



## JOB DESCRIPTION

### Sexual Health Nurse

<b>Employing Organisation:</b>	Solutions 4 Health
<b>Contract Type:</b>	Full time - 40 hours per week
<b>Salary:</b>	Equivalent to Band 5 - £24,214 - £30,112 per annum depending on level of experience
<b>Reporting to:</b>	Sexual Health Service Manager
<b>Location:</b>	Herefordshire
<b>Travel:</b>	Travelling to various clinics across Herefordshire

Closing Date: **5<sup>th</sup> July 2019**

*Please note: If you have not heard within 6 weeks of the closing date you have not been successful on this occasion.*

#### **JOB SUMMARY**

*Solutions4Health is an innovative company with a passion and a track record for tackling health inequalities. We are looking to recruit an enthusiastic Nurse who is motivated and supportive in achieving the creation and development of Sexual Health Services.*

*The Sexual Health Nurse will provide high quality, comprehensive day to day operational, administrative support to the Sexual Health Services Team.*

*If you feel you have you the drive, passion and expertise to deliver and support Sexual Health Services in our award winning, dynamic organisation, we would be delighted to hear from you.*

#### **Values**

The Sexual Health Nurse working with the Sexual Health team will act in a way which demonstrates our core values, mission statement and vision by putting them into practice with service users, other staff members and multi-agency partners.

#### **MAIN DUTIES AND RESPONSIBILITIES**

***The specific accountabilities of this role will be flexible and will be developed further to meet the needs of the service as required but will include (or be equivalent in nature to) those listed below:***

The below requirements of the post will be carried out under direct supervision of a suitably qualified practitioner until successful completion of the required training elements and assessment of competency to work independently as a practitioner.

#### **Information, Advice & Guidance**

- To be responsible for promoting good sexual and reproductive health.



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- To be responsible for advising and supporting individuals and couples on all aspects of reproductive health, contraception and safer sex.
- To provide advice, information, education and counselling to patients diagnosed with a sexually transmitted infections.
- To carry out partner notification, to ensure the attendance and treatment of contacts.
- To provide a safe environment whereby patients can discuss their concerns and ask questions.
- To support sexual health promotion work within the clinic and community.

## **Sexual & Reproductive Health**

- Triage and support the management of sexual health, contraception and HIV positive patients.
- Provide an asymptomatic/symptomatic screening service within the clinical setting. Provide testing for STIs, including pre-test HIV discussion and post-test discussion and/ or counselling.
- Record interventions accurately and concisely in patient files.
- Keep confidential records for the purpose of partner notification.
- Ensure patients are followed up adequately if they need to reattend for results treatment or counselling by letter, phone, or home visit, or through their GP.
- Keep statistics on all patient contacts and interviews to enable audit and evaluation of services.
- Establish and maintain good working relationships with all staff within the team.
- Liaise with other local or national agencies as appropriate.
- Continue professional development and training by attendance and contribution at relevant seminars, workshops and conferences.
- Participate in regular supervision and staff appraisal.
- Be responsible for contributing to the delivery of high-quality Sexual and Reproductive Health services within the context of a clinical governance framework.
- Ensure that all activities in the area are carried out within Solutions4Health policy and guidelines and within the philosophy of Solutions4Health

## **Clinical Responsibilities**

- To use clinical expertise to accurately assess individual patient's needs and manage their sexual and reproductive healthcare appropriately.
- Provide clinical guidance and specialist advice to service staff and act as a role model for advanced practice.
- As a Registered Nurse to supply and administer medicines under Patient Group Directions or as a Non-Medical Prescriber with relevant training and sign off of competency.
- Contribute to evidence-based practice and research projects within the clinical areas and ensure that written standards for clinical care are formulated, utilised and reviewed when necessary.
- Collaborate appropriately for professional support and guidance.
- Develop in collaboration, clinical expert practitioners within the multi-professional team, non-medical guidelines and protocols relevant to sexual and reproductive health and HIV.
- Have a commitment to the development and implementation of sexual health and HIV initiatives within the clinic.
- Promote good practice and adapt a holistic approach to patient care at all times.



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- Seek opportunities to establish collaborative working relationships with the relevant primary care and community groups and other stakeholders
- Support the Lead Clinician to ensure there are robust local governance arrangements within the service.
- Proactively contribute to audit, research and the evaluation of patient care and advanced practice roles for nurses, health advisors and other clinical staff.
- Support quality initiatives in line with clinical governance in the service through the implementation of relevant benchmarks and Nursing Strategy of Solutions4Health.

## **Education/Research Responsibilities**

- Support the mentor arrangements for new members of staff and students are in place and the mentor updates are in date.
- Contribute to the development of team members in their professional educational role
- Support local research initiatives.
- Be competent and available to support clinical supervision within Solutions4Health.
- Encourage an appropriate and effective learning environment for staff and learners allocated to the area and participate in educational initiatives as required.
- Work in collaboration with members of the multi-professional team to formulate local clinical policies.

## **Professional Responsibilities**

- To ensure communications with patients and their relatives are supportive and informative with due regard to confidentiality.
- To be aware of responsibilities under the NMC's Code of Professional Conduct.
- To recognise clinical and professional limitations and seek advice from senior colleagues as necessary.
- To be aware of current developments in sexual health nursing, Solutions4Health and healthcare including all aspects of Clinical Governance.
- Participate in own appraisal using reflective practice.
- Set personal and professional objectives jointly with the Head of Service and actively review objectives mid-way.
- The post holder may be requested to work flexible hours and across the organisation.
- The post holder may be expected to participate in additional projects as identified by the Senior Management Team and assume some of the responsibilities of their manager during periods of annual leave.
- The job description will be subjected to review in line with service needs and may be changed after consultation with the post holder.
- The post holder will be required to process data in compliance with GDPR.

## **Communication:**

Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.

Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

## **ADDITIONAL INFORMATION**

## **Other Duties**

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

All duties must be carried out under supervision or within Solutions4Health policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

The post holder may be required to work flexibly to meet the needs of the local population. This may include some occasional evening and weekend work.

## **Information Governance**

Employees of S4H must comply with the provisions of the GDPR and Data Protection Acts. The post holder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The post holder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

The post holder must comply with S4H policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use.

The post holder will be responsible for maintaining all clinical and/or corporate records that fall within the remit of this role to the standards in S4H's records management policies, and data quality processes and standards.

## **Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfill a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

## **Safeguarding is Everyone's Business**

S4H has a responsibility to ensure that all children, young people and adults are adequately safeguarded and protected. Therefore, all S4H employees, temporary staff and volunteers are required to adhere to S4H safeguarding policies and procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

For children you should be aware of your responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for adults as detailed in the Care and Support Statutory Guidance issued under the Care Act (2014).

## **Training & Professional Development**



The post holder will work within the NMC Code of Professional Conduct and demonstrate relevant professional development activities including CPD, clinical updates, attendance at Journal clubs and production of portfolios.

The post holder must attend any training that is identified as mandatory to their role.

### **Clinical Supervision**

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. Clinical Supervision will be monitored via agreed review and appraisal mechanisms.

### **Equality, Diversity & Human Rights**

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. S4H is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

### **Quality & Risk**

S4H requires all of its employees to actively participate in quality improvement and risk management, both at a professional level and service level. The post holder will therefore be required to participate in quality and risk programs as an integral part of their position.

### **Confidentiality**

S4H employees are required to exercise discretion and maintain confidentiality at all times according to Policy

### **Eligibility to Work in the UK**

All applicants must be eligible to work in the UK. We only accept applications from candidates who are legally entitled to work in the UK.

### **Disclosure and Barring Service Check**

All Solutions 4 Health employees either in direct contact with patients and/or with access to patient data are required to pass a Disclosure and Barring Service (DBS) check.

It is a requirement of this post that you undertake an enhanced DBS check, and you will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. If you refuse to sign the form your appointment will not be progressed further.

### **No Smoking Policy**

Solutions 4 Health has a No Smoking Policy, which does not allow smoking by staff or visitors on any of our premises.

### **Occupational Health Clearance and Immunisation**

The post may be subject to Occupational Health clearance, and immunisation against certain diseases may be required. These will be discussed with you during the recruitment process where applicable.

## Person Specification

Description	Essential	Desirable	Assessment
<b>Qualification</b>			
NMC Registered Nurse	X		A
Evidence of comprehensive professional development	X		A, I
Relevant specialist courses/training e.g. Diploma in Sexual & Reproductive Health		X	A, I
Leadership training		X	A, I
Non-Medical Prescriber		X	A, I
Leadership Qualification		X	A, I
<b>Experience</b>			
Post registration experience	X		A, I
Recent sexual health experience including working with male and female patients or HIV experience	X		A, I
Experience of working in clinical teams	X		A, I
Experience in leading sexual health, HIV and/or contraception services		X	A, I
Experience in gynaecology, HIV, counselling, research, outreach and other experience related to the specialty or willing to undertake training	X		A, I
Management training		X	A, I
Clinical supervision	X		A, I
<b>Skills and Knowledge</b>			
Ability to manage off or on site clinic effectively		X	A, I
Demonstrates an in depth knowledge of specialty(s)		X	A, I
Excellent communication and presentation skills	X		A, I
Able to adapt to change	X		A, I
Proven management, leadership and supervisory skills		X	A, I
Skilled in delegation	X		A, I
Advanced clinical practice in the treatment and assessment of patients in the specialty		X	A, I
Evidence of utilising clinical supervision	X		A, I
Participation in audit/research	X		A, I
Knowledge of health promotion and research	X		A, I
Evidence of effective teaching and assessing	X		A, I
Evidence of working with staff from different professional disciplines	X		A, I
Ability to use evidence in practice	X		A, I
To be proficient in the assessment of asymptomatic and symptomatic men and women attending for sexual health screening	X		A, I
Evidence of effective change management	X		A, I
Evidence of practice development	X		A, I
Demonstrates the ability to interpret and utilise numerical and financial information	X		A, I



Able to translate Solutions4Health's vision for patient centred care into practice	X		A, I
Develops and contributes to development of guidelines in sexual health, contraception and HIV	X		A, I
Able to perform sexual history taking and examination in accordance with local and Solutions4Health guidelines	X		A, I
Demonstrates knowledge of stress management	X		A, I
Knowledge of HIV and related issues		X	A, I
Non-medical prescriber or willingness to undertake the training		X	A, I
Demonstrates the ability to utilise Patient Group Directions for supply and administration of medication		X	A, I
<b><u>Personal Qualities</u></b>			
Ability to recognise individuality and rights for each patient in relation to their values, attitudes and beliefs and working with the patient accordingly	X		A, I
Ability to work autonomously and independently	X		A, I
Non-judgemental	X		A, I
Proactive approach	X		A, I
Evidence of effective team working	X		A, I
Flexible	X		A, I
Commitment to own self development and self-motivation	X		A, I
Embrace and proactively promote Solutions4Health values	X		A, I

**\*Assessment will take place with reference to the following information**

A = Application form      I = Interview      C = Certificate      T = Test