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| Job Title: | Specialty Grade Doctor in Sexual and Reproductive Health |
| Reports to (job title): | Consultant Clinical Lead / Service Manager |
| Line Manager to: | N/A |

Introduction

HCRG Care Group - Oldham, Bury and Rochdale Sexual Health.

HCRG Care Group's mission is to work with colleagues and service users to deliver exceptional services and to shape the future of health and care. Our purpose is to continuously improve the organisation and services to enable everyone to 'feel the difference'.

Our vision is to empower all people living in Oldham, Bury and Rochdale to enjoy positive sexual health and wellbeing.

Integrated Sexual Health Services provide a range of interventions that enable people to experience healthy sexual relationships.

We require a prevention focused, integrated sexual health service that meets the needs of the local population within the Oldham, Bury and Rochdale local authority areas; a service that will continually improve education, prevention, testing, treatment and support services in response to a changing environment of sexual health and relationship needs.

The service will improve sexual health by delivering a range of interventions across the life course; with a focused direction of travel towards prevention, building resilience and self-esteem, along with consistently promoting healthy choices. The service will provide open and easy access, cost-effective, high-quality provision for contraception and prevention, diagnosis, and management of sexually transmitted infections, according to evidence-based protocols.

Our services provide free information and advice on all types of contraception, STI testing and treatment and psychosexual management. We are a "Level 3" integrated contraception and sexual health service, combining the medical specialties of Genitourinary Medicine (GUM) and Community Sexual and Reproductive Health (SRH). We have three bases in each of the above local authorities. Our service is confidential, non-judgemental and for people of all ages, genders, and orientations.

Job purpose

The appointment will be a part time, 24 hours per week (6 PA) Speciality Grade Doctor in Sexual and Reproductive Health. The appointee must hold the Diploma of the Faculty of Sexual and Reproductive Healthcare (DFSRH) and Diploma in Genitourinary Medicine (DipGUM) or equivalent and meet the person specification for the Specialty Grade.

It is expected that the appointee will deliver appointment/walk in clinics for Long Acting Reversible Contraception (LARC), testing and management of Sexually Transmitted Infections including PEPSE and PrEP consultations.

The post holder may be asked to deliver one evening clinic per week.

Clinics will consist of booked appointments from other members of the clinical team, referrals from GPs, directly booked patient appointments as well as walk in clinics.

There is no direct in-patient responsibility with this post.

The post is mainly based at Oldham, but might involve travelling to other sites across Greater Manchester (Rochdale and Bury) and is supported by 3 consultants (1 FT, 2 LTFT) and a team of experienced specialist nurses and support staff.

Access to appropriate IT systems will be provided in the office/clinical accommodation and administrative support will be available at each of the locations.

Service Staffing (FTE)

| Across Oldham, Bury and Rochdale | |
|---|-------|
| Role | FTE |
| Administration Team | 7.6 |
| Consultant | 1.8 |
| Sexual Health Nurses | 11.08 |
| Nurses Managers | 3.68 |
| Health Care Assistants / Support Worker | 6.52 |
| Service Manager | 1 |
| Care Coordination Manager | 1 |
| Psychosexual Therapist | 0.2 |
| Health Advisor | 0.67 |
| Strategic Lead | 1 |
| Education & Wellbeing Team | 4.6 |

The Integrated Contraception and Sexual Health Service dealt with approximately 32,752 attendances across Oldham, Bury and Rochdale for year 22/ 23.

Note that HCRG Care Group employees transferring from NHS employment can remain in the NHS pension scheme and maintain their continuous NHS service date. The HCRG specialty grade contract is based on the national contract.

Key Accountabilities

The post holder will be expected to work with the MDT. They will undertake 6 clinical sessions per week including 1 supporting programmed activity sessions, same to be agreed and discussed on appointment.

The appointee will participate in Clinical Governance, Clinical Audit, CME and meet the annual CPD requirements of the appropriate Royal College / Faculty.

HCRG Care Group supports the requirements for continuing professional development and is committed to providing time and financial support for these activities.

The postholder will be required to follow the policies and practices laid down within HCRG Care Group.

The postholder will undertake annual appraisal and ensure they meet the requirements for continuing professional development in line with GMC good medical practice and to meet requirements for revalidation.

All medical and dental staff employed by HCRG Care Group are expected to comply with its risk management and Health and Safety policies, procedures and guidelines, and information Governance policies.

All staff are personally responsible for record keeping. A record is anything that contains information and any medium e.g., paper, tapes, computer information etc which have been created or gathered to document NHS activity.

All individuals within HCRG Care Group are responsible for any records they create. Records must be retained in accordance with the records management policy and stored in a manner that allows them to be easily located in the event of a Freedom of Information request.

The postholder must ensure complete and accurate data is collected to the highest standard. Data collection should be supported by adequate documentation and processes should be reviewed regularly. All staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with Information Quality Policy.

All staff are expected to have or to gain a minimum of basic IT skills to enable them to use the IT systems to support the organisation's services and needs.

Staff should be familiar with relevant IT systems, security policies and procedures.

Work Programme

The post has 6 Programmed Activities – 5 for direct patient care (DCC) and 1 Supporting Professional Activities (SPA) for service development and leadership.

The final timetable will be confirmed with the successful candidate on appointment and reviewed after an appropriate period in line with the trusts job planning policy.

The appointee may be expected to work at least one evening per week to be discussed on appointment.

| | Monday | Tuesday | Wednesday |
|-----------------------------|-----------------------------|---------------------------------------|-----------------------------|
| Morning (AM) | <i>Direct Clinical Care</i> | <i>Supporting programmed activity</i> | <i>Direct Clinical Care</i> |
| Afternoon or Evening | <i>Direct Clinical Care</i> | <i>Direct Clinical Care</i> | <i>Direct Clinical Care</i> |
| | | | |

Prospective candidates are encouraged to visit the departments at Oldham Integrated Care Centre, Radcliffe Street, Oldham.

Contact Dr Siew Yan Teo, Clinical Lead and Consultant in Genitourinary Medicine, siewyan.teo@hcrpgcaregroup.com

Other significant members of staff include Lauri McLaughlin, General Manager lauri.mclaughlin@hcrpgcaregroup.com

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.

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 DATIX 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 always observe fire and security precautions.

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 with 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

1. SKILLS AND ABILITY

| Number | | Essential | Desirable |
|--------|--|-----------|-----------|
| 1.1 | Excellent communication skills, verbal and written | ✓ | |
| 1.2 | Excellent patient communication | ✓ | |
| 1.3 | Ability to organise and prioritise workload and to delegate responsibilities and supervise staff | ✓ | |

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| 1.4 | Ability to undertake robust audit within team structure | ✓ | |
| 1.5 | Ability to motivate and inspire a multi-disciplinary team and work sensitively within teams | ✓ | |

2. KNOWLEDGE, EXPERIENCE AND TRAINING

| Number | | Essential | Desirable |
|--------|--|-----------|-----------|
| 2.1 | Minimum of 4 years medical work (either continuously or in aggregate) since obtaining a primary medical qualification, of which a minimum of 2 years should have been in integrated sexual health specialty or a specialty relevant to the specialist interest | ✓ | |
| 2.2 | Knowledge and principles of resource and budget Management | | |
| 2.3 | Understanding importance of clinician in management | | |
| 2.4 | | | ✓ |
| 2.5 | | | ✓ |

3. EDUCATION AND RESEARCH

| Number | | Essential | Desirable |
|--------|---|-----------|-----------|
| 3.1 | Basic medical qualification registrable in UK and current GMC registration | ✓ | |
| 3.2 | Diploma of the Faculty of Sexual and Reproductive Healthcare (DFSRH) | ✓ | |
| 3.3 | Diploma in Genitourinary Medicine (DipGUM) | ✓ | |
| 3.4 | Letter of competence in IUC or equivalent | ✓ | |
| 3.5 | Letter of competence in sub-dermal implants or equivalent | ✓ | |
| 3.6 | Application/acknowledgement of evidence-based practice | ✓ | |
| 3.7 | A working understanding of child protection issues | | ✓ |
| 3.8 | Management training | | ✓ |
| 3.9 | Research/publications in sexually transmitted infections, contraceptive/reproductive health, and other aspects of sexual health | | ✓ |
| 3.10 | Teaching qualification appropriate to sexual health e.g. faculty registered trainer or meets eligibility criteria | | ✓ |

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4. OTHER REQUIREMENTS

| Number | | Essential | Desirable |
|--------|--|-----------|-----------|
| 41. | Willingness to work flexibly to support the needs of the service | ✓ | |
| 4.2 | Ability to travel | ✓ | |