Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Trainee Adult Forensic Nurse Examiner
Reports to	Nurse Manager SARC
Band	Band 5
Department/Directorate	Devon & Cornwall SARC Sexual Assault Referral Centre)

JOB PURPOSE

The post holder will work in a development role as a member of the Devon & Cornwall SARC Service.

Once deemed competent:

- The post holder will work as part of the SARC team providing a high standard of individualised ca and advice to patients who have experienced a form of sexual assault.
- The post holder will undertake forensic examinations on adults and children between 16years of ages as part of our paediatric service, ensuring adequate support and guidance are given and arrange appropriate follow up care.
- The post holder will be required to attend and participate in strategy meetings with the police and social care, providing specialist advice and guidance to those professionals regarding the health needs of young people that have experienced sexual harm.
- The post holder will support senior nurse colleagues in the delivery of the service from a nursing perspective, ensuring all members of the team are well informed and supported within their role .There will be a need to work in partnership with the medical clinicians in the delivery of the service
- The post holder will ensure they undertake professional development in line with the role and the service.
- The post holder will be required to participate in an out of hours telephone advice rota, providing other professionals with expert advice regarding those who have experienced sexual harm.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Communicates clearly and empathically when delivering sensitive health information and advice to patients
- Work is supervised and monitored by Nurse Specialists and Cinical Lead.
- Undertaking nurse led forensic examinations and provides support and information on examination findings including follow up care .
- Develop skills to assess in depth safeguarding issues and specific actions to be taken ,in conjunction with the police as required
- To provide comprehensive assessment of patients including social, emotional, and sexual trauma and follow up or refer on to another agency as appropriate.
- Demonstrate the ability to provide relevant, accurate and up to date information on forensic examinations and the criminal justice process once deemed competent.
- Informing patients of examination findings, some of which can be upsetting.
- Develop skills and knowledge to attend partake in strategy meetings and ability to discuss relevant advice in relation to support via the SARC service.

KEY WORKING RELATIONSHIPS

The practitioner will be based within the Devon & Cornwall Sexual Assault Referral Centres. The majority of medical examinations undertaken will be at the appropriate Sexual Assault Referral Centre (SARC) however, there may be times when the post-holder is required to attend other SARC sites within Devon and Cornwall and other non SARC sites, for example, hospitals or specialist residential schools.

Devon and Cornwall Sexual Assault Referral Centres provide forensic examinations and support for Service users who have been sexually assaulted. There is provision for both acute and historic cases, for both adult and paediatric patients within working hours and non-working hours by way of an on call service. There is a range of psychological support both internally and externally that can be offered to Service users.

The adult service is led a Clinical Lead Doctor. The Nurses within the service are led by the Lead Nurse/Specialist Safeguarding Lead, the Nurse Manager, and Lead Forensic Examiners,
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 their line manager i.e. Plymouth or Truro

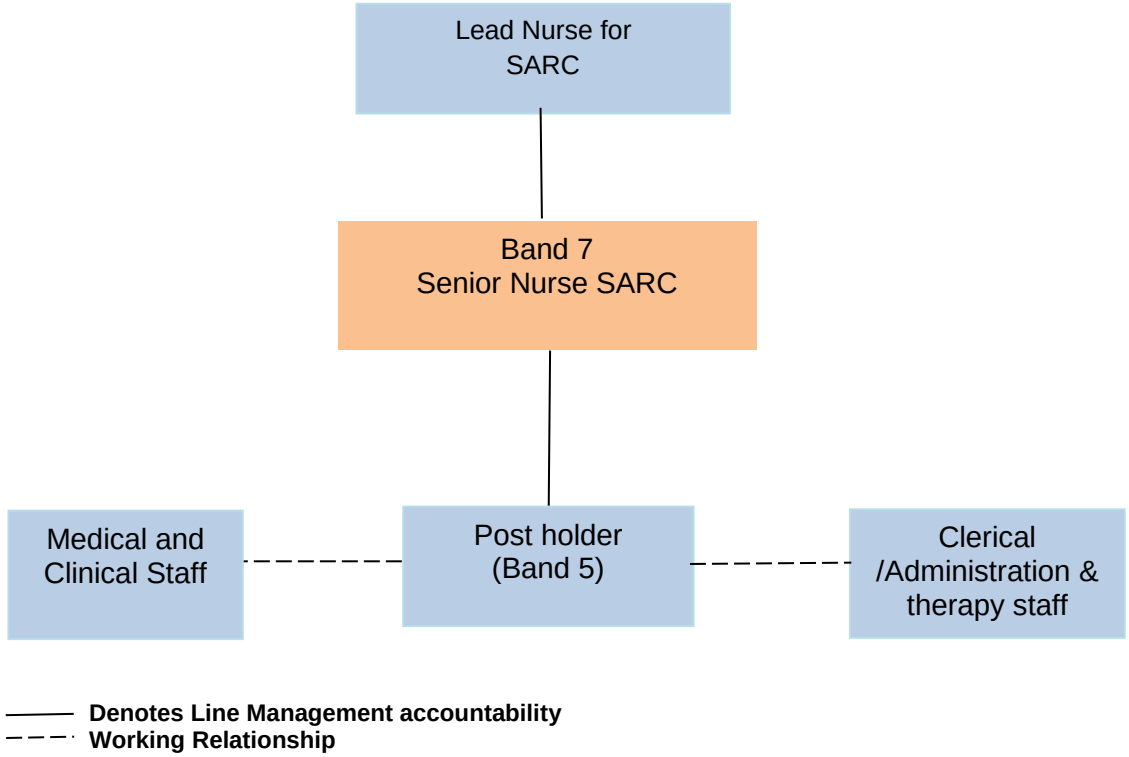
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, they will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media. Of particular importance are working relationships with:

No. of Staff reporting to this role: NIL

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Lead Nurse SARC • Senior Nurse SARC • Lead clinician and other medical staff • Admin and Clerical staff • Therapy Staff • Safeguarding teams • Sexual Health Service • Diagnostic Services	• GPs • External agencies ,i.e police • Social Services • Other SARC services • Mental Health teams

ORGANISATIONAL CHART



FREEDOM TO ACT

- 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 and Cinical Lead.
- Reflects on decisions made.

COMMUNICATION/RELATIONSHIP SKILLS

- Demonstrates excellent interpersonal skills.
- Communicates clearly and empathically when delivering sensitive health information and advice to patients
- 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
- Ensures confidentiality is maintained in accordance with statutory requirements such as data protection Act and the NHS legislation
- Maintain clear and accurate records.
- At all times work closely with other members of the clinical team, referring onto doctors or psychology services as appropriate.
- Works to enhance and maintain a team approach within the service.
- Liaises with the clinical team exchanging relevant information in order to facilitate high quality care.
- Works within national (FFLM -faculty of forensic legal medicine), and local (RDU) guidelines and protocols for SARC.
- Liaise where necessary with outside agencies.

ANALYTICAL/JUDGEMENTAL 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 forensic examinations and provides support and information on examination findings including follow up care .
- Develop skills and knowledge to attend partake in strategy meetings and ability to discuss relevant advice in relation to support via the SARC service
- Develop skills to assess in depth safeguarding issues and specific actions to be taken ,in conjunction with the police as required
- Work in accordance with local PGDs ,and work towards becoming independent non medical prescriber

PLANNING/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 the service
- To be actively involved in health promotion work in the service and in the community.
- Documents activity using departmental systems.
- Participates in training clinics implementing and evaluating care.
- Assess own workload and prioritise as necessary

PATIENT/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 forensic examinations 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. FFLM
- Ensures patient needs for privacy and dignity are addressed at all times.
- To provide an immediate response to those requiring PEP for sexual exposure according to current PGD.
- Develop skills to facilitate counselling and psychological care.
- Develop extended skills as necessary e.g. venepuncture, use of colposcope.
- To provide comprehensive assessment of patients including social, emotional, and sexual trauma and follow up or refer on to another agency as appropriate.
- Able to provide advice on contraception and sexual health i.e. pills, sub dermal implants, sexual health testing and venepuncture, once deemed competent.
- Promote safer sex and risk reduction to patients.
- To ensure that patients are followed up adequately by referring to sexual health for ongoing treatment, follow up testing, counselling
- Demonstrate the ability to provide relevant, accurate and up to date information on forensic examinations and the criminal justice process 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 referring on to support services as required /appropriate i.e ISVAs (independent sexual violence advisors).
- The post holder will assess a patient's capacity and mental health needs prior to, during and post forensic medical examination and determine ability to consent to care.
- Ensures clinic rooms are prepared and set up adequately and are clean and tidy at the end of own clinic.
- Ensures clinic areas are forensically clean and fit for purpose each shift and report any issues to senior staff.
- Completes documentation, including patient records, in a clear concise manner.
- Act on safeguarding issues as appropriate ensuring safety of the patient and their families

POLICY/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 trust electronic systems .
- To contribute in updating and development of guidelines protocols or material for the department and patients.
- 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
- Support nurse manager and team in the implementation of service specifications

FINANCIAL/PHYSICAL RESOURCES

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

HUMAN RESOURCES

- 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 crisis workers once deemed competent,no line management responsibility .

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.

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.

PHYSICAL SKILLS

- Clinical examinations and procedures, use of colposcope, as deemed competent.
- Manual Handling moving and handling stock and equipment.
- Standard Keyboard skills.
- Significant amount of walking, opening heavy doors, escorting patients.
- Frequent daily use of IT.
- Standing for periods

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 SARC sites, 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 examination findings, 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 issues.
- 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., 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 ability to respond quickly both physically and mentally in the event.

OTHER RESPONSIBILITIES

- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- Contribute to and work within a safe working environment
- You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.
- You must also take responsibility for your workplace health and wellbeing:
  - When required, gain support from Occupational Health, Human Resources or other sources.
  - Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
  - Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
  - Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

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 for 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.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated

organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Trainee Adult Forensic Nurse Examiner

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered and validated nurse/midwife with the NMC i.e. RGN, RM	E	
Post registration training / qualification in contraception or sexual health		D
Evidence of continuing professional development (CPD).	E	
Recognised STIF qualification		D
Non medical Prescriber		D
KNOWLEDGE/SKILLS		
Knowledge of current issues regarding sexual health		D
Knowledge of health promotion methods especially as they relate to sexual health/forensic medicine.		D
Working knowledge of sexually transmitted infections (STIs) and methods of contraception.		D
Knowledge of confidentiality and legal issues relating to forensic medicine, sexual health and safeguarding.		D
Willingness to undertake further training relevant to the Service i.e safeguarding supervision.	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	
EXPERIENCE		
Experience of working effectively and collaboratively with a wide range of partner agencies.		D
Experience of working in a clinical patient facing role	E	
Experience of delivering services to and for children /young people and an understanding of current issues relating to children/young people.		D
PERSONAL ATTRIBUTES		
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	
Other Requirements		
Ability to meet the travel requirements of the post.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y/N				Y
Contact with patients	Y/N				Y
Exposure Prone Procedures	Y/N				
Blood/body fluids	Y/N				Y
Laboratory specimens	Y/N				Y
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y/N				
Respiratory sensitisers (e.g isocyanates)	Y/N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y/N				
Animals	Y/N				
Cytotoxic drugs	Y/N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y/N				
Laser (Class 3R, 3B, 4)	Y/N				
Dusty environment (>4mg/m3)	Y/N				
Noise (over 80dBA)	Y/N				
Hand held vibration tools (=>2.5 m/s2)	Y/N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y/N				Y
Heavy manual handling (>10kg)	Y/N				
Driving	Y/N		Y		
Food handling	Y/N				
Night working	Y/N				
Electrical work	Y/N				
Physical Effort	Y/N			Y	
Mental Effort	Y/N				Y
Emotional Effort	Y/N				Y
Working in isolation	Y/N				
Challenging behaviour	Y/N		Y		