Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Adult Nurse Forensic Examiner
Reports to	Senior Forensic Examiners
Band	Band 6
Department/Directorate	SARC, Specialist Services

JOB PURPOSE

- The post holder will work as part of the SARC team providing a high standard of individualised care and advice to patients who have experienced a form of sexual assault.
- The post holder will be professionally accountable for the forensic examinations they undertake for clients 16 years and above, ensuring adequate support and guidance are given and arrange appropriate follow up care. Forensic examinations will be carried out autonomously, including dealing with written referrals and clinical telephone referrals, with advice and guidance from a forensic doctor or clinical lead as necessary.
- The post holder will be responsible for performing a clinical assessment and physical examination to ascertain if the client has any acute needs, such as review of physical injury, prevention of pregnancy, prophylaxis for sexually transmitted infections (STI) and HIV, and may directly refer to other clinical services and agencies as required.
- The post holder will be required to attend and participate in strategy meetings with the police and adult social care, providing specialist advice and guidance to those professionals regarding the health needs of adults that have experienced sexual harm.
- The post holder will be required to participate in an out of hours rota, providing other professionals with expert advice regarding adults who have experienced sexual harm. They may be required to attend to see clients outside of core working hours
- To attend both civil and criminal courts as required as a professional witness on an occasional basis. The post holder will continue to be available to attend court beyond the end of their employment with the service.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Work within defined occupational policies, protocols, procedures and codes of professional conduct to ensure safe and effective patient care and forensic integrity.
- To be a point of contact, alongside the Crisis Workers, for patients following a forensic medical examination, making contact post examination as necessary, to ensure client treatment plan is completed and all relevant onward referrals have been made
- Review referral forms in conjunction with the Lead Crisis Workers, ensuring appropriate actions are taken and appointments for forensic medical examinations are offered where appropriate and care needs are identified and addressed.
- Support the Lead Crisis Workers in their administrative duties, processing referrals and paperwork where capacity permits.
- Responsible for the collection of forensic samples for the purposes of criminal investigation, (this may require the use of the colposcope and/or speculum) ensuring samples are collected and stored as per specific departmental policies, maintaining forensic integrity and chain of evidence.
- Support nurse manager in the implementation of service specifications and with local and national policy initiatives Partake in the clinical induction, training and development of trainee forensic examiners within the service.

- High degree of competency and dexterity to carry out required practical skills during forensic examinations ensuring it is labelled, sealed and stored appropriately to prevent DNA degradation.
- Ability to evaluate and act upon safeguarding issues, asking for advice and guidance from safeguarding leads, with all age groups of those attending 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.

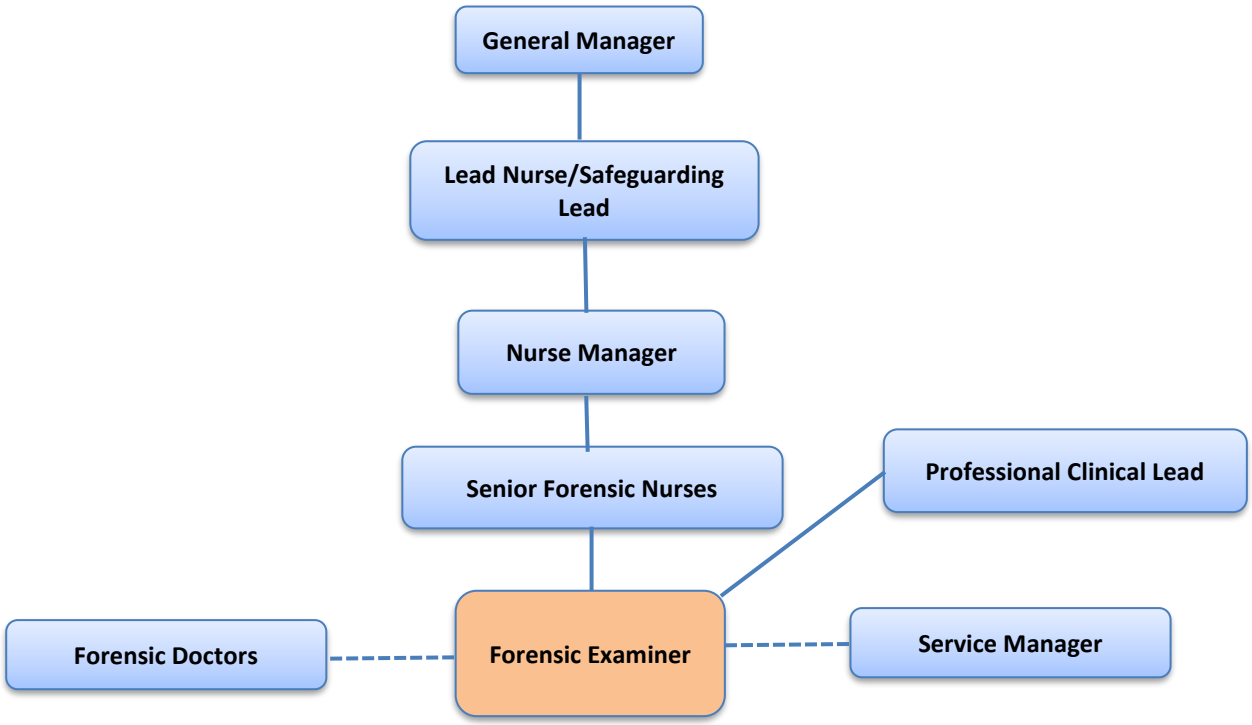
The adult service is led a Clinical Lead Doctor. The Nurses within the service are led by the Lead Nurse/Specialist Safeguarding Lead ,the Nurse Manager, and Lead Forensic Examiners,
The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may 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:

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• General Manager, Service Manager and admin team • Nurse Leadership • Lead Clinicians • Medical Staff • Sexual Health Service • Integrated Safeguarding Team • Diagnostic Services • Crisis Workers	• GP's • Social Workers • Police • Adult Mental Health Services • Community Health Services • Independent Sexual Violence Advisor's

ORGANISATIONAL CHART



FREEDOM TO ACT

- Work within defined occupational policies, protocols, procedures and codes of professional conduct to ensure safe and effective patient care and forensic integrity.
- Where additional patient needs are identified (drug and alcohol dependency, learning difficulties etc) seek additional guidance and support from forensic doctor or clinical lead
- Where consent to examine is not obtained discuss with forensic doctor or clinical lead to ascertain how to proceed
- Accountable for own professional actions and practices and to utilise available opportunities to sustain and improve knowledge and professional competence

COMMUNICATION/RELATIONSHIP SKILLS

- Provide telephone support and advice to professionals from other agencies, in the forensic care planning and options available to patients. This may involve providing and receiving complex, sensitive information
- Effectively communicate clearly and empathically, information to patients which may be complex, sensitive and distressing in nature.
- Responsible for giving accurate and appropriate written and verbal information to patients whilst taking written consent.
- Liaise with patients, police, outside agencies and other personnel, maintaining appropriate confidentiality in accordance with statutory requirements such as data protection Act and the NHS legislation.
- Effectively provide and receive complex, sensitive information during face to face assessments and clinical examinations There may be barriers to understanding requiring the utilision of a range of verbal, non-verbal and written communication skills
- At all times work closely with other members of the clinical team, referring on to doctors or psychology services as appropriate.
- Develop and maintain links with related health and social services and liaise as appropriate with statutory and voluntary bodies.

- Work effectively with colleagues to maintain a team approach within the service.
- Works with other team members to deliver presentations when required, to promote the service.
- Participate in strategy meetings and contribute to safeguarding processes as required.
- To be a point of contact, alongside the Crisis Workers, for patients following a forensic medical examination, making contact post examination as necessary, to ensure patient's treatment plans are completed and all relevant onward referrals have been made
- Gather and assess relevant information from partner agencies prior to, and in support of, non recent medical assessments when required.
- To attend both civil and criminal courts as required as a professional witness on an occasional basis .The post holder will continue to be available to attend court beyond the end of their employment with the service

ANALYTICAL/JUDGEMENTAL SKILLS

- Skilled at assessing patient's situations some of which maybe complicated involving a number of situations/scenarios all of which can be complex and advising on appropriate actions and follow-up.
- Work and liaise with the crisis workers and police to ensure that the patient feels in control and the service is tailored to their needs enabling them to make informed choices.
- Undertakes forensic examination clinics and provides comprehensive advice and care, following appropriate PGD, to include the prevention of pregnancy and prophylaxis against Sexually Transmitted Infections including HIV and Hepatitis B as necessary.
- Review referral forms in conjunction with the Lead Crisis Workers, ensuring appropriate actions are taken and appointments for forensic medical examinations are offered where appropriate and care needs are identified and addressed.
- In conjunction with senior forensic examiners and nurse manager partake in the monitoring of standards ,ensuring they are in line with national and local requirements

PLANNING/ORGANISATIONAL SKILLS

- Plan and facilitate examinations in off-site locations when required e.g. if a patient cannot attend the SARC. ensuring it has been risk assessed as clinically/ personally safe to do so
- Provide an immediate response to police referrals requiring forensic medical examinations
- Will be required to attend case management meetings as appropriate
- Assists senior staff in delegated responsibilities to ensure smooth running of the service.
- To be actively involved in the implementation and delivery of health promotion work within the service.
- Assist in the co-ordination/organisation of forensic medical assessments following acute telephone referrals and appointments for the non-acute clinics. This may require liaising with the medical teams, referring agencies and the patient.
- Monitors and records stock levels of medication and equipment, ensuring required levels are maintained
- Assess and prioritise own workload on a daily basis according to needs and urgency
- Support the Lead Crisis Workers in their administrative duties, processing referrals and paperwork where capacity permits.

PATIENT/CLIENT CARE

- Able to be empathetic in sensitive situations supporting patient / partner / family/carer, providing emotional and practical support.
- Complete clinical forensic examinations and document a detailed and comprehensive clinical/medical history for all patients attending for possible sexual assault
- Responsible for the collection of forensic samples for the purposes of criminal investigation, (this may require the use of the colposcope and/or speculum) ensuring samples are collected and stored as per specific departmental policies, maintaining forensic integrity and chain of evidence.
- Act on information that may influence the treatment plan for patients.
- Refer patients for ongoing specialist support where required e.g. ISVAs (independent sexual violence advisors), sexual health service and counselling etc.

- To deliver high quality specialist care, advice and information with regard to each patient's customs, beliefs and sexuality, in a non- judgemental manner.
- Act in a professional manner, remain calm and efficient at all times.
- Carries out care in accordance with the NMC code of Professional Practice; local and national; and Trust Policies and other national guidelines i.e. BASHH / FSRH/FFLM (British Association of Sexual Health and HIV, Faculty of Sexual Reproductive Health, Faculty of Forensic and Legal Medicine).
- 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.
- The post holder will explore and assess a patient's safety and safeguarding needs prior to, during and after SARC contact, flagging concerns with colleagues and refer on as required.
- Promote safer sex and risk reduction for patients attending the service, and in the community.
- Provide an immediate response to those requiring PEP (post exposure prophylaxis) for sexual exposure.
- Ensures patient's needs for privacy and dignity are addressed at all times with consideration to the cultural, religious or social beliefs of each individual.
- Prescribe and supply relevant medication either as non-medical prescriber or in accordance with appropriate PGDs
- Remain up to date and work in accordance with the current standards and guidelines from the Nursing and Midwifery Council (NMC) and the Faculty of Forensic and Legal Medicine (FFLM), and any other relevant organisations.
- The post holder will maintain specialist competency in forensic examinations and follow up care required.
- Ensures clinic areas are forensically clean and fit for purpose each shift and report any issues to senior staff.

POLICY/SERVICE DEVELOPMENT

- Partakes in the writing of policies and the implementation of in conjunction with the senior forensic examiners and nurse manager.
- To be aware of Health and Safety and security procedures at work and to report all incidents/accidents to a senior member of staff.
- Develop own competencies and skills to meet the needs of the Service i.e. venepuncture,vaginal examinations
- Assist the senior nursing team in gaining feedback from service users and their families
- Ability to respond flexibly to changes/developments in service needs, both within the short- and long-term visions
- Support nurse manager in the implementation of service specifications and with local and national policy initiatives

FINANCIAL/PHYSICAL RESOURCES

- Show an appreciation of effective resource management by the efficient use of resources, ordering stock and replenishing/maintaining stock levels adequately.
- Appropriately use medical equipment i.e. colposcope

HUMAN RESOURCES

- Maintains own professional portfolio and keep up to date with clinical and nursing and midwifery developments as required to meet the revalidation standards of the NMC
- Partake in regular appraisals with line manager and participate in departmental supervision.
- Demonstrates a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service. This will include attending specialist monthly educational/peer review meetings (minimum four per year)
- Support the SARC team in promoting a learning environment through identifying opportunities and seeking resources required for own and others learning.
- Partake in teaching and mentoring within the department and presentations to outside groups.
- Keeps abreast of developments within the speciality and within Nursing/Midwifery/Healthcare/Forensic Medicine

- Partake in the clinical induction, training and development of trainee's within the service.
- By arrangement with the Senior Nursing Team represent the department at meetings and on working groups etc., both within and outside the trust.
- Partake in regular clinical and safeguarding supervision.
- To complete all mandatory and statutory training as required for the post.
- The post-holder will attend an FFLM approved one-day "SARC Best Practice Day" course at least every 3 years.
- The post holder will be required to complete additional training within the field of forensic medicine as appropriate.
- To work as part of the team, and will be flexible with the rota, being considerate to others and supporting colleagues.

INFORMATION RESOURCES

- Ensures and maintains clear accurate record keeping.
- Effectively use patient EPR to log examinations and patient data.

RESEARCH AND DEVELOPMENT

- Undertake audits and surveys when required to improve patient care.
- Participate as part of the multi-disciplinary team to review systems to improve the efficiency of the department.

PHYSICAL SKILLS

- Competently complete clinical examinations and procedures, as required.
- Proficient in the use of the colposcope and appropriate to ensure that images are copied, stored and released in line with the trust and Faculty of Forensic and Legal Medicine (FFLM) guidance.
- To be familiar and competent in the preparation and use of the grab bag when off site and examinations are indicated**.**
- Ability/Flexibility to be deployed to other areas as required. Will be required to travel to any site within the service as required.
- Use of EPR (electronic patient record) to log examination and patient data each shift.
- High degree of competency and dexterity to carry out required practical skills during forensic examinations ensuring it is labelled, sealed and stored appropriately to prevent DNA degradation.
- Frequent use of display screen.

PHYSICAL EFFORT

- Combination of sitting, standing, walking and manual handling moving equipment and stores.
- Working hours according to service need to include nights and weekends.
- Frequent requirement for short periods of bending to carry out examination procedures, e.g. manoeuvring/ positioning for procedures.

MENTAL EFFORT

- Workload can require frequent concentration where the workload is predictable i.e during forensic examination and taking and recording social, sexual, medical and contraceptive history where there may be barriers to understanding,
- Skilful in dealing with chaotic and sometimes demanding patients.
- Provide professional advice and support for colleagues including outside healthcare professionals.

EMOTIONAL EFFORT

- Frequent exposure to emotionally distressed patients presenting with sensitive issues relating to sexual abuse, sexual assault, termination of pregnancy, psychosexual and gender issues, relationship problems and also dealing with mental health and learning disabilities.
- Non-judgemental approach when patients request is in conflict with own personal ethics/beliefs.
- Dealing with patients fears and distress, and empowering them
- Ability to evaluate and act upon safeguarding issues, asking for advice and guidance from safeguarding leads, with all age groups of those attending service.
- Supporting colleagues in distressing situations.

WORKING CONDITIONS

- Clinical conditions with exposure to potentially verbally aggressive behaviour.
- Frequent exposure to blood or body fluids through invasive examination and specimen collection, i.e. vaginal examination, urine tests, forensic examination 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.

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	Adult Forensic Examiner

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered and validated Nurse / Midwife with NMC i.e. RGN, RM	E	
Post graduate diploma / qualification in Forensic medicine or willingness to undertake.	E	
STIF Fundamental / level 1 or willingness to undertake		D
Evidence of continuing professional development (CPD).	E	
Recognised teaching qualification i.e mentorship course or willingness to undertake.		D
Post registration qualification in contraception/sexual health		D
Non medical prescriber or willingness to undertake qualification	E	
KNOWLEDGE/SKILLS		
Evidence of successful completion of associated forensic competencies		D
Evidence of competence in clinical history taking and examinations	E	
Demonstrates empathy when giving sensitive information	E	
Ability to work independently and within a multi-disciplinary team	E	
Knowledge of current issues regarding Forensic medicine.		D
Knowledge of sexually transmitted infections and current issues regarding sexual health. Knowledge of health promotion methods especially as they relate to sexual health.	E E	
Knowledge of all methods of contraception.		D
Sound knowledge of confidentiality and legal issues relating to sexual health and safeguarding.	E	
Willingness to undertake further training relevant to the Service.	E	
Excellent interpersonal skills i.e communication, negotiation and diplomacy.	E	
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 within a sexual offences medicine.		D
Experience of working effectively and collaboratively with a wide range of partner agencies.	E	
Experience of working in a clinically relevant speciality i.e. sexual health / practice nurse / custody nurse / women's health / prison	E	
Experience of working within a community-based nursing service / health project.		D
Experience of managing patients with complex needs	E	
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 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				
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	