Job Purpose

1. The Senior Nurse will work closely with the Service Manager, Lead Nurse, Medical Officer, and Clinical and Care Governance Lead to ensure the delivery of the Glasgow Drug and Alcohol Crisis Service is of a consistently high quality and to assist individuals towards realising their full potential.
2. The Senior Nurse will provide a clinical service and leadership to nursing staff, ensuring the delivery of safe, effective, and person-centred healthcare through regular supervision and audit of clinical standards.
3. The Senior Nurse will actively participate in managing referrals, provide integrated assessment to identify needs, deliver and/or arrange care of a range of nursing interventions, monitoring and reviewing effectiveness of interventions and ensuring ongoing Care Planning.
4. The Senior Nurse will be committed to their own, and support others with, personal development and have evidence of continuous professional development, updating skills and knowledge, and working towards more advanced nursing practice.

## KEY ACCOUNTABILITIES/TASKS

### 1. Service Delivery

- Ensure a Citizenship approach to delivering services. Citizenship is defined by a person's connection to the 5 R's: Rights, Responsibilities, Roles, Relationships, resources and their sense of belonging.
- 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.
- To work in partnership with medical staff/prescriber to offer a range of evidence-based pharmacological treatments to support stabilisation or detoxification.
- To administer and dispense prescribed medication to service users in accordance with the instructions on the prescription.

- 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.
- 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.
- Assist individuals to work towards their goals and improve their health and wellbeing by maintaining and developing their skills, abilities and confidence in all aspects of their lives.
- Contribute to the development of the service, maintaining high standards which adhere to organisational policy, aims and objectives.
- Ensure that the dignity and privacy of individuals is respected and maintained at all times.
- Assist individuals to exercise their rights and to make informed choices.
- To ensure compliance with Turning Point Scotland's operational policies and procedures.
- To ensure effective provision of nursing across Turning Point Scotland you will be deployed to other drug and alcohol services as required.

## **2. Quality Assurance**

- Achieve agreed standards of service delivery in compliance with relevant legislation and National Care Standards.
- Participate in implementing and using quality assurance systems, appropriate to the needs of the service, in partnership with stakeholders.
- To assist the Service Manager to prepare for Care Inspectorate inspections and other audit activities, and with the implementation of any recommendations or requirements.

## **3. Staff Management**

- To recruit, train and develop a high calibre of staff by implementing and observing Turning Point Scotland's policy and procedures for staff management and equality of opportunity.
- To coordinate nursing team activities to achieve maximum efficiency.
- To plan and prioritise clinical tasks to respond effectively to service user needs, liaising with all appropriate staff members.
- To monitor, supervise and review nursing staff performance.

## **4. Administration and Financial Management**

- Contribute to and maintain individual and organisational records.
- Record information in line with the organisation's Confidentiality Policy and the Data Protection Act.
- Operate the organisation's financial procedures in line with guidelines and budgetary limits.

## **5. Health & Safety and Property Management**

- Ensure a healthy and safe environment, and the best use of property and equipment, by implementing and adhering to policies and procedures.
- Have a shared responsibility for ensuring that standards of health, safety and hygiene are maintained within the service.
- Use risk assessment practices to avoid or minimise risk in all areas of your work and support.
- Ensure the implementation of lone working guidelines and practice.

## **6. Learning and Development**

- Participate in internal and external learning opportunities, as directed.
- Actively participate in and be committed to the supervision and appraisal processes, in line with organisational policy.

## **7. Communications**

- Promote the aims of the Service and Turning Point Scotland.
- Represent Turning Point Scotland effectively at local level, liaising with individuals, stakeholders and communities.

## **8. Knowledge Training and/or experience Requirements**

### **Essential**

- Current first level NMC registration
- Educated to degree level
- Evidence of continuing professional development
- Ability to react clinically and professionally in a changing and challenging environment
- Minimum 2 years experience of working in drug and alcohol services

### **Desirable**

- Non-medical prescribing
- Advanced clinical assessment skills