

# Job Description -

Job title – SARC trained Nurse, Midwife or Paramedic (referred to as Healthcare Professional) The term HCP will be used to describe nurses, paramedics from a role perspective.

Job purpose – As a nurse/midwife/ paramedic within our SARC contract you will be working autonomously, within the scope of competency, being able to assess and treat patients under our company PGDs (patient group directives). You are expected to provide holistic care and support to victims of sexual assault.

Key responsibilities –

- To attend **All** calls as requested and directed by the call centre
- To undertake clinical assessments and offer a high standard of clinical care for patients under your management.
- To undertake forensic examinations and obtaining forensic exhibits.
- Develop Forensic strategies according to FFLM guidelines.
- Actively working in partnership with external MDTs and Police.
- 1st point of contact for victims, Police and Social Services to discuss referral pathways.
- Manage and promote the self- referral pathway.
- Using a camera system to document injuries.
- Undertaking holistic assessments including sexual health, mental health, and safeguarding.
- Producing individual management plans.
- Supporting the continued quality improvement of the service.
- Working under the Forensic Science Regulator requirements.
- Obtaining consent for forensic procedures. To undertake the forensic examination of victims of sexual assault – to record (and if appropriate give opinion of cause of) injuries and/or collect DNA evidence.
- To provide written statements as required within 7- 10 days of request even when contract is terminated.
- To give oral testimony as required in any Court or Tribunal.
- To make contemporaneous notes and maintain complete and accurate clinical records that are available to CRG Medical Services at all times even when contract is terminated.

- To support the development of medical services with the Clinical Lead, Head of clinical operations
- To undertake all duties as required of a Forensic Clinician in SARC and to comply with the competencies, knowledge and skills framework of the Department of Health.
- To comply with all requirements and/or legislation of the post.
- To maintain clinical/forensic skills and competencies and maintain an auditable record of experience.
- To carry out any other activity or action appropriate to the role of a Forensic Clinician as required by Clinical Lead / CRG Senior Management.
- To promote and conduct policies i.e. Equality and Diversity, Dignity and Respect, Information Governance and Safeguarding.
- To undertake the use of our RADAR System

The tasks and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The jobholder will be expected to conduct any reasonable activities according to the business needs at that time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The job holder will be expected to participate in this process and the company would aim to reach agreement to changes.

### 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.

Throughout our secure healthcare business, we consistently aim to deliver against the five principles laid out below

- **High Quality** – All our services are quality assured by deployment of a range of audit tools, developed in line with the evidence-based practice and the guidance of HMIC/P, CQC and other relevant bodies.
- **Established** – We have substantial experience of well-proven quality managed services and operate under a Quality Management Strategy (QMS), successfully achieving consistently high standards of service.
- **Adaptable** – Provision of bespoke forensic medical services and responsive to the changing needs of the Force where required.
- **Reliable** – We provide a service staffed by people who are highly trained, qualified, specialised and experienced in all aspects of forensic medical examination.
- **Trustworthy** – Proven track record, but we are also transparent with our MI data and take

every opportunity to share good practice and lessons learned across our contracts via our bi-annual Customer User Group.

As a HCP, we will always welcome your input to ensure that we continuously improve our service and our processes. In addition to a transparent and honest dialogue with our customers regarding the service we provide, we believe passionately in staff engagement and ensuring that every member of the organisation has a voice.

Wherever you have worked before joining the CRG family, you will bring a new perspective and a wealth of experience which we encourage you to share with us, allowing our organisation to continue to stay at the cutting edge of high-quality healthcare solutions.

### 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 by 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. All Registered Healthcare professional are a member of a professional governing body and therefore 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

All Healthcare Professional 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.

### Policies and Procedures

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

### 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. Job Description HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX 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 postholder and their line manager.

Personal Specification

Essential

Registered Nurse general/ midwife or registered paramedic with recent SARC experience and a SARC qualification

Minimum 2 years qualified.

NMC Registration /HCPC registration

Venipuncture

Lived in the UK for 3 years

Valid UK Driving License with access to a car for work purposes.

Understand the limits and concepts of confidentiality and principles of the Data Protection and Freedom of Information Acts

Experience of working as part of a team & autonomous working

Experience of working closely with team members and external parties to review patient care and make recommendations for improved service delivery

Desirable

ILS training will be given

Safeguarding level 3 adults & children - training will be given

Employee Signature .....

Managers signature .....