



## **ANA LIFFEY DRUG PROJECT**

### **JOB DESCRIPTION:**

<b>POST:</b>	Nurse
<b>HOURS:</b>	17.5 hours a week between Mondays –Friday 9.30am -5.30pm only. Hours are negotiable upon offer.
<b>SALARY:</b>	€19,341.50 per annum
<b>CONTRACT:</b>	Permanent
<b>HOLIDAY:</b>	25 days exclusive of bank holidays (pro rata)
<b>RESPONSIBLE TO:</b>	Team Leader (Dublin)
<b>RESPONSIBLE FOR:</b>	The effective delivery of services at Ana Liffey Drug Project.

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### **ANA LIFFEY DRUG PROJECT**

#### ***Vision***

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

#### ***Mission***

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

#### ***Values***

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We support people to reduce harm</li> <li>• We respond to peoples needs</li> <li>• We recognise the potential of the people we work with</li> <li>• We provide evidence based responses</li> <li>• We are innovative.</li> </ul>	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We believe in supporting people to know their rights</li> <li>• We believe in encouraging people to take responsibility</li> <li>• We treat all people who come into contact with Ana Liffey with dignity and respect.</li> </ul>
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We turn words into actions</li> <li>• What matters is what we do</li> <li>• We identify, take and manage risks</li> <li>• We are solution focused</li> <li>• We deliver on our commitments.</li> </ul>	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We actively engage in the promotion of a partnership approach</li> <li>• We are open and accountable</li> <li>• We are a quality led organisation and a leader in good professional practice</li> <li>• We have a local, national and international perspective.</li> </ul>

## JOB SUMMARY

Working as part of the Multi-disciplinary Project Team and under the guidance of the Team Leader, your responsibility is the efficient and effective delivery of a low threshold primary health care service to people who are actively involved with, or affected by, problem substance use. Working closely with a GP from the SafetyNet service you will provide medical assistance to service users, run daily surgeries at ALDP, advise ALDP staff on all medical matters and advocate on behalf of service users. In addition to your nursing role, you understand that ALDP believe strongly in the value of building relationships with our service users. As such, a key element of your role will involve engaging with service users in the drop-in service on non-medical issues.

Whilst the organisation takes every step possible to ensure the safety of it's staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is likely that you will experience aggression in the work place and there is a risk that you may be verbally or physically assaulted. You will receive training in how to avoid and manage these situations; however, in the unfortunate event of an assault taking place, the organisation will provide full support to assist you to overcome this.

## DUTIES AND RESPONSIBILITIES

### 1. SUMMARY

- 1.1 To provide skilled nursing care and treatment for a caseload of service users in the onsite surgery in ALDP.

- 1.2 maintain a high standard of nursing care at ALDP, under the clinical supervision of a SafetyNet GP, and adopting the Clinical Governance structure as recommended by SafetyNet.
- 1.3 To engage in ongoing training and development relevant to the role , provided by the ALDP
- 1.4 To maintain a high standard of professional and ethical responsibility.
- 1.5 To welcome and establish effective working relationships with service users who access ALDP for support in order to deliver nursing care to them.
- 1.6 To liaise with other ALDP team members to ensure that medical care is provided as part of an integrated care plan for service users, where appropriate.
- 1.7 To establish and maintain effective working networks with other medical professionals and staff in the addiction and healthcare fields.

## **2. BENEFITS**

- 2.1 Continuous training opportunities provided by ALDP
- 2.2 Core operational hours between 9.30-5.30 Monday to Friday only
- 2.3 Opportunities to carry out action research, supported by the ALDP
- 2.4 Role supported by an experience addiction management and staff team

## **3. SERVICE DELIVERY**

- 3.1 To provide nursing interventions including wound care, sexual health clinic, overdose management and general nursing interventions to service users in accordance with the guidelines of ALDP and An Bord Altagians.
- 3.2 To maintain a small surgery, under direction from your line manager
- 3.3 To ensure adequate stock and standards of equipment within the surgery
- 3.4 To establish and run surgeries in ALDP at specified intervals.
- 3.5 To advocate on behalf of ALDP services users on medical matters, where appropriate.
- 3.6 To make appropriate referrals into mainstream health services

- 3.7 To report any child protection incidents or concerns to your line manager
- 3.8 To ensure that the complaints procedure is well publicised and operated in accordance with the policy.
- 3.9 To ensure that all services are delivered to in accordance with ALDP policy.

## **4 NURSING RESPONSIBILITIES**

### **4.1 ASSESSMENT**

- 4.1.1 Utilise approved assessment skills and techniques to determine service user needs
- 4.1.2 Complete and document the nursing admission assessment in a thorough and accurate manner.
- 4.1.3 Monitor and assess the service user's condition on an on-going basis.
- 4.1.4 Assess the need for service user/staff instruction on medical issues.

### **4.2 PLANNING**

- 4.2.1 Develop and document plans of care based on service user needs in conjunction with the Safetynet clinics and mainstream health services
- 4.2.2 Update the written plan of care based on service user needs on existing data base.
- 4.2.4 Collaborate with other project team members in planning care for service users.

### **4.3 IMPLEMENTATION**

- 4.3.1 Provide safe, comprehensive nursing care to a caseload of service users within the guidelines specified by An Bord Altranais.
- 4.3.2 Know and practice according to established legal requirements policy and procedures.
- 4.3.3 Establish care priorities based on nursing/medical standards.
- 4.3.4 Perform procedures accurately, completely and safely.
- 4.3.5 Maintain a safe environment for service users.

- 4.3.6 Respect the dignity and confidentiality of service users, serving as an advocate, as necessary.
- 4.3.7 Function quickly and effectively in emergency situations.
- 4.3.8 Adapt to changing workload.
- 4.3.9 Deal with incidents and accidents in accordance with ALDP policy. Accurately record and report details.

## **5. TEAM WORK**

- 5.1 To work as part of a multi-disciplinary team in a 'low threshold - harm reduction' service. To work in co-operation with other team members with the aim of ensuring that the ALDP delivers services that offer the highest quality service to those people who use our services.
- 5.2 To attend and actively participate in weekly team meetings, training and review days.

## **6. ADMINISTRATION**

- 6.1 To keep and maintain effective record systems in relation to nursing and other service user interventions.

## **7. GENERAL RESPONSIBILITIES**

- 7.1 In conjunction with your line manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of the ALDP.
- 7.2 To participate in internal/external meetings as required, and attend training events, conferences and other functions as necessary.
- 7.3 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 7.4 To ensure that all ALDP policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 7.5 To contribute to the effective implementation of the ALDP's Equal Opportunities Policy as it affects both the ALDP and its work with service users.
- 7.6 To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of the ALDP.

- 7.7 Undertake any other duties that may be required which are commensurate with the role in consultation with your line manager.