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| ***NHS GREATER GLASGOW & CLYDE******JOB DESCRIPTION*** |

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| 1. **JOB IDENTIFICATION**

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| **Job Title:** | **CLINICAL NURSE SPECIALIST – SEXUAL HEALTH**  |
| **Responsible to:** | **TEAM LEADER** |
| **Department(s):** | **SANDYFORD SERVICES** |
| **Directorate:** | **GLASGOW CITY HSCP – ADULT SERVICES** |
| **Operating Division or GGHB:** | **NHS GREATER GLASGOW & CLYDE** |
| **Job Reference number (coded):** | **SHN** |
| **No of Job Holders:** |  **8** |
| **Last Update:** | **December 2019 (updated November 2023)** |

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| 1. **JOB PURPOSE**

As a clinical expert the post holder will deliver a range of skilled sexual & reproductive health care interventions including long acting contraception (intra-uterine contraceptive devices), testing and treatment of sexual infections and blood borne viruses, sexual health advising including partner notification and supporting case management to a defined population.The post holder will provide accessible, appropriate, high quality, culturally sensitive, safe and effective care to Sandyford service users, working in partnership with the Team Leader, the multi-professional team, service users, care providers and other agencies. |
| 1. **ROLE OF DEPARTMENT**

Sandyford Sexual Health Service is a sexual, reproductive and emotional health service for NHS Greater Glasgow and Clyde, hosted by Glasgow City HSCP. The service also provides specialist services for complex procedures and specific population groups. Many of the specialist services are provided on a regional or national basis. Sandyford has a lead role across the NHS Board area in relation to meeting key national outcomes particularly in relation to the prevention of sexually transmitted infections (STIs) and unintended pregnancies. This includes provision of long acting reversible contraception (LARC), providing testing for HIV and STIs, managing partner notification (i.e. sexual contact tracing to encourage sexual partners of patients to be tested and treated) and the provision of pre and post exposure prophylaxis treatment for HIV prevention. Whilst the service is available to all, it has a particular focus on vulnerable clients and those at higher risk of negative sexual health outcomes for example Men who have Sex with Men (MSM), Young People and those who have experienced sexual violence.  |
| 1. **ORGANISATIONAL POSITION – NURSING**

**Professional Nurse Lead****(Sexual and Reproductive Health Services)****Team Leaders****Central and Connects** **Advanced Clinical Nurse Specialist** **Team Leader Public Health & Protection****Clinical Nurse Specialists** **Sexual Health Nurses****Adult Services Manager****(Sexual and Reproductive Health Services)****Team Leader TOPAR****Clinical Nurse Specialists****(THIS POST)****Sexual Health Nurses** **Health Care Support Workers** **TOPAR Nurses****Health Care Support Workers****Senior Advanced Clinical Nurse** **Specialist****Team Lead****Outreach****Service****Clinical Nurse Specialists** **Sexual Health Nurses****Health Care Support Workers** **Practice Development Nurse** |
| **5. SCOPE AND RANGE**The Clinical Nurse Specialist will be a member of the specialist nursing team and is responsible for the management of patients with a range of complex needs, requiring high-level nursing interventions such as assessment, testing and treatment for sexual infection or blood borne virus, provision of long acting contraception and interventions designed to reduce risk of harm and the provision of skilled technical interventions, e.g. intra-uterine devices. They will be responsible for the management and treatment of patients diagnosed with a sexually transmitted infection or blood borne virus and any contacts.The post holder will work independently and autonomously without supervision and be responsible for delegating and reviewing the work of his/her team/others.The post holder will, by virtue of clinical expertise in sexual and reproductive health, see patients on an individual basis consulting within the legal and ethical framework in line with professional accountability.There is no direct financial responsibility with this post however the post holder will be expected to work collaboratively with the Team leader to ensure effective utilisation of resources - this will include the nursing workforce resource, as well as the effective management of specialist nursing equipment and supplies. Staff will be expected to work across all Sandyford locations including provision of evening clinics The post holder will have the scope to work in a range of settings taking responsibility for nurse led clinics.The post holder will provide mentorship, support to pre and post registration medical & nursing students and staff new to the role and provide one-to-one supervision for nursing staff.  |
| **6. MAIN DUTIES/RESPONSIBILITIES*** Function as an independent practitioner by virtue of in-depth knowledge, expertise, proficiency and experience providing sexual and reproductive health care to patients based on a social model of health care and manage individual patient consultations within a legal and ethical framework, in line with clinical protocols/guidance, clinical governance and professional accountability.
* The post holder will see clients on an individual basis, assess , plan, implement and evaluate a programme of patient care which is evidence based utilising all available resources taking into consideration lifestyle, race, gender and cultural background and ensure involvement, as appropriate with the patient, family, carers and significant others. Demonstrating competence and sensitivity in undertaking a focused clinical assessment including a detailed sexual and social history to establish the needs of the individual client and support, counsel, or refer for advice as appropriate.
* Undertake risk assessments in relation to STI and carry out screening for symptomatic individuals demonstrating the ability to plan or co-ordinate care following clearly defined protocols, guidelines and policies ensuring understanding and consent of the patient.
* Demonstrates the ability to make or confirm a differential diagnosis predominately using written guidelines or protocols.
* Interpret clinical results within the scope of their knowledge and experience and make referrals as appropriate.
* Be responsible for disclosing and explaining the diagnosis and implications of bacterial sexually transmitted infections to a patient or partner. Provide appropriate treatment and ensure effective partner notification, for those diagnosed with a range of STIs being accountable for their care management.
* Demonstrate knowledge and understanding of a range of contraceptive methods, knowing side effects, mode of action and effectiveness to be able to teach client method of choice and supply medication following Patient Group Directions or through Non Medical Prescribing.
* Fit and remove intra-uterine devices and sub dermal long acting reversible contraceptive implants.
* Obtain consent for examination and treatment especially from patients where there are barriers to understanding e.g. emotional, and cultural barriers learning disabilities.
* Be competent to manage and respond to telephone inquiries from patients and professionals and provide telephone triage using professional judgment and refer appropriately. Demonstrating the ability to provide specialist advice and support to other professionals.
* Provide assessment, education, crisis intervention and ongoing support to patients that are deemed vulnerable with complex social situations and/or complex sexual health needs.
* Counsel patients prior to clinical procedures, assist at minor operations and care for clients during and post procedures. Have the up to date knowledge and skills to undertake CPR and management of anaphylaxis.
* Diagnose pregnancy and support clients with pregnancy planning and the management and referral process for termination of pregnancy.
* Requesting and acting on investigations, demonstrating knowledge of the clinical findings of patient results and the ability to make decisions following analysis of clinical findings/results. Within the scope of their knowledge and experience and make decisions using protocols/guidelines to provide treatment by Patient Group Directions (PGD), Non-Medical Prescribing (NMP) or make referrals for medical advice or specialist treatment as appropriate.
* Demonstrate knowledge and understanding of full range of screening procedures in reproductive and sexual health and carry out screening as indicated ensuring the understanding and consent of the patient and conform to chaperone guidance.
* Provide specialised advice, information and education to patients diagnosed with sexually transmitted infections such as Chlamydia, Gonorrhoea, Herpes, Syphilis, Hepatitis B & C, and HIV: how they are acquired, transmitted and treated.
* Be responsible for disclosing and explaining the diagnosis and implications of a sexually transmitted infection including blood borne viruses (BBVs) to a patient or partner, being accountable for their care management.
* Provide specialised HIV and other blood borne virus post test support to high risk groups for blood borne viruses, offering on-going time limited support to those diagnosed positive with HIV, Hepatitis A, B or C and their partners or relatives.
* Identify opportunities for and provide health promotion/education and prevention of ill health with regards to sexual and reproductive health.
* Undertake administrative, recall and public health (partner notification) work generated by clinical interventions and positive STI and BBV results at Sandyford & other services, being accountable for the treatment and management of these patients including managing results via GGC NHS failsafe.
* Provide effective Partner Notification to ensure contact(s)’ attendance and treatment by the index (patient) referral as detailed in the Society of Sexual Health Advisors manual British Association of Sexual Health guidelines. (with the aim of breaking the chain of infection and reducing national rates of infection).
* Be responsible for Provider Referral contacting current/ex-partners by phone/letter that are often unaware of their exposure to a sexually transmitted infection/HIV and securing their attendance at the clinic.
* Liaise with others in Sexual Health Advising roles in Genitourinary Medicine and exchange relevant information in order to facilitate partner notification work (public health) on a national scale (Scotland & UK).
* Provide practical crisis and emotional support to clients attending due to rape or sexual assault.
* Adhere to all NHSGGC Policies and Procedures including;
	+ Patient Group Directions
	+ Labelling, preparation, storage and transportation of specimens and samples.
	+ Systems to ensure safe storage and administration of medicines
	+ Clinical Guidelines relating to Sexual & reproductive health.
	+ Health & Safety Guidelines,
	+ Infection Control,
	+ Child Protection.
	+ Adult support and protection

**Professional*** Adhere to NMC code and professional standards and be responsible for own professional development, revalidation and participation in clinical supervision.
* Practice within the legal and ethical framework as established by the Nursing & Midwifery Council (NMC) and The Society of Sexual Health Advisers (SSHA) and relevant national legislation to ensure patient interests and wellbeing are met.
* Maintain accurate and up-to-date clinical records in accordance with the NMC Code. Ensure compliance with Data Protection and Freedom of Information Acts.
* Demonstrate knowledge and understanding of Child Protection and Adult Support and Protection principles and procedures and apply to clinical practice.
* Empower patients to take responsibility for their health; wellbeing and future lifestyle by practising in an open transparent and inclusive manner, ensuring patients have the relevant information to participate in decisions about their care.
* Engage in clinical (counselling/support) supervision in order to deal with on-going emotional and distressing client issues.

**Organisational / Managerial / Leadership*** Provide clinical leadership and be a role model for the nursing team by representing the values and beliefs of the nursing profession as well as that of the organisation
* Organise own time and that of other staff and learners.
* Support the Team Lead in the recruitment and selection processes of new staff
* Contribute to the induction process of new members of staff taking into account skills and competence of staff when delegating work.
* Ensure effective management of resources including stores supplies, pharmacy and maintenance of equipment.
* In conjunction with Team Leaders ensure that the nursing resource is utilised efficiently and effectively through managing duty rosters, sickness absence, annual leave, study leave and the use of additional hours for team members.
* Share personal objectives with staff and, in conjunction with Team Leaders, participate in the appraisal and setting of personal development plans for staff.
* Contribute to service development and planning in conjunction with the Team Lead.
* Develop working relationships with partner organisations in HSCPs.
* Identify and support the nursing team to access mandatory training as required.

**Education and Research/Audit*** Provide an appropriate learning environment in line with NHS Education for Scotland Quality Placement Standards.
* As a clinical expert, contribute to teaching courses for education in reproductive and sexual health for nurses and other professionals.
* Demonstrate own personal development.
* Participate in clinical audits.
* Participate in research that will ensure continuing improvements in practice and enhance individual and team performance for the improvement of patient care.
* Provide mentorship to pre and post registration nurses and others such as medical students and the induction of new staff.
* Carry out e KSF and PDP reviews (TURAS), for lower banded staff as directed by the Team Lead.
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| **7a. EQUIPMENT & MACHINERY**The post holder will have knowledge and expertise of equipment listed below which is used repetitively during a clinical session requiring a high degree of manual dexterity skills.* Standard medical equipment for the purpose of genital examination, venepuncture and injection, sub-dermal implant fitting, intra uterine device fitting, near patient testing.
* Examination couches, mechanical/electronic, examination lamps.
* Control of substances hazardous to health (COSHH) equipment.
* Clinical observation equipment e.g., sphygmomanometers, height and weight measuring equipment.
* Specialist medical equipment such as, gynaecology and cryotherapy equipment, liquid nitrogen.
* Telephone, faxing, answering machines and voicemail, mobile phone
* Computer for electronic patient record recording
* Emergency use of Portable oxygen cylinders and emergency equipment
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| **7b. SYSTEMS**The post holder will be competent in the use of and have responsibility for ensuring that his/her team are competent to use the following:* Patient Information Systems i.e. NaSH, SCCRS, Clinical Portal
* Human Resource Administration system- STSS and eESS.
* DATIX.
* IT system used by all nurses Internet, Intranet, Teams, Email, Word, Excel.
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| **8. DECISIONS AND JUDGEMENTS**The post holder is accountable for his/her own professional actions and must be able to justify decisions based on the nursing assessment of the patient. The range of resulting interventions may be complex and require a higher level of ongoing decision making to ensure effective management of the patient.The post holder must be aware of his/her own scope of practice and that of the nursing team members. In addition he/she is accountable for the appropriate delegationofwork to others.The post holder will work as an autonomous practitioner and will have the ability to identify their own training needs including those to meet revalidation and recognize who or where to contact for support.The post holder will have responsibility for the provision of clinical supervision for staff allocated to them by the Team lead |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**

The post holder will regularly be involved in communicating internally and externally with health and social care professionals as well as users and carers. The role will involve an educational dimension with users, carers and colleagues. The post holder will be required to:* Receive and communicate complex and sensitive information on a daily basis. This may include giving positive results which would have an impact on health, lifestyle and relationships.
* Acknowledge that there may be barriers to understanding and utilising a range of non-verbal, written and presentation skills.
* Assess patient’s ability to give informed consent and consent for sharing across agencies for their participation in clinical activity.
* With support of the team lead develop experience in identifying and managing conflict.
* Communicate with a multi-professional team in other specialist sexual health services/GU Medicine in relation to partner notification and public health outcomes.
* Participate in a range of meetings that support effective communications, regarding patient care, organisational developments, peer support, and clinical supervision.
* Communicate with external agencies such as, Pharmacy Department, Laboratories, TSSU, Social Work (child protection), and Education (communicating with groups of young people or teachers regarding sexual and reproductive sexual health education, GPs, Practice Nurses and voluntary agencies including GGC NHS failsafe).
* In a teaching capacity the post holder will communicate with trainees through listening and reflection and may be required to present to groups through oral presentations.
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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB****Physical effort** * Requires walking, standing and sitting repetitively during clinical sessions, Restricted sitting position throughout support sessions (up to one hour).
* Bending in awkward positions to carry out gynaecology procedures if no mechanical couches available for examination.
* A high degree of precision and good vision is required for genital examination, cervical sampling for cytology or bacteriology sampling, parenteral administration of medicines, insertion of intra-uterine devices and sub dermal implants.
* Accuracy is essential for the transfer of biological specimens onto slides and plates for microscopic analysis or into medium for transport to the laboratory. Hearing and good vision is required for clinical observations.
* Keyboard use for data entry for individual patients and databases.
* Travelling between sites to attend clinics or meetings either as a driver or by public transport.

**Mental effort*** The work load is unpredictable and specialist therefore requires frequent high levels of concentration, taking and recording social, sexual, medical and contraceptive history where there may be barriers to understanding.
* Unpredictable interruptions occur when another clinician requests assistance or the patient being attended to by the post holder requests a chaperone. Other interruptions may be to take patient telephone enquiries or calls from laboratories, or calculating and checking drug doses whilst subject to frequent interruptions.
* Focus and concentration working within a busy, demanding and ever changing environment and regular requirement to retain large volumes of information from a wide variety of sources.
* The different aspects of the post require the individual to switch between clinical role to counselling/support role and to administration/teaching, attend meetings requiring a degree of mental effort.

**Emotional demands** * Frequent exposure to emotionally distressed patients presenting with sensitive sexual health issues relating to sexual abuse, sexual assault, termination of pregnancy, psychosexual and gender issues, relationship problems and also dealing with young people age 16 years and under and those with a learning disability.
* Dealing with complaints, responding to requests for care in a timely way.

**Working Conditions*** Frequent exposure to high risk body fluids through invasive examination and specimen collection. Some exposure to COSHH substances i.e., pathology specimens, liquid nitrogen for cryotherapy.
* Potential exposure to verbal abuse and aggression from clients.
* Potential exposure to occupational and non-occupational blood borne viruses.
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| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB*** Emotional challenge in dealing with distressed patient presenting with complex issues
* Keeping up-to-date with changing environment.
* Clinical emergency.
* Balancing demands of planned and unplanned care
* Unpredictability of patient referral
* Giving patients a diagnosis of a sexually transmitted infection and/or blood borne virus and supporting them through the process of treatment and partner notification. The patient may be uncertain or unwilling to engage in partner notification resulting in a conflict between patient centred care and public health due to the sexual health adviser striving to reduce the rate of infection and break the chain of transmission (public health), while supporting the patient through their diagnosis (patient centred).
* Consultations providing immediate support and onward referral for patients who are emotionally distressed, presenting with sensitive sexual health issues relating to sexual abuse, sexual assault, termination of pregnancy, psychosexual issues and young people aged under sixteen. This is mainly carried out face to face but on occasions can be by telephone.
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| **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB****Essential:*** Registered nurse Adult or Mental Health, currently registered with the Nursing & Midwifery Council
* Evidence of contraceptive and sexual infection knowledge including public health/partner notification obtained from modular learning or post registration course.
* Evidence of continuing professional development relevant to sexual health
* Significant experience of working in sexual health, gynaecology or a related area of practice, enabling effective fulfilment of the responsibilities of the role.
* Ability to work on own initiative and within a team
* Ability to work to challenging deadlines
* Excellent communication skills, verbal/written
* Effective listening and interpersonal skills.
* IT skills - word processing, email, internet
* Leadership and organisational skills
* Time management skills/ability to prioritise workload.
* Problem solving skills

**Essential or working towards:*** Minimum of a graduate certificate (honours degree level) qualification specific to sexual and reproductive health with a core educational focus on development of clinical competence.
* Development of a NES TURAS Professional Portfolio containing evidence of their qualifications, clinical competence and continued professional development.
* Competence in Sub dermal Contraceptive implant device fitting & removal
* Competence in Intra-uterine contraceptive device fitting
* Non-medical prescriber V300 qualification
* Sexual Health Advising competence
* Competence in managing patients presenting with symptoms suggestive of an STI
* Assessor/mentorship training

**Desirable:*** Full driving licence
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