

Job Title:	Bank Band 6 Sexual Health Nurse
Reports to (job title):	Operational Nurse Manager
Line Manager to:	N/A

## Job purpose

To work as an effective team member in a multidisciplinary team in providing comprehensive interventions aimed at patients accessing the sexual health service and meeting their sexual health care needs.

To act as an expert nurse and a role model to junior team members and be able to work as an autonomous nurse who will be dual trained to the agreed requirements to include STIF intermediate and FRSH qualifications in insertion of subdermal implants and intrauterine devices to provide nurse led clinics providing leadership, management and support to the cross-site nursing team and help co-ordinate the day to day running of sexual health clinics as required.

To contribute to the development of the service work and strategies, setting standards and planning programmes of care. The post holder will be expected to have a progressive attitude and a drive for continual improvement within this fast-moving service.

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.

## Base

Coventry Sexual Health Hub, West Orchard Shopping Centre (Smithford Way), Coventry, CV1 1QX

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Triage and support the management of Sexual Health, Contraception and HIV positive patients.
- To provide support and management of patients accessing screening within the clinical setting.
- Competent in all elements of contraception including sub dermal implants and intrauterine devices/systems
- To be competent in Sexual Health and HIV promotion and education provide opportunistic brief interventions & positive health promotion messages.
- To work flexibly and be involved in engaging in Patient and Public Involvement (PPI) as a fundamental part of this process
- Enables patient choice and involvement and initiates appropriate action.
- Works autonomously to manage his/her own caseload of patients whilst working as part of a multidisciplinary team.
- Issues methods of contraception and treatments for sexually transmitted infections according to Patient Group Directions & clinical protocols including counselling for and management of complex problems with contraceptive implants and intrauterine devices with appropriate referral to the doctor as necessary.
- Provides STI/HIV screening and treatment according to Patient Group Directions & clinical protocols and liaises with clients with positive results to enable a management plan of care for the client and partners in accordance with policy.
- Provides advice and cytology screening as appropriate, according to local policies.
- Co-ordinates patient care pathway and liaises across organisational boundaries.
- Plans specialised programmes of care and provides specialised advice to patients, partners, carers and family as appropriate.
- Provides clinical advice and support to healthcare professionals within and across organisational boundaries.
- Provides clinical advice in accordance with current evidence-based practice. ]
- Ability to work on own or part of a team, participate in specialist/advanced nurse or consultant led clinics, provide clinical care and advice in non-clinical environments and partake in multidisciplinary team meetings.
- Participates in case conferences in relation to future management
- Work collaboratively, maintaining effective communication with colleagues, other professionals, and agencies, to ensure patient needs are met especially in relation to ongoing care needs.
- To contribute to multidisciplinary audit research and evaluation of the clinical effectiveness
- To provide clinical leadership and support to other professional staff who seek advice.
- Assess patient understanding of assessment / treatment proposals, gain valid consent and have the capacity to work within the legal framework with patients who lack the capacity to consent

to treatment and ensures patients, partners, carers, and family, as appropriate, are given appropriate oral and written information regarding planned care. Ensures each patient is placed in the correct treatment pathway at the appropriate time and necessary investigations and treatments are organised.

- To work in clinical settings as an independent nurse without immediate support of colleagues and knowledge of escalation processes where applicable
- To be responsible and accountable for maintaining accurate and comprehensive patient treatment records in line with professional, CCG and legal requirements. Likewise, monitoring those staff delegated to you.
- To utilise critically evaluated research, evidence-based practice and recognised best practice to establish the most appropriate methods of effective patient management.
- To demonstrate up to date and highly developed skills and specialist knowledge and continued improvement and providing support to others to identify strengths and weaknesses, opportunities and threats to effective clinical practice
- Taking responsibility for own continuing professional development
- To undertake independent academic and practical self-study and understand, analyse, and evaluate such study into everyday practice
- To participate on HCRG Care Group appraisal as the appraisee and appraiser.
- To demonstrate a sound understanding of clinical governance and risk management and their application to the work situation and an awareness of risk reporting and escalation processes
- To contribute to the provision of accurate and timely activity data and abide by the standards and procedures of HCRG Care Group
- To comply with the organisational and national policies and procedures in relation to all aspects of sexual health and work in collaboration with the team, develop new clinical policies and guidelines.

## 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

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| <ul style="list-style-type: none"><li>• Inspire • Challenge •</li><li>• Understand • Improve •</li><li>• Communicate • Learn •</li></ul> | <ul style="list-style-type: none"><li>Accountability</li><li>Involve</li><li>Resilience</li></ul> |
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## 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 1998 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 flourish. 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.

## Personal Specification

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED Education / Qualifications	Essential / Desirable	Evidence
Registered General Nurse Qualification	E	Certificate
FSRH – Faculty Diploma- Contraception	E	Certificate
STIF Foundation	E	Certificate
STIF Intermediate	D	Certificate
Letters of Competency – Subdermal Implants- insertion and removal (LOC SDT-IR)	E	Certificate
IUD/IUS fitter competency	E	Certificate
Working within Key Performance Indicators (KPIs) and Service Level Agreements (SLAs)	E	Interview/application
Risk Management processes	E	Interview/application
Teaching and mentorship experience	E	Interview and application
Experience (min 2 years) working at Band 6 or experienced Band 5 in a sexual health setting/GP Practice providing sexual health provision	E	Interview/application
Qualification/experience Teaching/mentoring course/study	E	Certificate
Independent Non-Medical Prescriber qualification	D	Certificate
Experience using PGD for medication administration	E	Interview
Experience in STI Symptomatic screening	D	Interview /application
Sexual Health Advising experience	D	Interview /application
Experience in venepuncture technique	E	Interview /application
Ability to demonstrate a highly skilled knowledge, understanding and ability to	E	Interview /application

apply new research evidence and established theory into clinical practice.		
An understanding of how beliefs, values, emotions, culture, social environments and other conditions affect models of intervention and patient participation.	E	Interview /application
Excellent communication, interpersonal skills both verbally and in writing	E	Interview/application
Patient record systems experience	E	Interview /application
Car Driver and business insurance	E	Full driving licence
Ability to be flexible, to have flair and initiative and to be able to work in a team	E	Interview / References
Motivated / positive – self-directed and committed	E	Interview

Employee signature

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Manager signature

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