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|  | HIV Lead Nurse  |
|  | Service Manager  |
|  |  HCA’s and Junior Staff within the HIV Team  |

# Job purpose

The purpose of this role is to deliver specialist nursing care to HIV positive patients and to oversee the operational delivery of the HIV service across the Coventry and Warwickshire Sexual Health Hubs.

The role will include collaborative working across the HIV MDT in the delivery of safe and effective care. The role will include delivery nurse led HIV clinics, including the running of these clinics, appointment scheduling, non-medical prescribing, routine annual cervical cytology, sexual health and contraception care and the management and monitoring of antiretroviral therapy.

The post holder will be able to use higher levels of judgement, discretion and decision making in clinical care and actively manage a caseload of clients with differing and complex physical, social, psychological, cultural, and spiritual needs.

The role will include staff management and be able to demonstrate the ability to allocate, coordinate, monitor and assess own workload and that of individuals or the service.

One to one support, information, and education to patients with signposting to other support agencies if required and work with the Strategic Lead to develop patient pathways and referral processes further.

Liaising with secondary care providers to admit directly into the acute service and actively discuss care.

Working with the Clinical Lead (Consultant), Operational Leads and Strategic Lead to improve access to, and retention into HIV treatment and care service.

Co-ordinate complex care and refer on to other professionals as part of the multi-disciplinary team (MDT).

To act as a clinical and professional role model to ensure that the nursing team provide sexual health intervention and prevention care that is efficient, and patient focussed.

To support the Service Manager and Clinical Lead (Consultant) in exploring current practice, identifying areas for development, and planning the appropriate change using research and experience to evaluate the outcomes.

# Key responsibilities

Clinical specific requirements

Alongside the Service Manager and Clinical Lead (Consultant) is responsible for the effective coordination, management and delivery of a Clinical Nurse Specialist led clinic across the 4 localities and HIV designated Spokes, ensuring it meets the clinical needs of the service users re their sexual health, immunisations, cervical cytology, contraception, and HIV professionals and facilitating the patient journey through clinic, including the wider service.

Work in collaboration with the Operational Manager and Strategic Lead to ensure patients view the service as contactable, knowledgeable, accessible, with professional service and be able to provide clinical expertise to patients, families and other

Applying specialist and specific knowledge and skill to manage physical and psychological morbidity. This includes taking a lead in shared care with, for example, Antenatal services.

The post will work collaboratively with BHA for Equality and the Strategic Lead across the service on the strategic development and commissioning of the clinical networks, provide clinical leadership, drive patient-focused care and create a collaborative approach with the multi-disciplinary teams

Lead the nursing team responsible for HIV care, in facilitating the initial point of contact for newly diagnosed HIV clients, ensuring a seamless, safe transition into care and ensuring all baseline assessments have been taken and escalation to appropriate MDT as required.

Be able to provide health promotion to patients and partners including HIV prophylaxis, risk reduction, and partner notification and ensuring collaborative partnership with patients

To form a therapeutic working relationship, engaging them in long term care.

 Be able to undertake robust assessments, reviews and evaluation of patient care and be able to prescribe in line with patients agreed regime

Leadership and Management

Provides positive clinical leadership by working collaboratively with the Clinical Lead (Consultant) and wider MDT to promote high standards of patient care and be flexible in the approach to the clinical area, acting as a professional role model, providing direct and indirect clinical care and works cohesively with the Practice Educator to develop and embed teaching and research.

Works alongside the Clinical Lead (Consultant), Practice Educator, Specialist Leads, Operational Managers and Service Manager to ensure that the team are kept current with changes within the service and throughout the service.

Attends and contributes to the service meetings of any appropriate issues that need to be cascaded to the team.

Develops and maintains open and robust communication links with a range of professionals, patients and carers regarding issues related to the service including signposting and pathways with other partner agencies and patients.

Communicates and meets regularly with the Lead Nurse for Outreach, Lead Nurse for HIV, Practice Educator and the Operational and Strategic Lead to ensure collaborative and joined up service provision and agrees appropriate clinical pathways.

Communicates highly sensitive, confidential, and controversial information regarding sexual health conditions and services to patients, staff and other agencies, which will require tact, empathy and persuasion as well as having to overcome barriers to understanding.

Provides managerial cover for colleagues as appropriate.

Be responsible for management leadership alongside the Clinical Lead Clinical delivering the relevant standards through collaborative working with provider organisations and commissioners.

 Build strong relationships with key stakeholders in all centres across the Network.

 Training, Education and Development of self and others

Act as a role model and supports the Lead Nurse or leads programmes of teaching, mentoring, management and supervision of other colleagues and students in order to support the achievement of staff’s personal development plans and increase knowledge and awareness about HIV. This will be undertaken by competency-based assessment.

Work alongside the Lead Nurse and Practice Educator to ensure that there is a sustainable programme for staff to have Protected Learning Time, Clinical Supervision and Reflective Practice and Peer Supervision and support.

Promoting continual improvement of patient care through research and evidence-based practice.

Demonstrate knowledge of current research in all aspects of his/her work and to advise others on the implementation of relevant research findings.

Disseminate results/research findings via local team and/or national/international publications.

To support and work alongside the Practice Educator to develop and embed robust clinical procedures, competencies, and induction programmes for the HIV team.

To work as an expert practitioner working independently within remit and ensures that own practice demonstrates current and relevant clinical knowledge and is accountable for their own practice and developing, maintaining, and utilising specialist skills and knowledge, including completing mandatory/annual training updates. Knowing where to seek clinical support from specific experts as required.

To work in collaboration with the Service Manager, Practice Educator, Operational Lead Nurse on agreeing the annual Learning Needs Analysis by exploring and seeking training opportunities that are aligned to service development/need and agree the financial and time implications in relation to the service budget and workforce.

Supporting the Practice Educator and Service Manager in the planning of the achievement of HIV competency-based learning within the nursing team.

To network nationally across other Sexual Health services and professionals for the development of best practice.

 Supports the Practice Educator to arrange meetings in relation to training and development and be able to cascade information and coach others to ensure a safe and high quality of care.

Undertakes designated clinical sessions per week at the various hubs and spokes.

Identifies own development needs and attend study days/courses as agreed with Service Manager as identified in Appraisal process.

To undertake further training and academic qualifications as relevant to the role and service requirements, including mandatory training updates within required time frames. Actively improving own clinical practice, ensuring competency-based training with underpinning theoretical training is maintained.

Works alongside the Lead Nurse and Practice educator in ensuring the nursing workforce dedicated to HIV are equipped with the right skills and knowledge base to assess, plan, implement and evaluate care, providing specialist advice and actively seeking evidence-based practice which will improve the quality of care and meet the needs of patients.

Continue to develop Scope of Professional Practice and update knowledge by attending specialist study days and conferences, engaging in annual appraisal to support the individualised personal development plan.

Act as a specialist educational resource for clinical staff and external agencies through formal and informal education.

Actively seek to participate in Network Educational events.

Undertake learning opportunities in a wide range of formats to improve multidisciplinary and flexible working to provide consistent care to all those who access the service.

Supports the Practice Educator in promoting a culture of lifelong learning, ensuring that training is accessible to all staff, recognising the diverse needs of the workforce.

Supports the Service Manager in workforce redesign where appropriate

Quality and Safety

Work with the HIV Pharmacists in appropriately manage the use of resources including medicines management, awareness of financial restrictions and promotion of cost efficiencies. Supporting clients to understand their medicines and treatment options, and the importance of shared decision making and the safety and efficacy of generic medicines.

Works within the NMC Code of Conduct and guidelines and Trust Policies and Procedures to ensure safe and effective working practices for staff and others. Highlights areas of concern appropriately.

Work with Clinical Lead (Consultant) in the development of dedicated guidance, SOPs and protocols in the HIV service as relevant

To investigate complaints, accident reports and untoward incidents within the HIV service in line with Trust framework for Clinical Governance, ensuring recommendations and related education/ training programmes/ action plans are implemented.

To participate in audits and surveys as and when required i.e. Staff survey ensuring timely completion and identification of any risks and completion of agreed actions.

 Works with the General Manager and Service Manager in the drawing up of HIV service budgets or financial initiatives

Supports the Service Manager and works alongside Clinical Lead (Consultant) and Operational Lead Nurse by ensuring that the team are aware of performance objectives and that there is a consistent management regime to deliver these and promote continuous improvements.

Regularly evaluates the HIV service, evaluate clinical practise through audit of service, developing and managing strategies to address any shortfalls. Be innovative to develop and improve the service for patients and to raise awareness of HIV. Set annual HIV service objectives with the Sexual Health Service management team.

In conjunction with the Service Manager and other Leads provide a suitable and safe environment for the physical and psychological well-being of staff, patients and their relatives/carers. Identify clinical risks and ensure that appropriate action is implemented in accordance with HCRG Policies and Procedures

Works with the Lead Nurse in developing and maintaining quality standards to support performance monitoring, including related statutory/regulatory requirements and accreditations.

The post holder will support the Service Manager and Clinical Lead (Consultant) through the implementation of systems, control processes and risk management arrangements to support monitoring of compliance with clinical governance standards, other organisational policies and processes and best practice requirements and utilise existing systems to record and monitor governance and risk information.

To further develop the clinical governance and clinical effectiveness of the service by analysing national and international research and applying knowledge and understanding into practice.

Attends and provides an up-to-date report into the Quality and Safety meetings any updates and progress in relation to role.

Work alongside the Operational Manager to ensure that all processes are watertight and in place relating to emergency responses, fire, security and major incident.

Work alongside the Service Manager/Operational Managers and Clinical Lead to challenge existing practices, ensuring progressive solutions which consider models of best practice, are incorporated into service plans.

To demonstrate competency in use of the patients Electronic Patient Record (EPR) database, Microsoft Word, or other computer software programmes as appropriate to assist in the facilitation of service delivery.

Supports clinical governance processes including the recording and reporting of clinical incidents.

Supports the implementation of new policies and cultural change and displays behaviours that demonstrate the HCRG Values.

Works with the Clinical Lead Nurse in the achievement with local and national standards and quality indicators including those within the new performance framework of the Care Quality Commission (CQC) related to HIV provision.

Assists in producing ad hoc reports and project work.

Undertakes any other duties requested as appropriate to the banding.

Works with the Practice Educator in maintenance of any PGD’s used within the HIV service and supports the completion of local PGD audits and liaises with the Practice Educator re any actions

Works with the Service Manager, Clinical Lead (Consultant) and Clinical Lead Nurse to develop, implement and review policies related to the HIV service to reflect the service and organise feedback at the Quality and Safety and meetings.

Ensures safeguarding procedures are followed effectively by all staff.

Leads or be actively involved in the development of Specific HIV Operational Procedures (SOPS) protocols, standards, and clinical guidelines to ensure the delivery of an appropriate service of high-quality care.

Works collaboratively with the HIV Pharmacist and be jointly accountable for the assessment and cost effective, evidence-based prescribing of treatments within the nurse prescribing formulary in line with National and Trust guidelines.

To act as the lead in analysing untoward incidents and clinical reviews related to HIV and within sphere of clinical responsibility. Be a key part of the embedding of the Patient Safety Incident Response Framework, ensuring all staff have awareness.

Work with parent/patient representatives and other health personnel to improve patients’ and families’ experience throughout their journey.

 Provide advice and clinical support during investigations into specific patient complaints where appropriate. Independently prescribe clinically relevant medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence- based practice, national and practice protocols and within scope of practice to optimise treatment.

Work with patients in order to support compliance with and adherence to prescribed treatments.

Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions.

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

* Inspire • Challenge • Accountability
* Understand • Improve • Involve
* Communicate • Learn • 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 HCRG’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](https://protect.checkpoint.com/v2/r06/___https%3A//www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzo4Y2YwNGUyMDA0OTFjODY4MGYzZWUyNWM3NGZlYTg4ZTo3OjY4MzU6ZTM1NzcyZDA1MWFlYjlmOWE5ZWRkN2U1MTAxOTM3ZGE5Yjg2ZjkwNzhkY2IyNWUzYWY0NWM1MjE5MGQ4MDNhZDpwOlQ6Rg) , [NHS Constitution](https://protect.checkpoint.com/v2/r06/___http%3A//www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzo4Y2YwNGUyMDA0OTFjODY4MGYzZWUyNWM3NGZlYTg4ZTo3OjZkNzY6MGYzYWY4OWFiYjJkODhhZWYzOTM2ZmQwODU1Y2RhN2YxZWFkNzIyN2Q4NDMxYWRiNzkzNjJkZTNjZDY3OWViZTpwOlQ6Rg) and [HSCIC Code of Practice on Confidential Information](https://protect.checkpoint.com/v2/r06/___https%3A//digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzo4Y2YwNGUyMDA0OTFjODY4MGYzZWUyNWM3NGZlYTg4ZTo3OjhmNzQ6MDJkMWE4YTBlN2FlNDI0NTYwNjQwZWU1NzI0ODUxOGU0ZjY0YzhkYjRjMzNjNjQ0MmI1M2Y3OWE4MThjYTFmOTpwOlQ6Rg) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by HCRG. 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 and escalating any identified and emerging risk. Staff are required to be aware of and understand all HCRG Infection Prevention Control (IPC) processes and Policies and Procedures and take part in any IPC audit.

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 and be aware and understand all Health and Safety Policies and risk assessments.

All staff must be confident and competent to report accidents, incidents and near misses so that the service can take actions and any learning can be identified and shared where required both service wide and HCRG wide.

# 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. Undertake all relevant training in relation to Safeguarding Training and is complaint with HCRG Safeguarding Policies and Procedures

# Medicines Management Responsibility

## Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the HCRG 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 HCRG medicines policy where appropriate training has been given and competencies have been achieved.

# Policies and Procedures

All colleagues must comply with the HCRG 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.

# Personal Specification

## Essential

Registered Nurse Degree level Qualification

Independent Nurse Prescriber

Speciality qualification in sexual health/HIV

Teaching qualification and experience mentoring staff and student

**Desirable**

Masters or working towards Masters qualifications

Cytology training and competency

NHIVNA/BASHH/BHIVA course or other relevant courses/competency

Physical assessment course

Advanced contraceptive skills such as intrauterine techniques and sub dermal implants

Leadership Course

To have a recognised contraceptive qualification or willingness to undertake

Other skills

Significant experience of working in HIV services at an advanced level

Proven evidence of management/leadership skills and autonomous practice.

Working at level 4 NHIVNA nurse competency

Able to independently undertake advanced clinical skills such as symptomatic STI assessment, diagnosis and management.

Ability to carry out clinical assessment, and triage identifying HIV related illness, recognising complex unstable health issues responding appropriately.

Demonstrate the ability to interpret and utilise Clinical results.

Up to date knowledge and awareness of national guidelines.

Evidence of working with staff from different professional disciplines, and the ability to build and sustain new working partnerships.

Demonstrate the ability to work autonomously with effective decision making.

The ability to work within the Safeguarding and clinical governance framework.

Demonstrates ability and knowledge on how to undertake audit and feedback to colleagues.

Evidence of audit/research including implementation of recommendations

Demonstrate the application of evidenced based practice.

Ability to work flexibly to the needs of the service.

Professionalism and interpersonal communication skills

Positive change agent

Motivated and able to motivate others

Positive attitude towards sexual health and related issues

Able to demonstrate a depth and breadth of current issues and policies within the organisation and could translate into practice.

IT skills

Good organisation skills including record keeping and documentation.

Evidence of teaching/mentoring students / groups

Evidence of continued professional development.

Experience of Clinical Governance including risk management

Able to plan and organise own time and workload and cope with last minute changes.

Provide education and training to other staff and students.

Willingness to undergo education / training for both practice and service need.

Willingness to work towards professional and performance objectives (appraisal).

Access to car and valid driving licence and willingness to travel across any of the 4 hub areas of the service and any spokes as required.

Demonstrates motivation, reliability and commitment to team working and development of others.

Flexibility, commitment, and adaptability.

Can demonstrate an ability to value others’ opinions.

Enhanced DBS check

## Employee signature

## Manager signature