#### Form JE 5



**JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION | |
| Job Title: Forensic Nurse Co-ordinator  Responsible to: Senior Charge Nurse  Department(s): Forensic & Custody Healthcare Services  Directorate: Angus Health & Social Care Partnership  Operating Division: NHS Tayside  Job Reference: Sco6-5652N  No of Job Holders: 1 | |
| 2. JOB PURPOSE | |
| The role of the Forensic Nurse Coordinator is to coordinate care, provide support and follow up people who have experienced rape or sexual assault to ensure that they are aware of and are helped to access follow on health and support services.  The Nurse Coordinator will  Ensure the highest standard of personalised assessment, treatment, care and support is delivered to people, aged 13 years and above, who have experienced rape / sexual assault. This will include assisting at forensic examination, maintaining a forensically secure environment and implementing evidence-based standards, guidelines and policies.  Implement a programme of clinical care on an individual basis for people who have experienced rape or sexual assault following referral by Police Scotland; Forensic & Custody Nurses; Women’s Rape & Sexual Assault Centre (WRASAC), Dundee & Angus or Rape & Sexual Assault Centre (RASAC), Perth & Kinross  Support and advocate on behalf of the person through the forensic examination process as appropriate, in conjunction with WRASAC, RASAC, the Police Scotland Sexual Offences Liaison Officer (SOLO) and the Forensic Physician  Act as a chaperone during sexual offences examinations, supporting the forensic physician and corroborating the evidence collected  Discuss follow up healthcare following the forensic examination, supporting the person and accompanying them to follow up appointments with Tayside Sexual & Reproductive Health Service (TSHRS); the person’s GP; mental health or counselling services as appropriate  In partnership with other advocates for the person, support them person through the Court process if required  Raise awareness of the Sexual Assault Referral Network (SARN), supporting people to access a forensic medical examination and / or follow up healthcare services without reporting the rape or sexual assault to the Police  Accompany the person to SARN examination, providing chaperone support and follow up as in a reported examination  Follow up after a period of time to offer additional support as required.  Liaise with TSRHS, WRASAC, RASAC, Police Scotland and the Forensic & Custody Healthcare Service as appropriate  Audit interventions / outcomes. | |
| **3. DIMENSIONS** | |
| Saorsa suite is a self contained, forensically secure unit located at Kingsway care Centre. The  service accepts referrals from police, self referrals and other agencies performing forensic  examinations, immediate clinical and psychological assessment and client specific care  plans.  The post holder will be a member of the multi-disciplinary team and work within Tayside Police Custody & Forensic Healthcare service. They will be available to timeously respond to facilitate a forensic examination of a client disclosing rape/sexual assault.  The post holder will be expected to act as a resource in a consultative/advisory role to other  Professionals, individuals or services on a regular basis. They will network with local and National services | |
| 4. ORGANISATIONAL POSITION | |
| Forensic Physicians  Service Manager  Justice Healthcare  Forensic & Custody Nurses  Senior Nurse  Justice Healthcare  WRASAC, Dundee & Angus  Senior Charge Nurse  RASAC, Perth & Kinross  **Forensic Nurse Co-ordinator**  **(This post)**  TSRHS  Administration Support | |
| 5. ROLE OF DEPARTMENT | |
| The Forensic Medical Service is responsible for the provision of medical examinations to collect forensic evidence to be used in the prosecution of people who are suspected of rape or sexual assault, amongst other forensic roles which are not applicable to this post.  To provide a high quality, safe and supportive environment in order to care for people who have been physically assaulted, raped or sexually assaulted.  To provide support to the person being examined and the Forensic Physician during forensic examinations.  To advocate for the person in all aspects of their care.  To link with the appropriate statutory and non statutory bodies who provide support to the person, such as the Gender Based Violence Team, Tayside Sexual & Reproductive Health, Mental Health Services | |
| **6. KEY RESULT AREAS** | |
| **PROFESSIONAL**  Act in accordance with the UK Nursing and Midwifery Council / The Code – Standards of conduct, performance and ethics of nurses and midwives to ensure the highest standard of professional conduct is maintained  Demonstrate effective accountabilities for all autonomous clinical and professional decisions within the individual’s scope of professional practice  Participate in clinical supervision sessions  Have the ability to give and receive complex and sensitive information overcoming any barriers where possible, to understanding and communication.  Keep accurate and comprehensive records (paper and electronic) in accordance with UK NMC guidelines and in line with NHS Tayside policies and procedures  Engage in self-appraisal and contribute to self-development through clinical supervision and reflective practice  Maintain compliance with all legislative and professional requirements for confidentiality regarding sensitive healthcare and police information, including the storage of records and transfer of verbal and written information GENERAL Establish and maintain good relationships with Forensic Physicians and other clinical and non-clinical NHS staff at all levels across Tayside  To undertake any other appropriate tasks as designated by the Service Manager, Forensic Physician and Forensic & Custody Nurse as appropriate to the grade of the post  The post-holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required  To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes. | |
| 7a. EQUIPMENT AND 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 and 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 colposcopy equipment.  Telephone, answering machines and voicemail, mobile phone  Computer for electronic patient record recording  Use only in emergency situations: Portable oxygen cylinders and emergency equipment | |
| **7b. SYSTEMS** | |
| The post holder is expected to use a full range of common IT office products as well as NHS systems including:  Adastra  Microsoft Office Packages  Clinical Portal  Ice – laboratory and pathology results retrieval  Internet – NHS Intranet, NHS Net, Email  Winscribe  A wide range of standard office equipment is also used (photocopier, fax, telephone etc).  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes e-mail messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| 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 delegation of work to others.  The post holder will provide specialist advice to colleagues, detainees, police and relevant others and contribute to best practice standards for Healthcare in Forensic & Custody  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 recognise who or where to contact for support.  The post holder will have effective time management for clinical role and own personal development and will make decisions on how to achieve full potential for all aspects of the role. Decisions are made by the post holder on a course of clinical intervention or referral for medical advice.  The post holder will take part in identifying Health and Safety issues in compliance with relevant legislation | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The post holder will prioritise their own workload to meet local and national deadlines regarding patient treatment and adjust priorities dependent on demand.  They will show considerable self-motivation in managing the workflow and will demonstrate initiative by suggesting and developing improvements to patient care.  Whilst the post holder is line managed by the Senior Charge Nurse, they will use their own initiative and judgement on day-to-day issues. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Patient contact during a stressful and emotional time  Skills in persuasion, negotiation and motivation will all be required to ensure participation of key personnel to ensure decisions agreed CMO Taskforce Group are actioned timeously  Monitoring the patient journey and liaising with patients and multiple organisations/teams to co-ordinate care plans  This will be coupled with a willingness on occasion to stand ground when challenged by senior staff  Co-ordinating a wide range of activities requiring skilled time management and prioritisation often with competing demands requiring to be met | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| The post holder will communicate in a variety of ways with staff, partner organisations and members of the public. The post holder must be able to communicate with individuals who may not have English as a first language or have an impairment requiring non-verbal communication. They will also communicate sensitive information, requiring tact and diplomacy. The post holder will be expected to develop effective lines of communication and develop good working relationships with all of the groups below to track the management and progress of the patients. The postholder must acknowledge the sensitive and confidential nature of the topics discussed; adhering to the rules of Information Security and Data Protection.  **Local Level**  Clinical staff working in Forensic Medical Services  Non-clinical staff working in Forensic Medical Services  Primary Care Staff – GPs, nursing staff and community pharmacists  Specialist Services, e.g. TSRHS  Other supporting services, e.g. Medical Records, Information Technology  Patients and patient groups  Information services  **External**  Police Scotland  Third Sector Representatives including WRASAC, RASAC, etc  Local Authority Staff  Crown Office & Procurator Fiscal Staff | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical:**  Requirement to move and work between centres  Regularly sitting for long periods at computer and workstation  Ability to travel to other NHST sites  **Mental:**  Need to adapt to different personalities within very short periods of time and adapt thinking processes /responses accordingly  Requires considerable mental effort to manage all different facets of this job  Ability to grasp developments in a professional manner – regularly  Analytical and interpretation skills – occasionally  Frequent interruptions – regularly  **Emotional:**  Difficult subject matter – contact with patients and their families during distressing and sensitive times  Pressure to ensure patients are treated timeously  Exposure to distressing information via case discussion, case notes and retrieving investigation results  Resilience for dealing with challenge by senior staff  Handling of confidential and sensitive clinical and patient information  **Environmental:**  Frequent exposure to emotionally distressed clients presenting with sexual abuse, sexual assault and sensitive sexual health issues relating to termination of pregnancy, psychosexual and gender issues, relationship problems and also dealing with young people age 13 years upwards.  Frequent exposure to high risk body fluids through invasive examination and specimen collection.  Some exposure to COSHH substances e.g. pathology specimens.  Exposure to verbal abuse and aggression from clients.  Exposure to needle stick injury | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| Registered on Sub-part 1: RN1 or RNA or Sub-part 2: RN2 of the UK NMC Register  Evidence of ongoing professional development  Ability to work using own initiative as part of a multi-professional team.  Excellent I.T. skills  Operational knowledge of a wide range of health services, policies and procedures  Highly developed interpersonal, communication and organisational skills  Ability to work effectively in a team and also the ability to work across professional and organisational boundaries  Ability to communicate effectively with a wide range of professionals and staff groups  Knowledge of data entry processes with a basic understanding of data protection policies and processes  Ability to organise, prioritise and work flexibly and use own initiative  Ability to cope in stressful situations and work in a pressurised environment, to tight deadlines  Ability to challenge the norms and assumptions to develop new ideas and ways of working | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm that the Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |