

Job Title:	Lead HIV Clinical Specialist Nurse
Reports to (job title):	Service Manager
Line Manager to:	Band 6 HIV Nurses /Health Advisor and Health Care Assistant

## Job purpose

The main purpose of this role is to have direct responsibility for delivering specialist nursing care to a large cohort of HIV positive patients across the Coventry and Warwickshire Sexual Health Hub, many with complex health and social needs related to or affected by their HIV or related conditions.

The role will include working collaborative with the HIV multi-disciplinary team (MDT) in the delivery of safe and effective care. The role will include delivery of a HIV Clinical Specialist 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 managing colleagues and the post holder will 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 further.

Working in collaboration with secondary care providers and where agreed, admit directly into the acute service, and actively discuss care.

Working with the Clinical Lead, Medical and wider colleagues 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 medical and nursing team provide sexual health intervention and prevention care that is efficient, and patient focussed.

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

## Key responsibilities

### Clinical requirements:

- The post holder will be responsible for the effective coordination, management and delivery of a HIV Clinical Specialist Nurse led clinic across the 4 localities and HIV designated spokes, ensuring it meets the clinical needs of the service users with their sexual health, immunisations, cervical cytology, contraception.
- Ensure patients view the service as contactable, knowledgeable, accessible, with professional service and be able to provide clinical expertise to patients, families, and others.
- 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 (non-clinical outreach team) 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 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 wider colleagues 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 wider colleagues to ensure collaborative and joined up service provision and agrees appropriate clinical pathways.
- Communicates highly sensitive and confidential 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 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:**

- Work alongside the Lead Nurse and Practice Educator to ensure that there is a sustainable programme for colleagues 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 their work and to advise others on the implementation of relevant research findings.
- To support and work alongside the Practice Educator to develop and embed robust clinical procedures, competencies, mentoring, supervision, 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 and wider colleagues 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.
- 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.
- 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.

- 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 Service Manager in workforce redesign where appropriate.

## Quality and Safety:

- Work with the HIV Pharmacists in appropriately managing the use of resources including medicines management, awareness of financial restrictions and promotion of cost efficiencies.
- Working with the pharmacists and the wider MDT in supporting patients 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 HCRG Care Group Policies and Procedures to ensure safe and effective working practices for colleagues and others.
- Highlights areas of concern appropriately.
- Work with Clinical Lead 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 HCRG Care Group 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. Colleagues 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 wider colleagues 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 and 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.
- 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 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.

- 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 wider colleagues to challenge existing practices, ensuring progressive solutions which consider models of best practice, are incorporated into service plans.
- Supports the implementation of new policies and cultural change and displays behaviours that demonstrate the HCRG Care Group 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 wider colleagues 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.

## 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, 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 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

#### Education/Qualification

- Registered Nurse Degree level Qualification
- Independent Nurse Prescriber
- Speciality advanced clinical practice qualification
- Teaching qualification and experience mentoring staff and students
- Working at level 4 NHVNA nurse competency
- BASHH/BHIVA course or other relevant courses/competency

#### Experience

- Experience of working in HIV services at an advanced level for at least 3 years
- Evidence of management/leadership skills and autonomous practice.
- Experience of working with colleagues from different professional disciplines, and the ability to build and sustain new working partnerships.
- Experience of Clinical Governance including risk management

#### Skills/Ability

- 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.
- Ability to independently undertake advanced clinical skills such as symptomatic STI assessment, diagnosis and management.
- Professionalism and interpersonal communication skills
- 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.

### Desirable

#### Education/Qualification

- Cytology training and competency
- Physical assessment course
- Advanced Clinical Practice qualification
- Advanced contraceptive skills such as intrauterine techniques and sub dermal implants
- To have a recognised contraceptive qualification or willingness to undertake

#### Experience

- Up to date knowledge and awareness of national guidelines.
- Evidence of audit/research including implementation of recommendations

### Skills/Ability

- Demonstrate the application of evidenced based practice.
- Ability to work flexibly to the needs of the service.
- Positive change representative
- 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.

### Other

- 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.
- Flexibility, commitment, and adaptability.
- Enhanced DBS check

Employee signature

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Manager signature

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