

JOB DESCRIPTION

JOB DETAILS	
Job Title	Deputy Lead Nurse Sexual Health
Reports to	Senior Manager - Specialist Services
Band	8a
Department/Directorate	Sexual Health Clinical Support and Specialist Services

JOB PURPOSE
- To provide the overall management and leadership of nursing, health advising and clinical support staff within the Devon Sexual Health Service (North & East). To also have an overview of all administration staff and processes, ensuring these are actioned and reviewed. There will also be a responsibility to work in conjunction with local medical leads for the clinical management of the service. The post holder will have responsibility to ensure that all clinics are staffed safely and managed in an effective, efficient manner within defined delegated budgets. - The post holder will be expected to have in depth clinical knowledge of sexual health and be able to support and direct nurses within the speciality. They will continue to participate in the delivery of clinical care in order to monitor and evaluate standards of care, to be visible to the public, and to provide credible clinical leadership to nursing staff. They will also act as a source of specialist advice and will liaise with other services as appropriate. - The post holder, with other clinical leads, will assist in the development and updating of clinical policies, protocols, patient group directions and competencies and provide a quality evidence based service. - The post holder will be responsible for the human resource management of nursing, health advising and clinical support staff and will have an overview of administration staff. Working within Trust policies and NMC code of conduct the post holder as a senior team member, will provide support, in depth knowledge and advice to staff and patients for whom they have responsibility. The post holder will also be responsible for the early investigation of complaints (PALS) and concerns, also assisting the senior team with the investigation and resolution of incident forms and local governance issues - The post holder will attend meetings as required and work collaboratively with the senior management/clinical team and all relevant teams using excellent interpersonal skills to work in partnership with the senior team in the development of service delivery. - The post holder will be expected to participate in the delivery of pre and post registration training. This will include on-going training of internal and external nursing and medical students and staff within the Sexual Health Service.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
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. Clinics are primarily based in Exeter, Barnstaple or Torbay with regular outlying clinics. NDHT are the lead organisation for the Devon Sexual Health Contract and work with their colleagues in South Devon and Torbay Healthcare Trust who deliver the service in Torbay and South Devon. The NDHT Lead Nurse will have a lead for Nursing Governance within the contract and will work closely with the Lead Nurse for Torbay ensuring standards and clinical quality across the whole contract. 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.

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.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: (type of work undertaken)

No. of Staff reporting to this role: (If applicable): 4

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

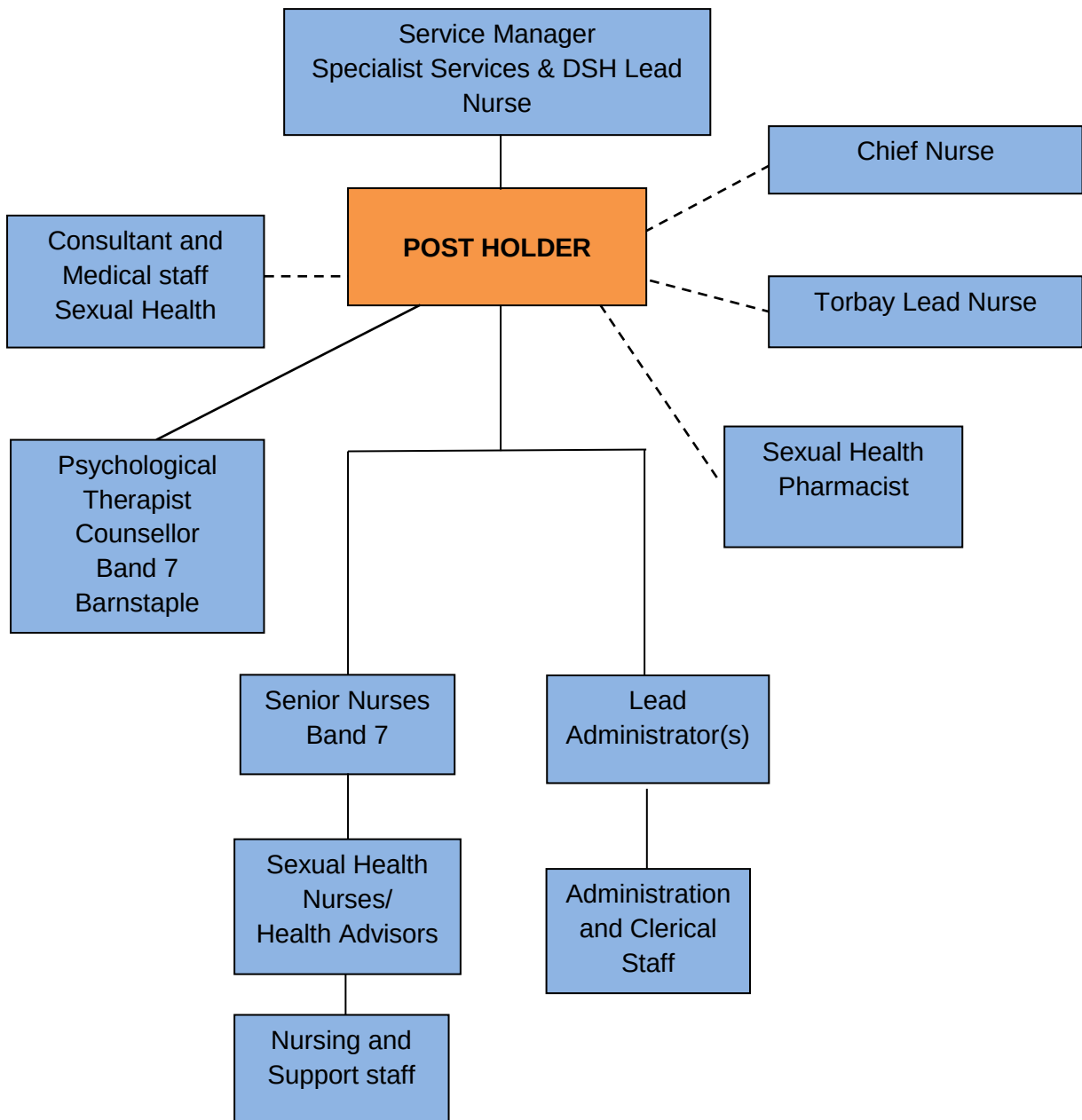
In addition the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Senior management team. • Service manager / director. • Lead Clinicians. • All Sexual Health staff within the service. • Chief Nurse and other lead nurses. • Sexual Health Consultants and other medical staff. • Admin and Clerical staff. • Chlamydia Screening Service and C Card. • Other trust departments and respective leads i.e. Risk Management, Complaints, Human Resources, Occupational Health. Workforce development.	• Voluntary sector HIV agencies. • GPs. • Women's Health Secondary Care. • Public Health. • Other agencies including safeguarding teams, youth services, school nurses. • Diagnostic Services. • Local Medical School and other education providers. • Pharmacists. • Walk in Centre staff. • Other sexual health services. • Torbay Sexual Health Service.

ORGANISATIONAL CHART



Key: ——— Denotes Line Management accountability
 ----- Denotes a liaison relationship

FREEDOM TO ACT

- Works in accordance with NMC professional code of conduct.
- Liaises with senior service manager, consultants, and other senior colleagues as required to make informed decisions.
- Accountable for own professional actions.
- Works autonomously, supervises, manages and leads others
- Good time management and organisational skills with active listening skills.
- Responsible for contributing to planning sexual health delivery to ensure appropriate service provision.

COMMUNICATION/RELATIONSHIP SKILLS

- Works in conjunction with the senior manager to manage effectively and to utilise staffing and non-staffing resources.

- Overall nursing responsibility for services based within Northern Devon healthcare NHS Trust i.e. Barnstaple Exeter and clinics based in localities across Devon i.e. Barnstaple, Ilfracombe, Exmouth, Okehampton and Tiverton.
- Working closely with South Devon and Torbay Health Trust Lead Nurse to deliver the contract across the whole contract area.
- Works closely with other service personnel i.e. Service Manager, medical staff and lead administrator.
- In conjunction with senior team members develops implements and evaluates innovative working practices in the sexual health department.
- Requires empathy and reassurance in communication with all patients ,modifies communication to individual needs.
- Collaborate with senior medical team appropriately for professional support and guidance on extended nursing skills.
- Provides leadership for a team of band 7 nurses, providing regular supervision and addresses any HR issues.
- Ensure that patient confidentiality is maintained by self and others and that all patient details and information are dealt with sensitively and in accordance with statutory requirements such as Data Protection Act and the NHS Act (Sexually Transmitted Diseases).
- Maintain clear and accurate records as per Trust policy, adhering to governance processes.
- Deal with complaints in a calm courteous manner ensuring wherever possible, complaints are dealt with efficiently and locally.
- Seek opportunities to establish collaborative working relationships with the relevant primary care, community and patient groups and other stakeholders to facilitate an effective provision of care and treatment.
- Promote the best interest of patients, colleagues and organisation through knowledge, effective communication and advocacy.
- Liaises with other lead nurses across the trust developing good communication networks i.e. Infection control.
- Maintains effective communication with all staff members.

ANALYTICAL/JUDGEMENTAL SKILLS

- Monitor the quality of services by way of audit, ensuring all staff work within trust policies and health and safety practices.
- Demonstrable skills for assessing patients and staff situations and advising on appropriate actions.
- Empowering and leading patients to take control of their sexual activity by enabling them to make informed choices.
- Works with senior nurses to ensure active assessment of the professional and clinical skills of all staff including the development of training opportunities for all staff.
- Lead and participate in nurse-led clinics and provide advice to the sexual health team as required.
- In conjunction with the lead administrator regularly review the admin and clerical provision to ensure effective/efficient service.
- Ensure the current framework of supervision is implemented within the service. Leading on initiatives to ensure supervisor roles are supported, and supervision is available as per Trust policies including safeguarding aspects.
- Regular participation in Specialist Services on call rota.

PLANNING/ORGANISATIONAL SKILLS

- Manages and supports a team of senior sexual health nurses and advisors, ensuring appropriate staffing levels and safety of clinics
- Works closely with all sexual health team members, continually reviewing services
- In conjunction with other senior clinical and administration staff; review and adjust clinic capacity to ensure all access targets are met.
- Assess and prioritise own workload on a daily basis according to needs and urgency.
- Support the implementation of the service specifications with local and national initiatives.
- Takes responsibility to ensure all central and locality clinics are adequately staffed for clinics to be efficient and safe.

- Ensure that patient systems and processes are in place so that documentation is held securely, and processes are in place to deal with electronic interruption. Ensures staff are aware of and work within the Business Continuity Plan in event of disruption.
- Have responsibility for the safe storage of manual patient records and staff personal files.
- Ensures standards of care are monitored and maintained, takes action as necessary where there are concerns or deficits, in particular ensuring provision of staffing is maintained and skill mix is appropriate to the clinical area.
- Takes responsibility for the overall monitoring of infection control issues, within the department, acting upon problems identified accordingly, in conjunction with lead nurse infection control.
- Ensure communication between senior management, senior service manager and all team members by reporting back at team meetings.
- Regularly plans, organises, chairs and attends meetings.
- In conjunction with local medical leads, lead on new approaches to nursing /clinical care within the service ,including changes in advanced practice

PATIENT/CLIENT CARE

- Act as a role model, promoting advanced nursing practice, partake in developing clinical guidance to ensure that high standards of care are given to all patients.
- Promote good practice and adapt a holistic approach to patient care at all times.
- At all times act as advocate for patients and relatives, support them through the decision making process regarding care options.
- Ability to provide advanced clinical information advice and treatments to patients in sexual health.
- Respect patients' needs for privacy and dignity providing leadership to ensure this is addressed at all times across the service.
- Work fully within the Clinical Governance Framework for the service and Trust including risk management, audit and evaluation at senior levels.
- Aware of need for confidentiality and need to respect patient wishes.
- Maintains consultation skills and is aware of particular issues relating to service provision to under 18 year olds, safeguarding etc.
- Provide clinical specialist advice for healthcare professions and patients.
- Contribute to health promotion and raising health awareness with patients and relatives and other health professionals.

POLICY/SERVICE DEVELOPMENT

- Develops policies and protocols in conjunction with senior manager and clinical leads to provide a quality service.
- Partakes in the development of PGDs and ensures staff achieves competence in order that clients receive quality care.
- Partake in the development of the sexual health service in line with national guidelines, professional body standards, and ensures all staff are well informed of new or current practices and changes.
- Contribute to the development of service standards and introduce innovations in practice based on National Standards eg. British Association of Sexual Health and HIV and Faculty of Sexual and Reproductive Health.
- Partake in the monitoring of services to ensure they are effective and respond to feedback from service users as appropriate.
- Support and keep the team involved and motivated in service improvement initiatives utilising suggestions from the team.
- Contribute to the production of appropriate and necessary written material for the department and for the patients.

FINANCIAL/PHYSICAL RESOURCES

- Demonstrates working knowledge of budgetary process and manages finances accordingly, working within budgetary constraints and ensuring resources are managed effectively.
- Support senior service manager on regular skill mix reviews, adjusting service levels, designating staff and designing service responses according to finances or other challenges as required.
- Responsible for delegated budget, stock control and authorisation of expenditure, including travel claims.

- Delegated budget holder ensuring the sexual health service is delivered effectively within the allocated budget.

HUMAN RESOURCES

- Responsible for monitoring the delivery of clinical supervision and supporting clinical supervisors.
- In conjunction with Service Manager responsible for health and safety, risk management, infection control, ensuring the development of link nurses as appropriate.
- Ensures the development of processes i.e. competencies for induction and orientation of new appointed staff.
- Monitors PDRs - Identifies learning and development and training needs of staff
- Responsible for selection, recruitment and retention of nursing and clinical support staff across the service. .
- Offers and supports career opportunities / secondment of staff within budgetary constraints
- Attends relevant directorate meetings i.e. quarterly reviews, senior management, finance.
- Partakes in training/education of medical students/post graduate/ and pre-registration students as required.
- Ensures standardisation of competency based training of all staff.
- Monitoring and authorisation of study leave, annual leave and similar requests.
- Monitoring and management of sickness absence, including complex HR issues and disciplinary issues.
- Demonstrates good communication skills and has the ability to listen and respond appropriately in managing staff issues and the management of change.
- Liaise with Work force development and other education and training providers to develop the Sexual Health workforce and ensure appropriate access to development opportunities.
- Overall leadership and management of nursing staff within the Sexual Health Service in conjunction with Senior Service Manager.

INFORMATION RESOURCES

- Ensures standards of clear accurate record keeping are maintained by nursing and non-clinical staff.
- Responds to requests for information including patient records according to Trust Information Governance Policy and guidelines.

RESEARCH AND DEVELOPMENT

- Undertake research, audits or surveys if and when required.
- Evaluates services when required if there were to be a review of any clinical procedure or if new developments, in conjunction with lead staff.
- Knowledge of research processes, implements and leads on current evidence based practice in conjunction with lead clinicians.

PHYSICAL SKILLS

- Clinical examinations and procedures including invasive genital examinations as deemed competent.
- Manual handling, regularly moving and handling stock and equipment.
- Standard car driving and keyboard skills and use of training equipment.
- Frequent standing.

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 of when required.

MENTAL EFFORT

- Dealing with pressures of working effectively in complex situations with frequent interruptions.
- Regular concentration on patient assessments, treatment plans and on-going care, including partner notification.
- Provide professional advice and support for colleagues including outside healthcare professionals.
- Ability to respond flexibly to changes in service needs both short and long term.
- Respond to challenging situations, managing, directing and supporting staff and patients appropriately and accordingly.

EMOTIONAL EFFORT

- Non-judgemental approach when patient or staff request is in conflict with personal ethics.
- Dealing with staff / patient/ client fears and distress.
- Close working with safeguarding lead; supporting colleagues / patients / friends and families psychologically in distressing situations.
- Occasional communication about distressing matters on staff / client/ patient behalf with outside agencies.
- Ability to evaluate and act upon safeguarding issues with all age groups of those attending clinic and supports other staff in these issues.
- Provide initial information and support staff in situations where patients have reported being sexually assaulted, and take appropriate actions.

WORKING CONDITIONS

- Exposure to aggressive, sometimes challenging behaviour or challenging in clinical situations
- Exposure to blood and body fluids, i.e. venepuncture, urine testing, genital examination.
- Promote a healthy and safe environment for both patients and staff, adhering to all relevant health and safety legislation and reporting all incidents/accidents 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.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

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	Deputy Lead Nurse Sexual Health
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Practitioner i.e. RGN, RM, or other.	✓	
Post registration training to Masters level or equivalent knowledge and experience in sexual health.	✓	
Post registration qualification in GU Medicine / Contraception.	✓	
Faculty of Sexual and Reproductive Health Diploma (FSRH) or willingness to work toward qualification	✓	
Evidence of continuing professional development (CPD) at degree level relevant to specific role.	✓	
Significant current up-to-date experience in GU Medicine / Contraception.	✓	
Experience of working with HIV cohorts.	✓	
Teaching Qualification.	✓	
Recognised managerial/leadership qualification or willingness to undertake.	✓	
Non- medical prescribing		✓
KNOWLEDGE/SKILLS		
Ability to identify and manage infrastructure pressures to ensure a safe and optimum patient experience.	✓	
Knowledge of current issues regarding sexual health.	✓	
In-depth knowledge of all sexually transmitted infections.	✓	
Knowledge and experience of health promotion methods as they relate to sexual health.	✓	
Knowledge of long term conditions i.e. HIV/AIDS.	✓	
Knowledge and experience of partner notification issues and methods.	✓	
Sound knowledge of confidentiality and legal issues relating to sexual health and safeguarding.	✓	
Excellent interpersonal skills i.e. communication, negotiation and diplomacy.	✓	
Good organisational skills, ability to prioritise.	✓	
Skills to act as a clinical supervisor.	✓	
Ability to act and respond to safeguarding issues.	✓	
Good numerical, literacy, IT, internet, facilitation, presentation, training, record keeping and report writing skills.	✓	
Experience of budget management and reporting as delegated budget holder.		✓
Able to establish credibility with staff at all levels in the organisation.	✓	
Negotiation and analytical skills, ability to influence and persuade.	✓	
EXPERIENCE		
Experience of operational management and development of services.		✓
Significant experience in this speciality to include leadership role i.e. management of change, people or projects.	✓	
Experience managing HIV cohorts.		✓
Experience of managing in depth HR issues with staff.	✓	
Experience of working effectively and collaboratively with a wide range of partner agencies.	✓	
Experience of delivering services to and for young people and an understanding of current issues relating to young people.	✓	
Experience of managing and running locality clinics in satellite areas i.e. outreach clinics.	✓	
Experience of identifying education and training opportunities for staff.	✓	

Experience in use of basic counselling skills.	✓	
Teaching experience.	✓	
PERSONAL ATTRIBUTES		
Ability to work without direct supervision.	✓	
Ability to lead and develop a service in a high pressure environment.	✓	
Ability to communicate effectively with clinic users, in sensitive and challenging situations.	✓	
Ability to demonstrate discretion, confidentiality and anti-discriminatory practice in all aspects of work.	✓	
Ability to deal with challenging behaviour.	✓	
Ability and confidence to use own initiative and work independently	✓	
Ability to listen and direct staff using good interpersonal skills.	✓	
Ability to manage own and others workload to achieve maximum efficiency and optimum output.	✓	
Other Requirements		
The post holder must demonstrate a positive commitment to uphold Diversity and Equality Policies.	✓	
Ability to work unsocial hours e.g. weekend and evening.	✓	
Willing to travel to other locations and undertake locality clinics or attend meetings,	✓	
Ability to demonstrate high levels of motivation and commitment to the role and team with strong determination to succeed.	✓	

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