

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

Job purpose

Base

You will be based at Nye Bevan House, Rochdale. Travel across the borough will be required for the spoke clinics / outreach and to cover sickness and or annual leave at Sexual Health Services in Oldham and Bury.

Key responsibilities

This post is responsible for

- The post holder will have a key role in the delivery of contraception & sexual health services to the population within the organisation and in provision of outreach services within the community.
- The post holder will work in all areas of the clinical area and the role will include working independently within nurse delivered clinics as well as non health care venues and clients homes.
- The role will also include health education and promotion around contraception and sexually transmitted infections.
- The post holder will keep accurate records of their clinical activity.
- The post holder will work through the clinic based competencies to achieve acceptable standards of care for patients attending the sexual health service.
- Maintain, update and develop personal and professional knowledge within the guidance of performance reviews and clinical governance.
- Supervise junior staff and take responsibility for orientation, supervision and the training of learners, HCA's, support workers.
- Report all accidents, complaints or untoward incident to the clinic manager or nurse in charge.
- Maintain standards of care in the department by example and direction.
- Keep up to date with any relevant training and promote reflective practice.

- **Knowledge and Skills**

- To give accurate and up to date advice including verbal and written information relating to sexual issues of service users.

- To communicate effectively with service users around broader sexual health issues, providing information which enables clients to make informed choices about their health and lifestyle
- To put service users at ease in sensitive and possibly emotional situations
- To work with other members of the team to produce and maintain health care environments that are conducive to safe, therapeutic and ethical practice and specifically welcoming to young people
- To take initial case histories and to keep accurate, up-to-date medical notes
- To work as a member of a multi-disciplinary team, communicating closely with nursing and medical colleagues, including GPs, school nurses and other professionals
- To provide specialised advice around contraception & sexual health and the best possible care to service users on an individual basis, to support clinical governance within the organization.
- To issue treatment for sexually transmitted infections within the boundaries of Patient Group Directions.
- To be responsible for the initial and repeat issue of hormonal contraception within the boundaries of Patient Group Directions dependent on additional qualifications.
- To issue condoms according to clinic protocol.
- To undertake pregnancy testing and pregnancy counselling referring to NHS termination services or ante-natal care as required.
- To undertake sexual history taking and screening for sexually transmitted infections as appropriate.

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.

Personal Specification

Essential

- Registered Nurse
- Experience of working in an Integrated Sexual Health Service
- Relevant Contraception / GUM qualification
- Ability to work in a warm, sensitive, non-judgmental manner within an equal opportunities framework
- Ability to relate to service users and hard to reach and excluded groups
- Ability to communicate confidentiality to all service users and maintain it within protocol
- Ability to work and communicate within a multi-disciplinary team
- Ability to work independently and as part of a multidisciplinary team
- Ability to communicate with a wide range of professionals inside and outside the NHS
- Ability to network and build sustainable working partnerships with other agencies
- Ability to organise own time, keep good medical records and support systems monitoring clinic activity and performance
- Extensive knowledge of sexual health needs of the population and related issues
- Understanding of the law and guidance relating to advice and treatment to under 16s
- Understanding of confidentiality issues
- Understanding of equality and diversity issues
- At least one years' experience of working in sexual health services (Contraception and/or GUM)
- Experience of working in a multi-disciplinary team

Desirable

- LOC in Implants / IUD
- Non Medical Prescribing
- Knowledge of national policy and strategy context for sexual health
- Knowledge of health promotion initiatives
- Experience of working in non-clinical settings
- Working knowledge of Lillie Blithe computerised sexual health management system
- Evidence of study at level III or willingness to undertake

Job Description

Employee signature

Manager signature
