

# Job Title: Integrated Sexual Healthcare Assistant

## 1. WE CARE FOR YOU

We care because:

- **We** always put the patient first.
- **Everyone** counts – we treat each other with courtesy, honesty, respect and dignity
- **Committed** to quality and continuously improving patient experience.
- **Always** caring and compassionate.
- **Responsible** and accountable for our actions – taking pride in our work.
- **Encouraging** and valuing our diverse staff and rewarding ability and innovation

## 2. JOB IDENTIFICATION

**Job Title:** Integrated Sexual Healthcare Assistant

**Grade:** Band 2/3 Development Post.

**Department(s):** TriHealth Bassetlaw Integrated Sexual Health Service

**Responsible to:** Lead Nurse Practitioner

**Accountable to:** Matron Surgery & Cancer Services Division

**JD Ref No: (for A4C office use)**

## 3. JOB PURPOSE

To support clinical staff in the provision of a comprehensive contraception and sexual health service flexibly over two site and outreach where required.

The job holder will be expected to organise their workload within the clinic.

#### **4. MAIN DUTIES/RESPONSIBILITIES**

- Undertake the necessary training and assessments to fulfil the role including venepuncture and microscopy.
- Adhere to infection control at all times
- Organise own workload to ensure the effective running of clinic lists including 'Test no Talk' asymptomatic clinics.
- Ensure patient comfort, privacy and dignity throughout the patient's pathway, support anxious patients and their carers.
- At all times respect patient confidentiality of electronically stored personal / manual data, in line with the requirements of the Data Protection Act/GDPR.
- To communicate sensitively and effectively with patients and those involved in their care.
- To communicate effectively with staff in the Trust, other organisations and with the general public.
- Conform to Trust policies, and report any breaches
- Be aware of individual responsibilities and maintain a safe environment in accordance with the Health & Safety at Work Act. Identify and report immediately any untoward accident, incident or potential hazard.
- Participate in Performance and Development Appraisal annually.
- Ensure that nursing protocols and procedures are followed correctly.
- To assist clinicians and nurse practitioners in integrated clinical activities to maintain high quality standards in the delivery of the clinical service.
- To assist clinicians and nurse practitioners in HIV clinics and HIV related patient care.
- To perform Venepuncture.
- To perform urine-analysis and pregnancy testing, report and record findings
- To assist in delivering nurse led clinics.

- To carry out Microscopy once a Laboratory Package and competencies have been achieved as per British Association of Sexual Health and HIV (BASHH) standards.
- Process samples and document on electronic patient records.
- Maintain accurate clinical records on electronic patient records and charts.
- Prepare trolleys and rooms for clinic sessions and maintain stock levels
- Assist in the preparation and delivery of Health Promotion.
- Be aware of Major Incident Policy / Procedure.
- Attend relevant ward / department meetings
- Adhere to Trust policy regarding uniform.

The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients.

If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.

## **5. SCOPE AND RANGE**

TriHealth Bassetlaw is an integrated sexual health service based at the Ryton Street Centre on Ryton Street in Worksop. The service runs over five days at present with two evening clinics offering booked, face to face and telephone appointments for sexual health and contraception, it is anticipated that this will expand to include a weekly Saturday clinic within the next 12 months. The service meets the needs of a diverse client group with approximately eight thousand attendances per year. Clinics run over two sites: Worksop and Retford. We are currently part of Doncaster and Bassetlaw Hospital NHS Trust commissioned by Nottingham County Council. The tender is due for

renewal and from October 2024 the service will become part of a new Nottinghamshire wide Integrated Sexual Health service.

## **6. PERSONAL ATTRIBUTES**

### **A. Core Attributes**

#### **Provide The Safest Most Effective Care Possible**

- Demonstrate an understanding of the importance of quality of care
- Be accountable for own actions and those of their team

#### **Develop Responsibly, Delivering the Right Services with the Right Staff**

- Have an ability to work efficiently, effectively and professionally in a multidisciplinary team
- Demonstrate that everyone's contribution is valued

#### **Control and Reduce the Cost Of Healthcare**

- Work to ensure the care group/directorate improves efficiency and reduces waste
- Demonstrate that you will be open to improving everything that you do

#### **Focus on Innovation for Improvement**

- Have an ability to consider and implement new solutions
- Displays networking skills

### **B. Values Based Behaviours for Leaders**

The following characteristics are expected for senior leaders in the organisation:

#### **Strategic Approach**

(be clear on objectives and clear on expectations)

- Will always plan and take initiative in the best interest of the patient
- Will make decisions based on the strategic direction of the organisation
- Can make success criteria clear to others and focuses them on what matters most
- Avoid major problems by anticipation and contingency planning

#### **Relationship Building**

(can communicate effectively, be open and willing to help, courteous)

- Able to consistently understand and meet the needs and interests of patients
- Can develop joint solutions by use of open questions and listening to others
- Can involve key stakeholder and staff in planning organisational change

### **Personal credibility**

(Is visible, approachable, confident, good role model, resilient and honest)

- Can articulate a compelling vision
- Will consistently deliver on promises and champions DBHs values
- Displays sensitivity to the needs and feelings of others
- Will have a zero tolerance to bad behaviour and actively manage poor performance

### **Passion To Succeed**

(Is patient centred, positive attitude, takes responsibility, aspires to excellence)

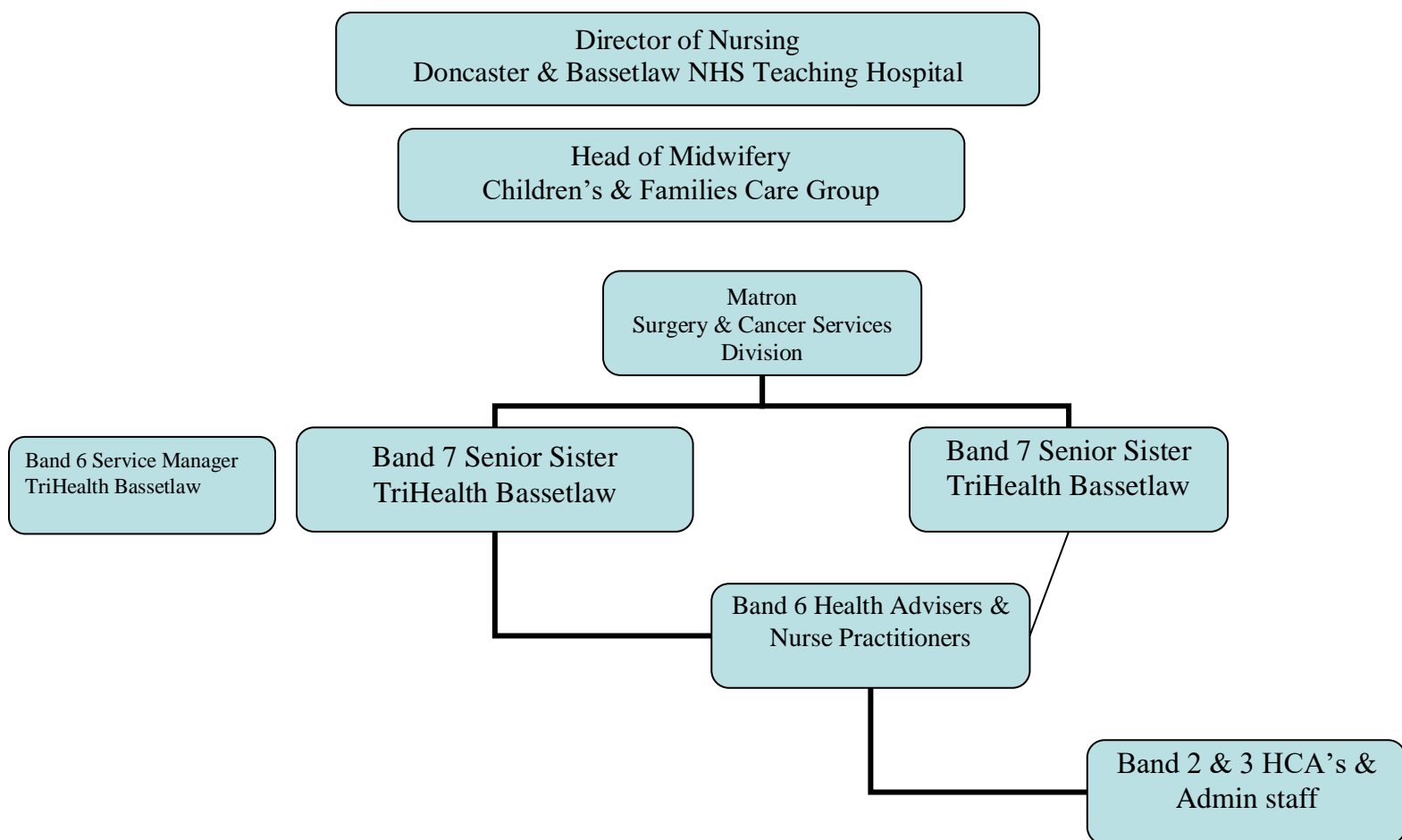
- Will motivate others with enthusiasm and a positive attitude
- Can maintain optimism and sense of humour in stressful situations
- Can infuse pride and joy in work
- Always leads by example by taking responsibility, being compassionate and aspiring to excellence

### **Harness Performance Through Teams**

(Able to develop staff, actively listen and value contribution, give feedback, empower staff and respect diversity, champion positive change, creating a culture without fear of retribution)

- Able to take proactive steps to develop team members using a variety of approaches
- Will involve team members in planning and delivering change
- Matches the needs of activity to available resources
- Seeks out and listens to team members and stakeholders, welcoming warnings or problems

## 7. ORGANISATIONAL POSITION





## **8. JOB DESCRIPTION AGREEMENT**

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

### **APPENDIX 1 - SPECIFIC TERMS**

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.
- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.
- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.
- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.