

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Trainee Sexual Health Nurse/Advisor</b>
<b>Band:</b>	<b>Band 5</b>
<b>Responsible To:</b>	<b>Senior Nurses Sexual Health</b>
<b>Accountable To:</b>	<b>Lead Nurse Sexual Health</b>
<b>Section/Department/Directorate</b>	<b>Sexual Health GU Medicine</b>

### **Job Purpose:**

The post holder will work in a development role as a member of the Sexual Health Team.

Once deemed competent:

- The post holder will work as part of the Sexual Health Team to provide assessment, counselling and support on aspects of sexual and reproductive health and contraception within clinic guidelines and protocols. This will include providing a nurse-led service in various settings and undertaking extended roles.
- The post holder will offer sexual health screening and will provide health promotion on all matters relating to sexual and general health, contraception, genitourinary infections, HIV, other sexual health concerns.

### **Context**

The Sexual Health Service offers both doctor and nurse led clinics across the week in order to meet local and national targets. Both new and follow up appointments are offered at the clinics, as well as a sexual health walk-in service. Regular HIV clinics which are led by consultants in collaboration with specialist nursing staff are also provided. The post holder will fulfil all tasks and work as part of a team. Clinics are primarily based at the Centre Exeter or Barnstaple, with regular outlying clinics.

Counselling and psychological support is offered to patients presenting to the service with sexual health related problems; this is provided by the Clinicians and Psychologists within the department.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

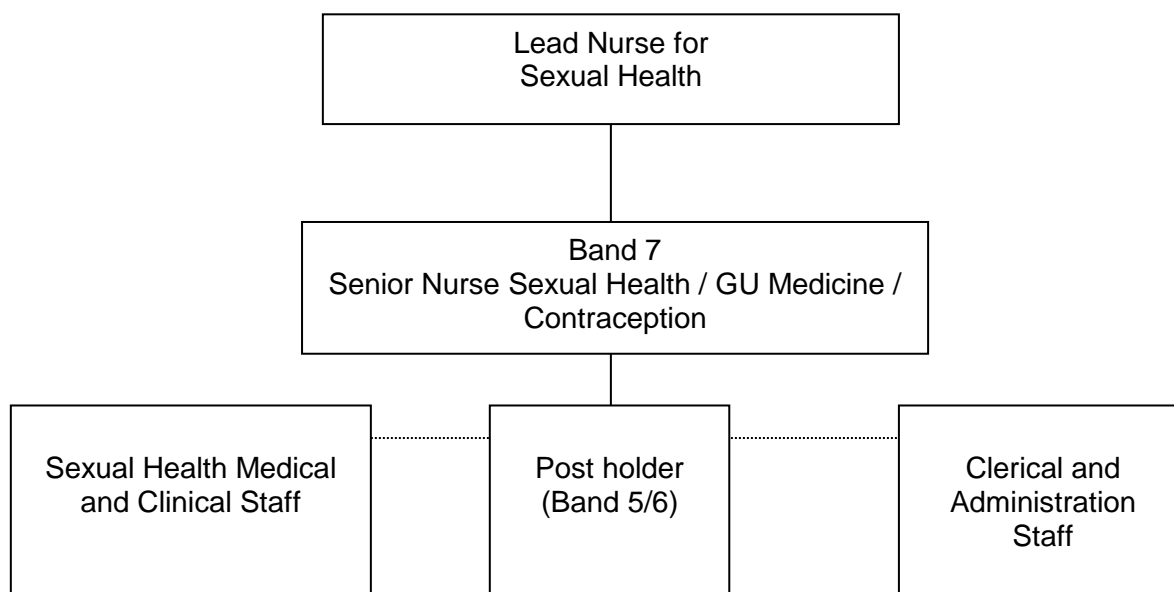
The post holder will be required to work flexibly within the multi-disciplinary sexual healthcare team to provide a high standard of individualised nursing care and / or health advice to people using the services with genitourinary infection. HIV infection and other sexual concerns and for contraception advice and treatment. Part of this role may involve working in outreach clinics across the trust (North Devon). The post holder will work in accordance with trust policies and NMC code of conduct.

### **Key working Relationships**

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

- Lead Nurse Sexual Health
- Senior Nurses GU Medicine
- All Sexual Health staff within the service
- Consultants and other medical staff
- Admin and Clerical staff
- GPs
- Centre for Women's Health Secondary Care
- Other agencies including safeguarding teams
- Diagnostic Services
- Local Medical School and other education providers
- Pharmacists
- Walk-in Centre staff
- TOP providers

## ORGANISATIONAL CHART



## **Key Result Areas/Principal Duties and Responsibilities: (once deemed competent)**

### **Communication and Relationship Skills:**

- Demonstrates excellent interpersonal skills.
- Communicates clearly and empathically when delivering sensitive health information and advice to clients.
- Able to identify own professional limitations and able to refer on whilst in a training role.
- Provides a clinical advisory service for health professionals and patients, e.g. helpline.
- Ensures confidentiality is maintained in accordance with statutory requirements such as data protection Act and the NHS legislation (Sexually Transmitted Disease).
- Maintain clear and accurate records.
- At all times work closely with other members of the clinic team, referring onto doctors or psychology services as appropriate.
- Works to enhance and maintain a team approach within the service.
- Liaises with other nurse advisors in GUM exchanging relevant information in order to facilitate partner notification.
- Works within national (FSRH), and local (NDDH) guidelines and protocols for sexual health.
- Liaise where necessary with outside agencies.
- Provides information and pregnancy testing support in relation to unplanned pregnancy.

### **Analytical and Judgement Skills**

- Able to assess complex symptoms/ situations and treat or refer as necessary.
- Develops skills at assessing patient situation and advising on appropriate healthy actions and follow-up.
- Empowering the patient to take control of their own sexual health and fertility by enabling them to make informed choices.
- Undertaking Nurse led / Health Advisor led clinics and provides sexual health advice and care, and contraception as required.

### **Planning and Organisational Skills**

- Plan appropriate follow on care and appointments for patients.
- Decide on appropriate and timed referrals to medical staff where appropriate.
- Assist senior staff in the delegation of responsibilities to ensure smooth running of clinics.
- Document and notify patients re test results e.g. smears, Chlamydia and other GU results etc.
- To be actively involved in health promotion work in the clinic and in the community.
- Documents activity using departmental systems.
- Participates in training clinics implementing and evaluating care.

### **Physical Skills**

- Clinical examinations and procedures, as deemed competent.
- Manual Handling moving and handling stock and equipment.
- Standard car driving (clean driving licence).
- Keyboard skills.
- Ability/Flexibility to be deployed at other outlying clinics as required.
- Significant amount of walking, opening heavy doors, escorting patients.
- Frequent daily use of IT.
- Standing for periods

## **Responsibility for Patient and Client Care**

- Able to communicate and express empathy in sensitive situations supporting patient / partner / family.
- Act in a professional manner, remain calm and efficient at all times.
- Be responsible and undertake own patient caseload by way of nurse led clinics once deemed competent.
- Provide skilled individualised advice to patients once deemed competent.
- Implement assessment to identify analyse and discuss specific needs and issues of clients.
- To deliver advice and information and care with regard to each patients customs, beliefs and sexuality, in a non- judgemental manner.
- Carry out care in accordance with local and national codes i.e. NMC code of Professional Practice; Trust Policies and other national guidelines e.g. BASHH / FSRH.
- Ensures patient needs for privacy and dignity are addressed at all times.
- To provide an immediate response to those requiring PEP for sexual exposure.
- Develop skills to facilitate counselling and psychological care.
- Develop extended skills as necessary e.g. venepuncture.
- To provide comprehensive assessment of patients including social, emotional, and sexual difficulties and follow up or refer on to another agency as appropriate.
- Able to provide a full range of GU and contraceptive care and advice on methods including extended nursing procedures i.e. pills, sub dermal implants, sexual health testing and venepuncture, once deemed competent.
- Promote safer sex and risk reduction to patients.
- To provide effective contact tracing / partner notification to ensure contact(s) attendance and treatment by index patient referral or provider referral as detailed in the SSHA PN Policy.
- To ensure that patients are followed up adequately if they need to attend for results, treatment, follow up testing, counselling; explaining department recall systems and partner notification processes.
- Demonstrate the ability to provide relevant, accurate and up to date clinical information on all sexual health issues once deemed competent.
- Participates as a team member in the high quality delivery of care.
- Ensure all patients receive follow up care as planned and agreed.
- Is aware of infection control and strives to provide a clean safe environment.
- Ensures clinic rooms are prepared and set up adequately and are clean and tidy at the end of own clinic.
- Completes documentation, including patient records, in a clear concise manner.

## **Responsibility for Policy and Service Development**

- Following appropriate training, takes responsibility for workplace assessment and mandatory training.
- To be aware of Health and Safety and security procedures at work and to report all incidents/accidents to a senior member of staff using NDHT systems.
- To contribute in updating and development of guidelines protocols or material for the department and patients.
- Partake in C.Card provision as appropriate.
- In conjunction with the mentor ensures standards of care are monitored and maintained.
- Support colleagues, working as a team member to enhance patient care.
- Attend service departmental meetings regularly.

## **Responsibility for Financial and Physical Resources**

- Actively participates in the maintenance of stock levels for the service, replenishing/maintain stock levels adequately.
- Demonstrates ability to manage resources effectively.

## **Responsibility for Human Resources and Development**

- Maintains own professional portfolio.
- Partake in regular appraisals with line manager and participate in departmental supervision.
- There will be an expectation that the post holder will identify personal training needs.
- Attend teaching sessions, participate in mandatory and other training as identified with line manager.
- Using reflection and online resources keep abreast of developments within the speciality and within Nursing/Healthcare.
- Ability to supervise healthcare assistants and support workers once deemed competent.

## **Responsibility for Information Resources**

- Ensures clear accurate record keeping. .
- Participates in clinical audit as required, including national and local data collection.
- Aware of the need for confidentiality and the need to respect clients' wishes.

## **Responsibility for Research and Development**

- Demonstrates an awareness of research and participates in the implementation of evidence-based practice.
- Attends and participates in working groups and research projects required by the Service.
- Undertake work place research, audits and surveys when required and when deemed competent.
- When deemed competent evaluate services as required, in conjunction with lead staff.
- Participate with the multi-disciplinary team to review systems to improve the efficiency of the department.

## **Decision Making**

- Accountable for own professional actions.
- To take delegated responsibility for tasks within the general scope of the post
- Demonstrates initiative within the role.
- Works in accordance with NMC Code of Conduct.
- Work is supervised and monitored by Nurse Specialists.
- Reflects on decisions made.

## **Physical Effort**

- Combination of sitting, standing, walking and manual handling moving equipment and stores.
- Frequent use of display screen.
- Working hours according to service need.
- Positions patients for procedures, e.g. manoeuvring of /manual handling.
- Ability/flexibility to be deployed at other outlying clinics, as required.

## **Mental Effort**

- Dealing with pressures of working in clinics and prioritising where necessary.
- Skilful in dealing with chaotic and sometimes demanding patients.
- Daily concentration on client assessments, treatment plans and on-going care.
- Ability to respond flexibly to changes in service needs both short and long term.

## **Emotional Effort**

- Informing patients of results, some of which can be upsetting.
- Demonstrate a non-judgemental approach when patients request is in conflict with own personal ethics/beliefs.
- Deal with patients/clients fears and distress, empowering service users.
- Ability to evaluate and act upon safeguarding issues with all age groups of those attending clinic and supports other staff in these issue.
- Supporting colleagues in psychologically distressing situations.
- To be able to be responsive in challenging situations.

## **Working Conditions**

- Clinical conditions with exposure to potentially verbally aggressive behaviour.
- Exposure to blood or body fluids, i.e. cervical smears, vaginal examination, urine tests etc.
- Ability to respond quickly both physically and mentally in the event of emergency.
- Promotes a healthy and safe environment for patients and staff adhering to all relevant Health and Safety legislation and reporting all incidents through the appropriate channels.
- Frequent use of IT.
- In the event of security alert/panic alarms the ability to respond quickly both physically and mentally in the event.

## **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him / her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to servicing our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all 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 will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staffs' committing the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to NHS equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children, and young people, and ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

## **CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

## **JOB DESCRIPTION AGREEMENT**

Job holder's Signature: .....



Date: .....  
Manager's Signature: .....  
Date: .....

## PERSON SPECIFICATION

### POST: Trainee Sexual Health Nurse Advisor GUM/Contraception

REQUIREMENTS Essential (E) *    Desirable (D) *	E/D *	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low - 10 High)
<b><u>QUALIFICATIONS/SPECIAL TRAINING :</u></b>				
Registered Practitioner i.e. RGN, RM, or other.	E			
Post registration training / qualification in sexual health GUM / SSHA or equivalent.	D			
Post registration training / qualification in contraception DFSRH or equivalent.	D			
Evidence of continuing professional development (CPD).	E			
Recognised STIF qualification or willing to undertake training.	D			
<b><u>KNOWLEDGE/SKILLS:</u></b>				
Knowledge of current issues regarding sexual health, GU and contraception.	D			
Knowledge of health promotion methods especially as they relate to sexual health.	D			
Working knowledge of sexually transmitted infections (STIs) partner notification and methods of contraception.	D			
Knowledge of confidentiality and legal issues relating to sexual health and safeguarding.	D			
Understanding of the National Chlamydia Screening Programme.	D			
Willingness to undertake further training relevant to the Service i.e FSRH , BASHH.	E			
Excellent interpersonal skills i.e communication, negotiation and diplomacy.	D			
Good organisation skills, ability to prioritise and work under pressure to meet deadlines.	E			
Good numeracy, literacy, IT and record keeping.	E			
<b><u>EXPERIENCE:</u></b>				

Experience of working effectively and collaboratively with a wide range of partner agencies.	D			
Experience of working in a sexual health related area.	D			
Experience of delivering services to and for young people and an understanding of current issues relating to young people.	D			
<b><u>PERSONAL REQUIREMENTS:</u></b>				
Ability to communicate effectively and sensitively with patients both in person and on the telephone.	E			
Ability to demonstrate discretion, confidentiality and anti-discriminatory practice in all aspects of work.	E			
Ability to work and communicate well, within both a small team and broad multi-disciplinary network.	E			
Ability and confidence to use own initiative and work independently.	E			
Ability and willingness to work unsocial hours as and when required.	E			
<b><u>OTHER REQUIREMENTS:</u></b>				
Ability to meet the travel requirements of the post.	E			

HAZARDS :					
Laboratory Specimens	X	Clinical contact with patients	X	Performing exposure Prone invasive procedures	
Blood/Body Fluids	X	Dusty environment		VDU use	X
Radiation		Challenging behaviour	X	Manual handling	X
Solvents		Driving	X	Noise	
Respiratory Sensitizers		Food handling		Working in isolation	X