

Job Title:	Band 6 Sexual Health Nurse
Reports to (job title):	Sexual Health Team Leader
Line Manager to:	

Job purpose

To work as a member of the team across the Teesside Sexual Health Service to provide accessible sexual health screening and advice, treatment, contraception, health promotion and counselling within clinic and outreach based settings.

The post holder will be expected to work flexibly across all aspects of Sexual Health, Contraception and HIV. With the condition that these working hours may be subject to change to include late evenings and weekends to be able to facilitate a more accessible service for patients.

The post holder will be expected to have a progressive attitude and a drive for continual improvement within this fast moving service.

To act as an expert practitioner and a role model to junior team members.

Be able to support a smooth running clinic on a day to day basis, dealing with issues at the frontline of service delivery and report any more complex issues to the Management team.

Key responsibilities

- Be respectful, listen and respond with empathy, humanity and kindness to the emotions and needs of our patients, service users and carers.
- Provide person-centred care and always treat everyone with dignity and compassion. See each person as unique and valuable.
- Work in partnership with patients, service users and carers to agree and achieve the best possible outcomes.
- Put patients at the centre of everything. Communicate with and involve patients, service users, families, carers, and the communities we serve and respond to their feedback.
- Triage and support the management of Sexual Health, Contraception and HIV positive patients.

- To provide an asymptomatic/symptomatic screening service within the clinical setting.
- To support the management of HIV patients with co-morbidities and co-infections.
- To participate in the development and updating of Patient Group Directions (PGD's) within ISHS.
- To be competent in Sexual Health and HIV promotion and education.
- To promote sexual health services and to educate target populations signposting appropriately, while ensuring that the C Card scheme and the CSP is accessible to young people and meets their needs.
- To support the establishment and embedding of the C Card scheme within services accessed by young people.
- To work flexibly and be involved in engaging in Patient and Public Involvement (PPI) as a fundamental part of this process
- To provide opportunistic brief interventions & positive health promotion messages
- To maintain the Partner Notification/ Contact Tracing process to the National Standard as set by BASHH (British Association of Sexual Health and HIV. Statement on Partner Notification for Sexually Transmissible Infections 2012) and SSHA, and to educate other members of the team in the complexities of the process
- To ensure all partner information is documented in the Health Adviser pro-forma section of the EPR
- To maintain and update the HIV database spreadsheet accurately and in a timely manner in conjunction with other team members
- To ensure HIV recall is actioned and utilised appropriately in a timely manner in conjunction with other team members
- To work in a clear and evidenced approach to patient care working within a team
- To ensure cross speciality partnerships are developed and maintained to provide one stop working and inter departmental support for patients
- To share information with other members of staff where necessary to ensure holistic care is maintained
- To receive patients into the HIV clinic, taking observations and recording the results in the patients EPR
- To liaise with the Team Leader and Clinical Nurse Lead and Consultants and carry out instructions as required
- To maintain and update knowledge in keeping with recommendations for changes within the Contraception, Sexual Health and HIV Service provided by ISHS.

Communication

- To provide the clinical team with an efficient and comprehensive service via open and clear communication channels
- Liaise with other Clinicians within ISHS

- To develop and maintain open and robust communication links with a range of professionals, patients and carers regarding issues related to the service and overcoming barriers to understanding
- To demonstrate a clear understanding of confidentiality and data protection for both patients and colleagues in line with CWPT Policies & Procedures, having completed mandatory information governance training
- To provide signposting and partner agency information to service users
- Attend team meetings as appropriate and proactively offers solutions to any issues which may adversely affect the smooth running of services
- Be the main channel of communication with Managers within the Department
- Provide and receive complex, sensitive or contentious information in relation to HIV, sexual health and service issues, including explaining diagnoses to patients, requiring tact, empathy and persuasion.
- Act as supervisory point of contact for any enquiries or problems that may arise in relation to the junior team members and deal with them efficiently and promptly. In the case of sensitive and confidential issues, ensure they are handled in a manner conducive to the facilitation of early resolution, following policy & procedure, and with the support of Team Leader and Clinical Lead Nurse
- Delivery of presentations to external and internal sources

Analytical and Judgmental Skills/ Freedom to Act

- Will work independently within remit, and under the direction of Team Leader and Clinical Lead Nurse
- Be guided by local and national policies, working in line with all Policies and procedures
- Act as a role model and provide help, advice and support on the safe and streamlined delivery of care to patients
- Will be subject to formal annual review by Team Leader and Clinical Lead Nurse
- Will identify and promote best practice
- Will demonstrate innovation
- Support patients with controversial and sensitive issues that require excellent interpersonal skills, concise decision making and clinical judgement, considering a range of options based on complex information and making decisions about the appropriate course of action
- Be able to undertake risk assessments and reviews as required and report any actions accordingly
- Accountable for own professional actions
- Conduct oneself in accordance with the NMC Code of Conduct and policies.
- To be aware of and take appropriate action in regard to cardiac arrest, fire, security and major incident.

Planning and Organizational skills

- Prioritise workload to facilitate a more streamlined approach to service delivery.
- Be able to work in outreach setting without direct supervision.
- Participate in the assessment, planning, implementation and evaluation of programmes of care for patients
- Be able to demonstrate a flexible approach towards the service covering other team members in their absence.
- Demonstrate organisational planning of daily shift allocations and reorganising workload to meet the staff numbers.
- Co-ordinating care and service activities, prioritising and reorganising work as appropriate.
- Review patient results and highlight any arising issues to an appropriate senior clinician.

Physical Skills

- Standard keyboard use
- Able to use a computer both a stand alone and as part of a networked system, and will be responsible for the quality of information
- To demonstrate appropriate handling & moving techniques in relation to movement of stock
- Driving for work purposes as appropriate and regular involvement in outreach work

Responsibility for patients/clients

- To develop and maintain open and robust communication links with a range of professionals, patients and carers regarding issues relating to the service.
- To efficiently manage telephone enquires of a non urgent nature and support junior staff re the same. Be able to refer any complex situations to a senior team member
- To take a role in any conflict resolution situations in which verbal/physical aggression may ensue.
- To carry out intimate examinations efficiently and with dignity, seeking consent from each patient.
- To undertake clinical duties as appropriate to role e.g. clinical observations, phlebotomy, assessment, screening and treatments.
- Ensure that patient has specific arrangements for follow up, results and future management of symptoms.
- Be able to instigate and evaluate Partner Notification (PN), to deal with complex PN situations.
- Be able to make clinical decisions based on individualised care plans in line with local and national guidance.
- Promote all aspects of positive sexual health to all clients whilst respecting diverse lifestyles
- Act as the patient advocate in highlighting issues that require investigating in order that they are reflected to improve future service delivery.
- Administer medications under patient group directions as appropriate

- Effectively manage time to ensure that clinical responsibilities are met to meet the needs of the service.
- Seek assistance from Clinical Lead Nurse and other colleagues where clinical decisions are outside scope of practice.
- Work closely with Team Leader, Clinical Lead Nurse and Medical Lead both within ISHS and with other external health providers, to ensure service areas are providing optimum quality of care in line with national healthcare standards.

Policy and service responsibilities

- To be responsible for the adherence and implementation of policies within the Department under the direction of the Team Leader and Clinical Nurse Lead.
- Work within local and national policies in relation to service
- Maintain competencies, recognise areas for development and act accordingly proposing changes to systems, processes and policies
- Work with management and other agencies as appropriate to improve service delivery and meet organisational and services needs
- Participate in and contribute to the clinical governance agenda as required to ensure high quality care provision.
- Management of all medications in line with the Medicines Management Policies.

Responsibility for resources

- To be responsible for ensuring that stocks are at adequate levels and reporting to the appropriate team member if any additional ordering is required. Ensure care is cost effective and provided within existing resources
- Maintain and record adequate use of resources, ensuring stock is used on a rotational basis taking into account any expiry dates and batch numbers
- To ensure adequate resources at events and host screening sites, including C Card and CSP stock
- To coordinate the efficient and timely delivery of stock to host screening sites

Responsibility for staff

- To provide effective leadership and day to day supervision of the junior team members in the clinic and participate in the coordination, completion and booking of their yearly Personal Development Reviews (PDR's)
- Manage junior staff to ensure service provision is maintained and achieves set outcomes and goals
- To liaise with Team Lead regarding annual leave, study leave
- To ensure and check that staffing rota's provide sufficient cover to enable service delivery and oversee appropriate duty cover due to sickness/training/annual leave and other unforeseen circumstances
- To ensure and contribute to regular review of training manuals liaising with the Team Lead and Clinical Nurse Lead regarding clinic pathways and processes which directly impact upon the team
- Be able to act as mediator in problematic situations amongst team members.

- Act as a professional role model to junior staff members of the team
- Participate in recruitment and selection of staff into new roles.
- Attend, participate and chair meetings acting swiftly to make suggestions/amendments to improve service delivery
- To provide proactive input into annual job description reviews within the team and support recruitment and selection processes
- To assist with new starter arrangements and be involved in assisting with induction programmes

Responsibility for information

- To demonstrate competency in use of the MillCare Electronic Patient Record (EPR) database, Microsoft Word, or other computer software programmes as appropriate to assist in the facilitation of service delivery
- Attend team and departmental meetings as appropriate and disseminate information in a motivated & proactive way
- To act within mandatory information governance arrangements in relation to patient identifiable information, updating and maintaining patient records in line with policy
- Participate electronically in reporting of incidents in a timely manner

Research and Development

- To ensure and contribute to regular review of training manuals liaising with the Team Leader and Clinical Nurse Lead regarding clinic pathways and processes
- Initiate and participate in clinical audit and the development of research and evidenced based practice.
- To proactively assist in the development of PPI surveys and audits, acting upon the results in conjunction with the wider clinical team and Clinical Audit department
- Maintain an awareness of strategic developments in all issues relating to the provision of effective ISHS and be responsive to local and national strategies and initiatives and take an active role in the planning/redesigning of services in order to meet the strategic and business agendas.

Physical Effort

- Prolonged periods of working on personal computer
- Able to lift and move general resources e.g. Clinical supplies

Mental Effort

- Prolonged periods of concentration with potential frequent interruptions
- Responding to an unpredictable workload
- Entering patient information with accuracy on the EPR

Emotional Effort

- To take a role in any conflict resolution situations in which verbal/physical aggression may ensue

Job Description

- Assist in the performance management of junior team members as required and to play a key role in any mediation requirements
- Exposure to distressing information and feeding back sensitive and or contentious information to patients, dealing with their emotions as appropriate
- Act as supervisory point of contact for any enquiries or problems that may arise in relation to outreach issues and deal with them efficiently and promptly. In the case of sensitive and confidential issues, ensure they are handled in a manner conducive to the facilitation of early resolution, following policy & procedure, and with the Team Leader and Clinical Nurse Lead.

Working Conditions

- Occasionally exposure to verbal aggression from patients and potential risk of physical aggression from patients
- There may be an occasional pre-planned requirement for work outside normal office hours, e.g. to cover in an unforeseen staffing emergency
- To work shift patterns including weekends and late evenings to meet the needs of service delivery.

General

- To take part in an annual performance appraisal, where this job description will be reviewed, and objectives set
- Facilitate the provision of a comprehensive new starter induction pack for new recruits and proactively support, orientation and induction of new staff in line with Staff Induction policy
- Assist Team Lead and staff with Human Resource (HR) issues with the support of the HR team as required in line with HR policies and procedures
- To participate in education and training programmes of self and others to develop skills as part of a commitment to continuing education and the concept of lifelong learning.
- To comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information
- To contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity
- To comply with procedures and policies concerning security, safety and patient confidentiality and to ensure that procedures are carried out in accordance with safe systems of work and current legislation
- Take responsibility for ensuring that Clinical Supervision is maintained in line with the Policy, keeping records as evidence of such contact

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system, and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.

2. Embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
5. To follow and adhere to the Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the Data Protection Act 1998 and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

You are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the

Environmental issues

The is committed to reducing its impact on the environment by preventing pollution, continually improving it environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the meeting environmental and sustainability targets.

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.

Job Description

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.

Personal Specification

Essential

- Education to GCSE level
- Registered General Nurse
- Recognised Sexual Health course
- Health Advising experience
- Mentorship Course
- Completed BASHH “STIF Intermediate Competency” and/or Level 2 and 3 NHVNA Nurse HIV competencies or willing to work towards
- Experience of working in other NHS healthcare professionals
- Excellent communications skills
- Mature approach to Sexual Health issues when dealing with patients
- Polite & Courteous communication skills, either face to face or on the telephone
- Commitment to team working
- Ability to multi-task
- Provision of treatments either by Patient Group Directives or as an independent Prescriber
- Audit experience
- Able to work as part of a team
- Excellent communication skills
- Ability to plan, organise and prioritise own workload
- Able to co-ordinate a number of activities which may require the adjustment of plans
- Good social skills
- Attention to detail
- Commitment to the service
- Ability to take responsibility for Own work
- Ability to cope with emotionally challenging and distressing circumstances
- Demonstrable interest in and commitment to the professional development of others
- Satisfactory computer keyboard skills
- Demonstrates Continuing Professional Development
- Sufficiently flexible to accommodate late closing and Statutory Day rotas if needed
- Take personal responsibility for maintaining own Clinical Supervision sessions and reflective practice and updated with Mandatory requirements
- Ability to travel and access to vehicle for work purposes
- Enhanced DBS disclosure

Job Description

- Used to dealing with highly confidential client & staff information

As this role involves travel a UK driving license and access to a vehicle are a necessity for this role

Employee signature

Manager signature
