



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Sister/Charge Nurse
Band	6
Hours	As per individual contract
Department	Sexual Health and Contraception
Division	Medicine
Location / Hospital Site	Sexual Health and Contraception, Royal Sussex County Hospital
Responsible to	Nurse Team Leader
Accountable to	Nurse Team Leader
DBS Level	Enhanced
DBS Barring	Children and Adults
DBS Workforce	Children and Adults

Role Summary

The post holder will work closely with and actively support the Nurse Team Leader within the service to support the delivery of high-quality sexual health and reproductive health care.

The post holder will participate in the development, implementation, and evaluation of nurse-managed care to patients accessing the service. The post holder will have specific responsibility for an area of service provision and delivery under the supervision of the Nurse Team Leader.

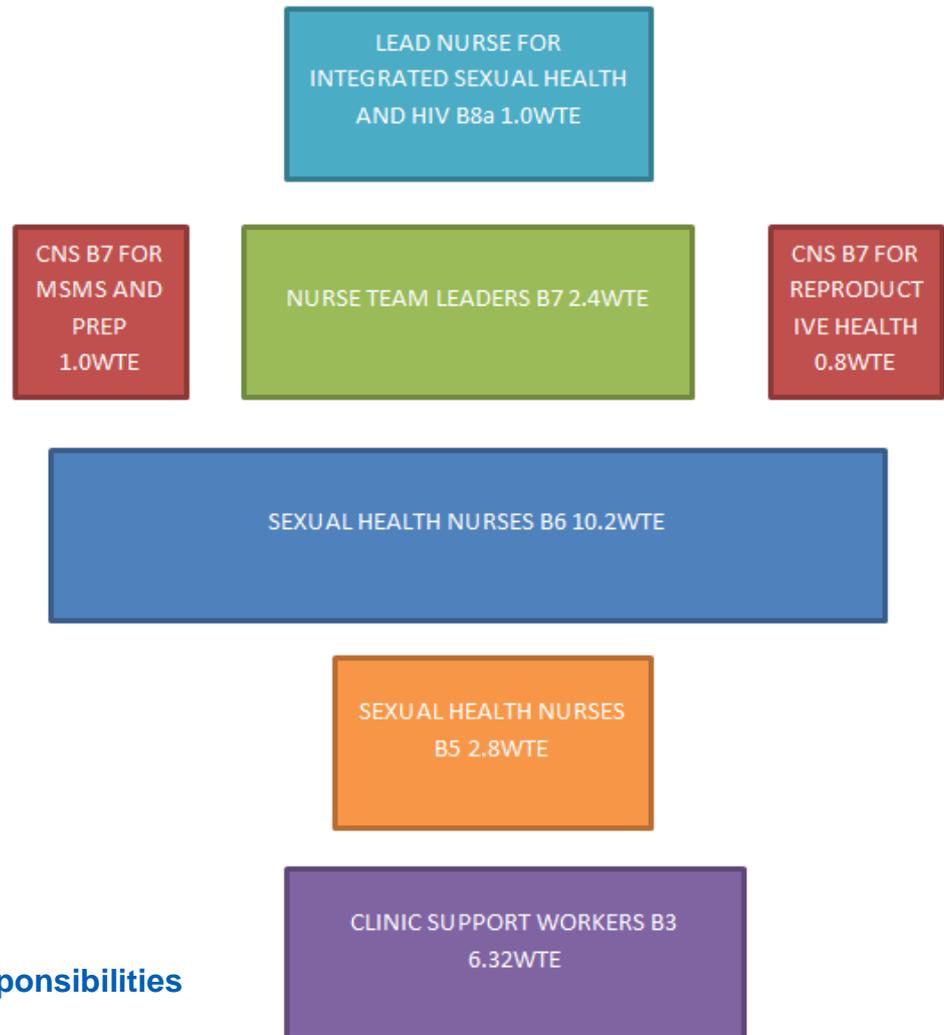
The post holder will proactively facilitate high standards of nursing care and promote continuity of care of patients accessing the service.

The post holder will be responsible for management of identified members of the team.

The post holder will provide evidence-based, holistic sexual health and contraception care to patients attending the service (including patients identifying as male, female, trans or other). This will include sexual and reproductive history taking, assessment of needs (including contraception, pregnancy, risk-taking behaviour, alcohol and drug use, mental health), venepuncture, facilitation of asymptomatic pathway for patients, intimate genital examinations and specimen collection (including cervical cytology and pregnancy testing), diagnostic microscopy, making a diagnosis, discussion of results, diagnosis and management plan, administration and supply of medicines under PGD or through non-medical prescribing, facilitation of meeting identified contraception needs (through own practice or through referral to colleague as appropriate), genital wart treatments and sexual health discussion / health promotion / signposting to other services. May include the provision of specialist procedures where specific training has been undertaken, e.g. insertion/removal of contraceptive implants, insertion/removal of intrauterine contraceptive devices/systems and carrying out bimanual examination for the diagnosis of pelvic inflammatory disease. Practice is underpinned by national and local guidelines.

The post holder will work across hub and spoke sites across Brighton and Hove and is required to work some evenings and weekends.

Structure Chart



Main Duties and Responsibilities Communication

The post holder will be able to:

Support patients with distressing and sensitive and personal information in a skilled and knowledgeable manner, utilizing well developed communication skills of listening, responding, engaging and empathizing.

Deliver bad news, including positive sexually transmitted infection results and pregnancy test results.

Discuss sensitive sexual health issues with patients to support decision making including condom use, unexpected or unplanned pregnancies sexual practices, sexuality issues, sexual assault and infections such as hepatitis, syphilis and HIV.

Work within cross agency agreements to provide access to emergency contraception for young people within secondary schools across Brighton and Hove.

Ensure through good practice that patient care initiatives are continuously improved and sustained.

Be committed to a team approach to service provision and patient management.

Liaise effectively with other key staff within the service.

Demonstrate, through thoughts and actions, commitment to the Trust Core Values

Service Delivery and Improvement

The post holder will:

Have identified areas of responsibility within the service and will prioritise and act upon these in conjunction with the Nurse Team Leader

Contributes to the development of nursing practice by undertaking clinical audit, disseminating findings, negotiating appropriate action, and leading appropriate changes in practice.

Contribute to a culture of learning within the service through participation in and delivery of education and professional development activities.

Identify areas of clinical risk, or barriers to effective service delivery and work within the team to effectively address this.

Be able to appropriately and sensitively challenge poor standards of care, take immediate action and highlight concerns through appropriate channels to ensure ongoing patient safety and quality care.

To actively participate in and contribute to city wide multiagency initiatives to address safeguarding and sexual exploitation issues for young people.

People Management and Development

The post holder is:

Required to deputise for Nurse Team Leader and to manage the day-to-day running of the services, liaising with senior multidisciplinary team members.

Required to supervise junior staff, assisting in identifying their learning needs and meeting agreed aims and objectives in conjunction with the Nurse Team Leader

Required to comply with, participate in and lead on agreed aspects of clinical governance / national and local strategies within the service.

Professionally responsible to ensure their own practice adheres to clinic, trust and national policies and procedures.

Required to have clinical and professional insight to recognise own clinical boundaries and limitations, to work within the Nursing and Midwifery Council [NMC] Code.

Required to use own initiative, take responsibility for decision-making, and prioritise own workload within a team context.

Required to proactively identify and appropriately act where workloads/pressures become such that an appropriate level of safe and effective patient care is at risk or cannot be maintained.

Required to work within appropriate clinical guidance and policy documents, to be able to assess, implement and evaluate the sexual and reproductive health needs of patients, and/or to refer for the provision of these care needs to appropriate clinical staff within the department.

Required to assist in the recruitment and retention of nursing staff but will not lead on this aspect.

Required at all times to ensure responsible and safe use of clinic / trust equipment and resources but will not have any direct budgetary responsibility.

Required to have a personal duty of care for handling patient's valuables.

Required to ensure an adequate supply of health promotion materials, stationery, and other work-related consumables, and take responsibility to order when required, while aware of budgetary constraints.

Able to support learners, visitors, and other team members within the service, and to support with identified learning needs.

Patient Care Delivery

The post holder will assess, plan, and implement and evaluate 'packages' of care to provide holistic sexual and reproductive health care to patients attending the service

in relation to their sexual health. The post holder is required to be clinically competent to:

Works autonomously as an independent practitioner to manage a patient episode of care within a team framework.

Assess patient's level of understanding and factors impacting on ability to consent to care (including HIV testing, clinical examination, and treatment); Able to effectively support junior members of the team to manage patients with complex needs where appropriate.

Identifies high risk patients including, safeguarding, vulnerable adults, sexual risk taking, those in abusive relationships or victims of past or current assault. Able to assess needs, negotiate care and make sensitive ongoing referral.

Support young people, including those aged under 16 years of age, with support from other members of the multi-disciplinary team. Participate in safeguarding and young people themed training and educational opportunities.

Assess and appropriately respond to risk of / experience of sexual exploitation and abuse.

To provide an efficient sexual health outreach service in the locality (including visiting clients in their home or alternative locations to clinic), liaising and communicating with other agencies to ensure young people's needs and vulnerabilities are addressed.

Assess contraceptive needs, negotiates individual care plans, initiate, and change methods of practice, provide appropriate patient education, and assess and initiate any ongoing support required.

Undertake patient assessment and triage.

Manage episodes of patient care, including history taking, care planning, examination (including genital examination), specimen collection (including venepuncture and cervical cytology), vaccination in patients.

Identify risk of pregnancy and / or contraception needs with patient, and manage appropriately (e.g. pregnancy testing, planning repeat testing, facilitation of emergency hormonal contraception / signposting for emergency IUD insertion, facilitation of range of contraception / referral to other members of team as appropriate).

Effectively identifies patients at immediate risk of HIV infection who may benefit from PEP and PrEP using agreed protocols. Supports patients in decision making, and initiates PEP or PrEP using PGD's or independent prescribing and ensures appropriate follow- up care is in place.

Initiate and change method of contraception with patients.

With support and relevant, specific training (if appropriate), provide specialist procedures including:

- insertion and removal of the contraception implant.
- insertion and removal of the intrauterine contraceptive device/system.
- bimanual examination for the assessment and diagnosis of pelvic inflammatory disease.

Perform diagnostic microscopy, diagnosing a range of infections and effectively communicating findings to patient or appropriate member of team.

Interpretation of blood and microbiology results, and act appropriately on results with support where required.

The post holder is required to operate within an autonomous role across the service, ('hub and spokes'), utilising Patient Group Directions, and / or non-medical prescribing to facilitate evidence-based 'whole-packages' of care to patients.

Perform genital wart ablative treatments.

Engage patients in discussions around physical and emotional wellbeing, risk taking behaviours and harm reduction (including alcohol and drug use, relationships, domestic violence, and female genital mutilation) where appropriate. Facilitate support around these (e.g. referral to agencies, brief intervention etc).

The post holder will:

Co-ordinates individual practice placement programmes for Pre and Post reg students, and undertakes teaching, mentorship, and assessments.

Facilitate teaching for other agencies, specifically school nurses and health visitors, to update contraception knowledge as applicable.

Demonstrate through training, experience and expertise, knowledge relating to sexual health, sexually transmitted infections (including HIV and other blood borne viruses) transmission, clinical presentation, diagnosis, and treatment (including antiretroviral), compliance, adherence, and prevention. The post holder will disseminate this level of expertise to other team members through a variety of means, including presentation at 'in-house' teaching sessions and through clinical role modelling.

Be required to maintain evidence-based competency in delivering care to patients, including venepuncture, intimate examinations, specimen collection, wart ablative therapy, diagnostic microscopy, contraception choices, use of patient group directions and / or non-medical prescribing.

Be accountable and maintain own professional portfolio, identifying role and skill development utilising the one-2-one mechanism and through own Personal Development plan (PDP) and engage with on-going clinical supervision.

Ensure that practice is in accordance with the NMC Code and other appropriate NMC statutory guidelines.

Learning and Development

Attend mandatory training updates as required.

Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Identify own learning needs and jointly plan training requirements with your line manager

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

'Excellent care every time'



All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity, and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included, and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

Physical	Physically fit to undertake the duties of the role. Able to operate relevant equipment. Able to concentrate and maintain high degree of accuracy clinically
Emotional	Able to manage frequent distressing situations and challenging behaviours and support other team members. Ability to cope with serious mental health presentations in a calm and measured way. Ability to negotiate plans of care for patients who present frequently with distressing or challenging behaviours. Able to respond to emergencies in an effective way.
Mental	Able to work under pressure. Adaptable and able to manage conflicting priorities and unpredictable changes to workload. Ability to work both independently and as part of a multidisciplinary team. Able to give support to other staff members
Working Conditions	Ability to work with limited workspace, manage blood and body fluids in accordance with Trust and National policies. Skills in dealing with verbal aggression and challenging behaviours.

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/ Qualifications	Registered General Nurse (level 1) Undertaking study at degree level / equivalent	AF/I		Application form (AF) Selection interview (I) Assessment (A)

	<p>level of knowledge, with significant post-registration experience Evidence of post-graduate experience and recognised qualifications within the specialist area to include contraception (CaSH), GUM, HIV, or equivalent experience at Band 5 level. Certificate in teaching and assessing/mentorship.</p>			
<p>Skills</p>	<p>Extensive post-graduate experience within sexual health providing GUM and contraceptive care. Excellent in-depth skills and knowledge base Ability to run nurse only provided clinics. Competent in utilisation of contraception knowledge and skills Undertake patient care autonomously within agreed policies and procedures and using patient group directives (PGDs) or working as an independent nurse prescriber. Competent in diagnostic Microscopy Proven ability to build and maintain professional relationships with the multi-disciplinary team members. Demonstrate advanced communication skills to support patients and their carers and convey difficult and sensitive information, overcoming barriers to communication. Knowledge and ability to</p>	<p>AF/I</p>	<p>Experience in HIV triage and care including a working knowledge of ARVs including short- and long-term side effects. Competent in insertion and removal of contraception implants Competent in insertion and removal of IUCD's Competent in bimanual examinations Proven ability to deliver training sessions to patients and staff.</p>	<p>AF/I</p>



	<p>apply Fraser competencies for those aged 16 and under. Competent in performing venepuncture. Competent in HPV ablative therapies Experience of working as part of a multi-disciplinary team Evidence of having undertaken own development to improve understanding of equalities issues</p>			
People Management and Development	<p>Able to plan and organise workload for self and others on a day-to-day basis. Proven understanding of clinical governance with risk management, its importance, and its application Knowledge around the safe use of relevant equipment Knowledge and awareness of documents and initiatives relevant to sexual health both locally and nationally Evidence of continuing professional development Excellent understanding of Infection control practices and policies Maintain good working relationships with colleagues and professionals from other agencies, as appropriate.</p>	AF/I	<p>Management Experience Experience of supervising junior staff and students Involvement in carrying out clinical audit including co-ordination, evaluation and service development.</p>	AF/I
Specific Requirements	<p>Able to plan and prioritise a complex and unpredictable caseload efficiently. Manage the conflicting</p>	AF/I	<p>Leading meetings Experience of change management and introducing service</p>	AF/I



	<p>demands of team leader and clinical responsibilities.</p> <p>Excellent time management and organisational skills</p> <p>Computer skills including use of Electronic Patient Records (EPR), databases, spreadsheets, Word, Excel, PowerPoint, and other clinical support systems.</p> <p>Experience of planning workload of other team members to ensure service delivery.</p> <p>Physically fit to undertake the duties of the role.</p> <p>Ability to perform venepuncture and use a microscope accurately.</p> <p>Good hand/eye co-ordination for insertion and removal of implants</p> <p>Able to operate all other relevant equipment.</p> <p>Able to work shifts as defined by staff rota and service needs.</p> <p>Ability to work both independently and as part of a team.</p> <p>Positive and enthusiastic</p> <p>Reliable</p> <p>Well motivated to learn and develop new skills.</p> <p>Aware of own limitations</p> <p>Non-judgemental attitude</p> <p>Reflective practitioner</p>		improvements.	
<p>Freedom to Act</p>	<p>Work within codes of practice and according to professional standards and guidelines.</p> <p>Take responsibility for</p>	<p>AF/I</p>		



	assessing service requirements and delegate work as appropriate in response to changing demands			
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		

