1. **Job Purpose**

1.1. The post holder will support the on-site delivery of an acute hospital substance misuse liaison service that will provide alcohol assessment, advice, management and pathway provision in primary collaboration with the acute hospital, other partner providers.

1.2. The post holder will support the development of an integrated working approach to the implementation of clinical services that enhance a recovery focused model for alcohol use problems within the acute hospital. The post will form a crucial part in developing clear pathways across the treatment system that enhance service user recovery and reintegration. This will involve collaboration with a wide range of service providers and organisations to maximise service user choice along their recovery journey.

1.3. The post holder will work closely with the team leader in the development of effective systems and processes for the collection of performance outputs and outcomes in relation to clinical interventions provided within the service. This will be achieved by forming effective partnership links with identified partners and community organisations to enhance service user recovery journey based on assessed need.

1.4. To deliver a clinical assessment, management and referral service to patients presenting to the A&E department, or inpatient departments of the acute hospital who have substance misuse problems.

1.5. To support the acute hospital in the balance of clinically prioritising the response to patients whilst also supporting the requirements around admission avoidance, reduced length of stay and comprehensive managements of frequent flyers in 39.

1.6. To provide specialist education and training to all staff within the acute hospital pertaining to the screening, assessment and clinical management of alcohol misuse as appropriate.

1.7. To support the clinical audit and clinical research programme for the team in relevant substance misuse related issues as appropriate and through registration with the research and development (RnD) department of both the mental health and acute health trusts.

1.8. To take responsibility in the need for the liaison service to meet performance and contractual obligations for the commissioners and to flag up to line manager when this is not happening and possible reasons and solutions to address this.
2. **Organisation Chart**

```
Clinical Lead Recovery

Senior Drug & Alcohol liaison nurse

Drug & Alcohol liaison nurse
```

3. **Key Communication and Working Relationships**
3.1. **Internal:**

3.1.1. Service Director
3.1.2. Clinical Director
3.1.3. Physical health lead
3.1.4. Hub alcohol lead
3.1.5. Hub clinicians
3.1.6. Hub NMPs
3.1.7. Senior Managers
3.1.8. CMHTs
3.1.9. Psychology
3.1.10. Training and development

3.2. **External:**

3.2.1. Service users and carers
3.2.2. Hospital wards and outpatient departments
3.2.3. A&E, MAU and CDU
3.2.4. Ward managers
3.2.5. Modern matrons
3.2.6. Ward medical staff
3.2.7. Consultants staff
3.2.8. Pharmacists
3.2.9. Providers from the independent and voluntary sectors
3.2.10. Training, Employment & housing Providers
3.2.11. Primary care services
3.2.12. External regulatory bodies

4. **Principal duties and responsibilities**

4.1. Responsible for the assessment of patients admitted with alcohol related issues
4.2. Responsible for liaising with the treatment team to develop a management plan for alcohol and related aspects of patient care
4.3. Responsible for providing specialist advice to medical staff around the medical management of substance misuse problems
4.4. Provide advice and guidance regarding medication with regards to alcohol and drug maintenance and withdrawal management as specified in clinical guidelines (e.g. West Mercia Clinical Guidelines)
4.5. Accountable for accepting, prioritising and processing referrals from relevant wards and departments
4.6. Be responsible for providing specialist treatment advice to all relevant members of the multidisciplinary team
4.7. Accountable for formulating in-patient treatment plans, risk assessment, management and appropriate aftercare and/or onward referral
4.8. Required to offer individual opportunistic brief interventions to referred patients regarding their use of alcohol whilst they are in hospital, or working in partnership with the tier 2 alcohol workers/drug to ensure that such interventions are being provided to patients of the acute trust
4.9. Be responsible for ensuring that the principles of clinical governance guides all aspects of the post holders work
4.10. Be responsible for ensuring that the clients care plan meets the diverse needs of all groups of service users giving particular attention to the needs of women, differing cultures and BME groups
4.11. Responsible for providing adequate support and family interventions where needed and agreed in the care plan
4.12. Take responsibility for offering advice and support to other professionals within the relevant hospital departments and disseminate information as required
4.13. Accountable for ensuring accurate records are kept of all patient contact and interventions made
4.14. To assist in the review, development and audit of research based policies and procedures relating to alcohol misuse
4.15. Be responsible for contributing to clinical audit both post-specific and as part of the wider clinical governance agenda
4.16. Be responsible for the collation of data for clinical audit and service evaluation purposes
4.17. Responsible for developing and maintaining a local database system to evaluate the service
4.18. Take an active role in the evaluation of the service as required and appropriate
4.19. Be responsible for providing clinical supervision to other junior staff in the trust as and where appropriate
4.20. Work as an integral part of the hospital and citywide liaison model, covering other colleagues and hospitals where service gaps may arise
4.21. To facilitate or provide cover for clinics
4.22. The post holder must understand local and national drivers to engage and maintain alcohol users in effective treatment and that this will require working with alcohol and users and liaising with community based alcohol services on a regular basis

5. Service Quality & Relationship

5.1. Support the team leader in developing a framework of systems and processes to deliver effective clinical governance across the service by creating a culture in which good clinical care will flourish, ensuring all employees embrace clinical governance through effective supervision and time for reflective practice
5.2. Respect service user opinions and preferences via a choice philosophy
5.3. Ensure that the recovery based services elevate service user hopes and possibilities and build on strengths
5.4. Work to a philosophy that moves service users from professionally directed treatment plans to service user directed recovery plans
5.5. To assist in the Research, Development and evaluation of the service
5.6. To maintain adequate and accurate records in line with Trust Policies and collate other statistical performance and client related information, which may be required by the service director and partner/commissioning agencies
5.7. Support the Clinical Governance Teams with the implementation of safe and sufficient risk management strategies aimed at improving the safety and quality of care
5.8. Support the team leader to ensure that appropriate systems are in place to report and monitor untoward incidents and complaints and that there is a systematic approach enabling lessons to be learned, including individual and team de-briefing
5.9. Participate in the development of the service and setting of quality standards, including auditing, monitoring and reviewing in line with current clinical guidance practice and policy

6. Liaison and Training

7.1 Be responsible for representing and promoting the liaison service at in-patient and other related clinical sites
7.2 To attend the appropriate network meetings such as case conferences, core group meetings and liaison forums, within hospital sites and intra and inter-agency as required and appropriate
7.3 Responsible for providing specialist training and education in all relevant areas of substance misuse to medical, nursing and other related staff in a number of appropriate venues
7.4 Support the delivery of the strategic plan for training in relation to alcohol misuse related problems to all allied health care professionals
7.5 Maintain a multi disciplinary and coordinated approach to raising alcohol misuse related problems to the MDT agenda
7.6 Provide, direct and coordinate educational sessions in both clinical areas and appropriate training environments to all members of the multi disciplinary team, delivering training which is targeted, demand led and reflects the needs of patients, staff and the organisation, and in conjunction with the tier 2 alcohol workers
7.7 Responsible for facilitating clinical education and training sessions as required of the team
7.8 Provide or arrange direct clinical teaching or facilitation of hub based therapeutic sessions as operationally and clinically required
7.9 Be responsible for providing support and specialist education for student nurses while on placement in clinical areas developing competency in clinical practice and recording in documentation as required
7.10 Be responsible for the ongoing development and maintenance of alcohol, and drug resource and information folders (whether paper of electronic) within the clinical areas. This enables staff to access information outside the services working hours which, ensures an equitable service
7.11 Maintain and develop assessment packages and negotiate with clinical leads the implementation of an alcohol use assessment tool into the collaborative assessment documents. This aims to improve trust wide documentation
7.12 Actively support clinical audit around substance misuse treatment in accordance with trust protocols. Be responsible for the liaison with colleagues to assure that the audit design is appropriate to the topic and applicable. This will include:
- identifying areas for audit
- developing audit tools
- collecting audit data
- analysing data
- initiating changes to practice as appropriate
- ensuring new practice guidelines are disseminated to the multi disciplinary team

7.13 Take responsibility for inputting into the service database for all patients seen. In order to provide annual reports on the services activity, audit service provision and highlight areas for service development

7.14 Support the team leader in identifying training for staff to promote an integrated approach to the delivery of evidence based interventions to promote recovery

7. Links to Recovery Communities

7.1. Ensure active liaison with local mutual aid societies
7.2. Support the development of groups focused on low intensity psychosocial interventions and linkage of service users to the resources of local recovery communities
7.3. Support the team in hosting onsite peer support groups
7.4. To promote involvement of staff, staff and service user family/friends in local recovery celebration events

8. Professional & Clinical

8.1. Participate in the Trust appraisal process that identifies individual development and training needs
8.2. Establish therapeutic relationships with service users and the implementation of evidence based therapeutic interventions with appropriate boundaries to facilitate and enhance service user recovery
8.3. Ensure that appropriate safeguards and practices are adopted when working autonomously with service users
8.4. Constantly seek to update own professional knowledge and actively participate in the Trust appraisal scheme and in conjunction with the Service Improvement Manager, identifies own personal development and training needs
8.5. To establish and maintain mutually effective and functional working relationships with team colleagues including the liaison psychiatrist as well as acute hospital and other provider staff
8.6. Maintain and develop clinical competency as required by the operational function of the team and as directed through team skill mix and agreed PDP

9. Operational

9.1. Provide cover for the team leader in their absence
9.2. Work within a network of NHS, local community amenities and voluntary sector services to develop recovery focused interventions and promote a menu of treatment options to enhance service user engagement and recovery
9.3. Support the team leader in the development and implementation of strategies for user/carer involvement and advocacy within the service
9.4. Act with honesty and integrity at all times, be a positive ambassador for the service and value and respect colleagues and service users whilst showing commitment to working as a team member
9.5. Promote a positive culture based upon diversity and change which encourages staff involvement and individual and team learning
9.6. Actively engage with colleagues to ensure the development of effective working relationships and joint working which supports innovation and sharing of good practice
9.7. Provide or arrange cover to nurse-led liaison clinics where appropriate
9.8. Facilitate team problem-solving/case discussions related to complex service user presentation
9.9. Lead on initiating and developing innovative projects where benefit to patients and service can be proven (e.g. card before you leave scheme) in conjunction with team leader

10. Education, Training and Research
10.1. Contribute to research governance within BSMHFT and in particular to develop support for the involvement of drug/alcohol staff in appropriate research

10.2. To be committed to continued professional and personal development

10.3. Develop and evaluate models of clinical supervision and reflection in order to support professional practice and improvements in patient care that is inclusive of physical health care

10.4. Provide formal/informal training to statutory and non-statutory services through programme training academy as appropriate

10.5. Provide training through programme training academy as appropriate

11. General

11.1. Expect to use own initiative and work independently seeking advice and guidance from line manager, using own judgment as required and respond to enquiries without the need to refer to line manager to achieve agreed goals and targets

11.2. To undertake other duties commensurate with this grade of post in agreement with your line manager

12. Confidentiality

12.1. All Trust employees have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical

12.2. All the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of the Trust as well as legislation and professional standards and guidelines

12.3. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998

13. Equal Opportunities

13.1. BSMHFT is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability. All employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination

14. Safeguarding

14.1. All members of staff have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include timely attendance at relevant training events and compliance with the safeguarding procedures

15. Records Management

15.1. Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration

16. Freedom of Information

16.1. Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures

17. Standards of Professional and Business Conduct

17.1. The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be
required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct

18. **Data Protection**
   18.1. Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information

19. **Security**
   19.1. Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation

20. **Mobility**
   20.1. This is a Trust wide appointment and travel around the Trust may be required

21. **Flexibility**
   21.1. BSMHFT/drug & alcohol services are currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust’s and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changed responsibilities, according to the needs of the directorate
   21.2. This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder; It is the practice of the Trust to regularly examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed or to incorporate whatever changes are being proposed; This procedure is jointly conducted by each manager and those working directly to him or her; You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable; The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you
   21.3. The post may require evening and weekend working.

22. **Environment**
   22.1. BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all our employees. An environment where innovation is encouraged, hard work rewarded and where our employees play an inclusive role in new developments
Drug and Alcohol Liaison Nurse

**Job Specification**

<table>
<thead>
<tr>
<th>EDUCATION, QUALIFICATIONS AND TRAINING</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered nurse (mental health or adult branch)</td>
<td>X</td>
<td></td>
<td>Application /interview/NMC registration check</td>
</tr>
<tr>
<td>Evidence of significant post registration education and development</td>
<td></td>
<td>X</td>
<td>Application/interview</td>
</tr>
</tbody>
</table>

**EXPERIENCE**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum of two years post registration experience in substance misuse</td>
<td>X</td>
<td>Application /interview</td>
</tr>
<tr>
<td>Experience of the clinical management of alcohol and/or opiate withdrawal</td>
<td>X</td>
<td>Application /interview</td>
</tr>
<tr>
<td>Experience of 1 years’ experience of working in a clinical liaison role</td>
<td>X</td>
<td>Application /interview</td>
</tr>
<tr>
<td>Clinical experience working in an acute medical setting</td>
<td>X</td>
<td>Application /interview</td>
</tr>
<tr>
<td>A working knowledge of/willingness to be trained in the use of brief psychosocial interventions such as motivational Enhancement therapies &amp; BTEI</td>
<td>X</td>
<td>Application /interview</td>
</tr>
<tr>
<td>A good knowledge of safeguarding and responsibilities in accordance with relevant legislation</td>
<td>X</td>
<td>Interview</td>
</tr>
<tr>
<td>Demonstrable experience of clinical and professional governance issues</td>
<td>X</td>
<td>Application /interview</td>
</tr>
<tr>
<td>Understanding of criminal justice and safeguarding agendas</td>
<td>X</td>
<td>Interview</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SKILLS, KNOWLEDGE, APTITUDES</strong></th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current knowledge of relevant local, professional and NHS policy initiatives</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Good knowledge of recovery based models within drug/alcohol use</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Understanding of the importance of involvement of a diverse group of service users and carers in service planning and monitoring</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Demonstrable knowledge of recovery planning &amp; clinical governance</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Able to demonstrate broad principles and specific attribution of risk assessment and risk management within the liaison clinical framework</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Able to outline the core principles underpinning clinical audit and service evaluation with demonstration of personal accomplishment in this area</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Good knowledge of drug/alcohol treatment systems that make up an integrated recovery model</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Evidence of the ability to challenge and change practice</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Computer literate, excellent oral and written communication skills</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Able to communicate with and engage front line clinical staff and clinical leaders</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Ability to work effectively and cooperatively with user and carer groups</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Understanding of equal opportunities policies, including dynamics of disability, sexism, racism</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Evidence of the ability to work across traditional boundaries and think ‘outside the box’ with relevant justification</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Understanding of the interface within other services including mental health services and the criminal justice system</td>
<td>X</td>
<td>Application / interview</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Qualities &amp; Attributes</strong></td>
<td>Essential</td>
<td>Desirable</td>
<td>Evidence</td>
</tr>
<tr>
<td>Flexible and adaptable working practice with a proactive approach to problem solving</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Approachable, helpful and encouraging with excellent interpersonal skills</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Ability to work both as a team member (within this team and in partnership with hospital and partnership teams) and individually</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Ability to utilise and implement clinical governance strategies and push their application to improve patient care and the user experience of mental health services</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Self awareness of own strengths &amp; weaknesses and impact on others</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>A deep motivation to improve performance &amp; make a difference to others' health &amp; quality of life</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Personal integrity - strongly held commitment to openness, honesty, inclusiveness and high standards</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
<tr>
<td>Drive for results – A strong commitment to making service performance improvements and a determination to achieve positive service outcomes for users</td>
<td>X</td>
<td></td>
<td>Application / interview</td>
</tr>
</tbody>
</table>