

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Health Adviser for integrated sexual health service</b>
<b>Base:</b>	<b>Brookside, Aylesbury</b>
<b>Agenda for Change banding:</b>	<b>Band 6</b>
<b>Hours of Work:</b>	<b>30 hours per week</b>
<b>Details of Special Conditions:</b>	<b>Cross site working to meet needs of service, including evenings</b>
<b>Managerial Accountability &amp; Professional Accountability</b>	Managerial Accountability: Senior Health Adviser Professional Accountability: Matron Sexual Health

### MAIN PURPOSE OF THE POST

The post holder will work as a member of the Health Advising Team across the level 3 bSHaW service, working closely with the multidisciplinary team

- To deliver specialist care management, within an integrated sexual health model, by providing psycho-social support and health promotion/education to the service users alongside clinical management.
- To participate in the further development of partner notification/ contact tracing processes, applying public health principles, to reduce transmission of STIs/HIV and to improve the sexual health of the community.
- To manage positive results and offer/ provide treatment in a timely manner.
- To work with the Health Advising team to manage the patient recall system to ensure appropriate follow up for patients.
- To participate in the delivering of contraception advice and care to reduce unwanted pregnancies
- To give telephone advice and support to the public and professionals.
- To work within a clinical governance and performance management framework.

To be proactive in the modernisation of the service promoting integrated working practices and cooperation across service sites and stakeholders

### RESPONSIBILITIES

#### A Patient Care

- Act at all times in accordance with the NMC's Future nurse: Standards of proficiency for registered nurses (2018) and any subsequent guidance, ensuring work colleagues also act in accordance with the code
- To have in-depth knowledge in the field of contraception and genito-urinary medicine including HIV based on best evidence and service guidelines
- To work collaboratively with service users to provide timely access to testing, treatment, support with effective partner notification and contact tracing for STI's including HIV

- To ensure timely recall of service users for ongoing care
- To work collaboratively with HIV CNS
- To deliver contraception advice and care
- Maintain a non-judgmental, sensitive approach at all times, with a solid understanding of equality and diversity issues
- To give highly sensitive information and ongoing support to all service users, for example those diagnosed with sexually transmitted infections including HIV
- To proactively enquire using professional curiosity to identify and work with vulnerable children and adults, ensuring all safeguarding needs are addressed in a timely manner
- To support colleagues in developing their safeguarding skills
- Ensure all care is delivered safely and effectively taking into account the views of the service user
- To be responsible for ensuring confidentiality and safe keeping of patients records in accordance with Trust policy. Ensure all information is recorded accurately with the care record.
- Participate in audits and research undertaken within the service
- To have a strong commitment to health promotion and prevention of harm.
- Develop and maintain professional networks
- An ability to prioritise workload, making complex decisions based on the best clinical evidence.

## B Management

- To act as an effective role model at all times.
- To always behave in a manner that is professional, positive and polite.
- Liaise with the Senior Health Adviser, ensuring open and effective communication is maintained.
- In the absence of the Senior Health Adviser to lead on health advising at work base
- To act as an effective mentor and preceptor for junior/less experienced staff and student nurses. Providing education, guidance, supervision and assessment.
- To maintain clinical knowledge of updated clinical practice, guidelines and policies, both locally and nationally.
- Ensure the clinic is maintained in good order; that supplies are adequate and equipment is in working order.
- Inform line manager of sickness, absence and holidays and liaise with colleagues to ensure cover of all sessions.
- Represent the Senior Health Adviser and service as required.

## C Personnel

- Assists with the induction of new staff and acts as a mentor
- Takes part in the appraisal process for junior staff. Providing feedback to the Senior Health Adviser.

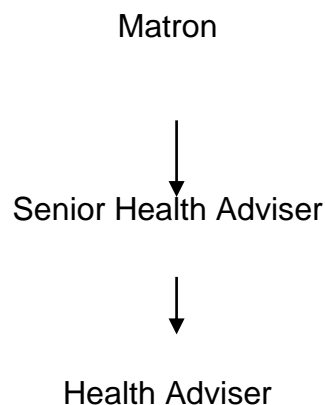
- Effectively work in multidisciplinary team environment. Is supportive of all colleagues and assertively deals with conflict. Promotes a positive clinic image by a professional and helpful approach to all team members and visitors to the clinic.
- Liaises with medical, nursing and administrative staff, ensuring effective communication is maintained.

#### D Personal Development

- Attends in service training: maintaining awareness of current research and development.
- Attends statutory and mandatory training and participates in continuing development and appropriate education.
- Ensure safe administration of drugs according to Trust policy and procedure
- Work independently within the confines of Patient Group Direction when supplying and administering medication to appropriate patients.
- Keep senior colleagues informed of significant clinical events
- To undertake all health advising duties in accordance with Trust policies and procedures
- To work as part of a multidisciplinary team to promote good communication and a collaborative approach to service users care
- To keep up to date with current issues in sexual health and develop clinical competence to deliver a fully integrated service
- Maintains absolute confidentiality in respect of all medical and nursing records and also interpersonal issue with colleagues. Ensures compliance with the data protection act and venereal disease regulation 1974 and subsequent legislation. Taking due note of Caldicott principle 7 in relation to confidentiality and safeguarding.
- Takes part in the appraisal process for self. Working with Senior Health Adviser to identify suitable development opportunities.

Participates actively in clinical supervision

### ORGANISATION CHART



## ADDITIONAL INFORMATION

### Trust Values



### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, were rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

**Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

**Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

**Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

**Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

**Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

**Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

**General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.