

Job Title:	Advanced Nurse Practitioner (Bank)
Reports to (job title):	Clinical Lead Nurse
Line Manager to:	N/A

Job purpose

The post holder will work for Oldham, Rochdale, and Bury Sexual Health to provide high quality nursing care for patients attending the service.

The post holder will deliver integrated sexual health provision to clients of all ages and from a diverse range of cultural and social backgrounds.

This is an Oldham position; however, the post holder may be expected to be flexible and able to travel to various locations across the localities.

The post holder will be expected to work collaboratively with key team members including to ensure the effective and efficient delivery of clinical sessions.

This post is responsible for

Key Result Areas:

Clinical

- To use their advanced expertise and clinical skills to independently manage both sexual health and reproductive health patients including those with highly complex treatment and psycho-social needs.
- To assess and interpret complex clinical information and data in partnership with the patient to make appropriate diagnoses, developing and implementing a plan of healthcare management including prescribing medications or refer for medical review if required.
- To supervise junior staff in clinical setting.
- To use highly developed communication skills to assess situations and empathetically impart information, which is often complex and sensitive, at all levels of interaction with others.
- To evaluate the effectiveness of the healthcare management plan and initiate any further action required.
- To arrange appropriate referrals and liaise with both statutory and voluntary agencies for those patients identified as having social / emotional problems. This includes complex issues around child protection and vulnerable adults and the assessment by “spotting the signs” for under 18’s.

- To use expertise in the emergency presentation of GUM-related problems, according to an agreed protocol, to triage walk-in patients and provide telephone triage service to assess patients' immediate needs and direct them to the appropriate service.
- To use advanced expertise in health promotion and the prevention of illness to assess and advise patients with reference to smoking cessation, diet, recreational drug use, mental health, immunisation.
- Communicate and liaise with primary care teams and community agencies to ensure continuity of care and adequate support at home.
- Support effective Partner Notification to ensure contact(s) attendance and treatment of Index (patient), as detailed in Partner Notification Policy.
- Work closely and collaborate with nurse practitioners and the medical team to ensure equity in service provision.

Education

- To contribute to the ongoing development of the department as a patient-focused positive learning environment.
- To identify education and learning needs across the multi professional team and be willing to participate in formal and informal education programmes.
- To contribute to and service training programmes for clinical and administration staff and support regular participation from the nursing team.
- To critically reflect on own competence and performance through clinical supervision and act as a mentor and clinical supervisor top nursing team members within the clinic.
- To participate in peer review sessions as per protocol.
- To complete all mandatory training as per HCRG Care Group protocols within stated timescales.
- Practice as a FRSH and or BASHH registered trainer or working towards.

Communication

- To maintain all client records, including electronic records in accordance with service policies, protocols, and the NMC record keeping guidelines.
- To ensure the smooth running of clinics through effective organisation of the session/clinic, informing administration manager of any anticipated staffing issues. To provide clinic cover within the integrated SRH service as required.
- Ensure that accurate data is entered into all data collection systems, manual or electronic.
- To report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Service Manager.

Working relationships

- Foster good working relationships within the multidisciplinary team incorporating the Organisations values
- Promote effective communication channels within Sexual Health Teesside
- Improve service user experience by actively participating in promoting the Net Promoter Score and service user questionnaires.

Professional

- To act as a role model and promote excellence in nursing practice as well as promoting professional and clinical nursing skills within the service.
- To work constantly within the framework of the NMC Code of Professional Conduct and maintain confidentiality as specified in the VD Act of 1974, the NHS Services and Primary Care Services (Sexually Transmitted Diseases Directions 2000).
- To maintain and respect patient confidentiality.
- To work in accordance with local and national guidelines for GUM/FSRH
- To maintain an expert level of competence and continue with their own personal and professional development through relevant professional and academic study
- To maintain accurate and up to date medical and nursing clinical notes in accordance to NMC guidelines.

Generic Duties

- Promote people's equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of minority groups.
- To ensure confidentiality at all times.
- To be familiar with and to comply with policies and procedures, which are available in each department.
- To adhere to the organisation's infection control policy and be recognised as Link Infection Control Nurse or assist those who are identified.
- To promote a risk management culture within your working environment and ensuring participation and involvement of all staff, in line with the organisation's risk management strategy and policies.
- To identify potential risks that may impact on the organisation's ability to achieve its objectives, including details of risk likelihood, severity and impact, and record these details in the appropriate system.
- Health & Safety is the responsibility of all staff and the post holder is required to take due care at work, report any accidents or untoward occurrences and comply with the organisational Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.
- To ensure that patients, clients and members of the public are consulted and involved in decisions about local health service developments. You should be mindful of this and do what you can, as appropriate to your role and level of responsibility, to meet this duty.
- To be aware of internal and external targets to achieve in respect of service delivery and improving and progressing patient care, and contribute and work to achieve them.
- To assist with the organisations Audit programme and with any external audits following a reasonable request.
- Participate in annual appraisal scheme and, depending on experience, appraise other members of the team.

This job description is an outline of the role and responsibilities. Due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role, including project work, internal rotation and absence cover.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• Involve• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#), [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets

- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities 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 environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.



Job Description



Personal Specification

Essential

- Registered first level nurse.
- Relevant sexual health specialist courses including contraception.
- Long-acting reversible contraception qualification
- Accredited Advanced Nurse Practitioner qualification or appropriate MSc or Masters level course
- Teaching qualification or equivalent level of experience
- Evidence of recent, relevant professional development at recognised accredited level.
- Non-Medical Prescribing course
- Excellent communication skills, both written and verbal
- Motivated and enthusiastic with excellent interpersonal skills and ability to work unsupervised.
- Forward thinking, well organised with a positive attitude towards flexibility and change.
- IT skills
- Flexibility
- Enthusiasm

Desirable (although training will be provided to complete these criteria)

- Cytology training and competent to perform cervical cytology.
- Leadership qualification
- Health promotion qualification

Other requirements: A DBS check will apply to this role

Employee signature

Manager signature
