



JOB DESCRIPTION

Head of Sexual Health/Registered Manager

A. OUTLINE OF POST

The Head of Sexual Health / Registered Manager will be responsible for the clinical leadership of the nursing and Sexual Health support workers and management and delivery of sexual health services to young people in the London Boroughs of Camden and Islington

TITLE OF POST: Head of Sexual Health/Registered Manager

LOCATION: Brandon Centre

ACCOUNTABLE TO: GP Sexual Health Lead

REPORTS TO: CEO

HOURS PER WEEK: 35

NHS staff are actively encouraged to apply for this post as a fixed term secondment.

B. JOB SUMMARY

AIM OF THE ROLE:

The Head of Sexual Health / Registered Manager for Sexual Health oversees the Sexual Health Nurses within the sexual health services and the Multi-disciplinary team; is operationally responsible for delivering clinical training, assessment and supervision. They work closely with the GP Clinical Lead to provide nursing leadership in the service for maintaining and improving service provision, nursing clinical expertise and high-quality nursing care. The nurse will require advanced and specialist skills to independently manage unselected people attending clinics. They will manage young people with sexually transmitted infections (STI) or at high risk of acquiring them and discuss young people's sexual and reproductive health concerns. STI screening and the provision of contraception treatment and advice are key aspects of the role.

The Head of Sexual Health / Registered Manager will work closely with the GP Clinical Lead and the corporate management team. They will review service delivery pathways, cost improvement plans, workforce requirements, nursing skill mix, KPI's and quality and safety

metrics to ensure safe and effective care. They will also be responsible for investigating incidents and complaints, disseminating learning to the team and act as designated Safeguarding Lead for the sexual health service.

KEY WORKING RELATIONSHIPS:

The Head of Sexual Health / Registered Manager works closely with the GP Clinical Lead of 'Brandon Centre'; including nursing, counselling and administrative teams to provide sexual health services for Young People in the London Boroughs of Camden and Islington. The post holder will have direct managerial responsibility over the Sexual Health Nurses and provide clinical support and supervision to the wider sexual health support worker team. As a senior nurse they also work closely with other senior staff throughout the Organisation as a member of the Heads of Department meeting. The post holder will deputise for the Clinical lead, in their absence and represent the service as required both internally and externally to Brandon Centre.

KEY DELIVERY AREAS:

- The Head of Sexual Health / Registered Manager Sexual Health has a clear management and leadership role over the Sexual Health Nurses and support workers.
- The postholder is expected to deliver high quality training, education and clinical assessments, providing a highly visible and authoritative presence, and be responsible for ensuring the delivery of high-quality care.
- The post holder will be a professional role model, who will manage the Sexual Health Nurses and Sexual Health support workers.
- In conjunction with the GP Clinical Lead, the post holder will co-ordinate and be operationally responsible for clinical training and assessment of the service's nursing team utilising the experience and skills of the specialist nurses.
- Provide specialist nursing advice as a clinical expert to support and facilitate high quality individualised care to young people / clients and relatives / carers in collaboration with the multi- disciplinary team, in line with local and national targets.
- They will ensure that the needs of the young person are placed at the centre of care delivery, particularly vulnerable young people and ensure that safeguarding policies and service delivery reflect best practice.
- The role will involve a strong clinical component, with the post holder undertaking clinical sessions within sexual and reproductive health at an advanced practice level.
- To advise, manage and support young people with complex sexual and reproductive health needs with the support of the multi-disciplinary team where necessary.
- To act as the registered manager for the Sexual Health service at the 'Brandon Centre' and work closely with the 'nominated individual' and GP Clinical lead to ensure CQC compliance.
- To act as designated Safeguarding Lead for sexual health services at Brandon Centre.

- To be responsible for meeting all Sexual Health and related service KPI's and lead contact for all commissioning delivery and CaSH Network relationships.

C. BRANDON CENTRE OVERVIEW

The principal objective of Brandon Centre has always been to provide a professional, accessible and flexible service which responds to the psychological, medical, sexual and social needs of young people age under 25 years of age.

Services include:

- Individual counselling and psychotherapy for young people, using a range of evidence-based therapies
- Contraception and sexual health services
- Multisystemic therapy for families
- Parent management programmes
- Therapeutic work in community settings (outreach)

D. PRINCIPAL DUTIES AND RESPONSIBILITIES

MAIN TASKS AND RESPONSIBILITIES:

1. Communication

- Provide and demonstrate sound clinical leadership and develop support mechanisms and evaluate methods for sharing good practice. Encourage and direct innovation in on-going nursing development.
- Be aware of and champion current trends and developments in nursing and in the NHS with particular regard to sexual and reproductive health/HIV, and be operationally responsible for taking the lead in the continuing professional development of all sexual health nursing and sexual health support worker teams.
- The ability to deal with sensitive and personal information of young people and staff in a highly skilled and knowledgeable manner, utilising highly developed communication skills.
- Obtain, manage and provide complex and highly sensitive information where persuasive and motivational techniques are required in ensuring safeguarding young people with STIs, their partners and/ or young people at risk of child abuse or sexual assault. Awareness that STI may have direct effect on young people' relationships.
- Ensure young people and their families are provided openly and honestly with information and support, and where necessary facilitate communication and decision-making between them and the inter-disciplinary team.
- Manage and communicate with young people who may have limited or no English using appropriate resources.

- Promote the corporate image of the 'Brandon Centre' to all individuals, groups and organisations both within the CaSH Network and externally.
- Cascade relevant information to staff relating to the service, and wider services for young people at Brandon Centre allowing forums for discussion and feedback to ensure open lines of communication are employed.
- Provide expert advice on issues relating to sexual health to nursing staff and other professionals within Brandon Centre, within the CaSH Network and externally with our partner agencies across the Boroughs of Camden and Islington.
- Develop relationships with others across both professional and primary care boundaries, e.g., local / national agencies, social services, key stakeholders and partners. This will involve dissemination of specialist skills and knowledge to others and include working in networks to meet locally agreed Sexual Health Strategies, Service of Health and Public Health agendas.
- To attend relevant meetings and act as a representative of the Sexual Health service at Service and other Brandon Centre meetings and deputise for other managers as appropriate in their absence.

2. Young Person Care

- In conjunction with the team and under the direction of the GP Clinical Lead, to lead in developing, implementing, evaluating and maintaining high quality nursing care and service provision from the Advanced Nurse Practitioner and wider sexual health support staff.
- Be visible in the clinical area and act as a resource for staff, young people/clients and other professionals.
- Oversee and be responsible for the day to day management of the sexual health clinic team, liaising with the multidisciplinary staff and enabling staff to exercise professional judgement within a framework of accountability.
- Manage young people sexual and reproductive health requirements autonomously (where appropriate) at an advanced level.
- Maintain and develop direct young person's referrals from both inside and outside Brandon Centre. To act as patient advocate in line with the NHS plan and ensure others do the same acting as a role model and resource for young people, relatives and staff. Ensure young people and their relatives / carers receive appropriate support including patient advocacy and complaints process. To be a visible support for them this will include incorporating patient feedback into the delivery of care.

- To contribute to the investigation of complaints, accident reports and untoward incidents within the area(s), in line with Brandon Centre framework for Clinical Governance and in conjunction with the Quality, Safety and Risk Committee, ensure recommendations and related education/ training programmes/ action plans are implemented.
- Contribute to Brandon Centre's Clinical Governance programme and encourage others to do the same. Oversee audit activities and ensure robust quality monitoring systems are in place to check effective care delivery.
- Collate clinical risks within the specialist sexual health teams and ensure that appropriate action is taken, in accordance with Brandon Centre Risk Management policy and using principles of a learning organisation. Devise, implement and evaluate relevant training programmes.
- Promote and ensure specialist sexual and reproductive health team documentation is accountable, defensible, and maintained to Brandon Centre standard (including electronic records).
- Ensure regular audit of records to measure and evaluate care planning takes place as required. Lead and manage own team to ensure actions identified through audit and feedback are carried out.
- Direct and support nursing staff in their commitment to advancing nursing/clinical practice through the use of research and implementing evidence-based practice.
- Develop systems, encourage and promote others to reflect on practice in order to inform patient care delivery.
- Take a lead role in promoting a healthy lifestyle for young people and staff.
- Assess, plan, develop, implement and evaluate programmes of sexual and reproductive health care, providing advanced specialist advice, assessment skills.
- Work within professional guidance documents from the service, Brandon Centre and NMC to ensure safe, appropriate patient care.
- Ensure standards are maintained in the supply and administration of medicines and to deliver treatments to meet patient need using Clinical Guidance Documents as a Nurse Independent Prescriber.

3. Policy and service development

- Liaise with other members of the MDT to review clinical practice in order to assure seamless patient care is provided through the development of protocols and pathway work.

- Ensure that all the sexual health clinic team and wider staff group working within the scope and remit of the Sexual Transmitted Diseases Regulations and NHS VD Directives, and their regular updates
- In conjunction with key stakeholders, develop and agree operational protocols for service delivery ensuring their regular review.
- Ensure that Brandon Centre policies and procedures are effectively reviewed, implemented and maintained with the Multidisciplinary Team. Identify where further policies and procedures are needed and liaise with others to ensure their development.
- Actively participate in the business planning process, representing the specialist sexual health teams' and young person's views.
- Plan the sexual health clinic team service responses in relation to changing internal and external influences; ensure all service developments are cognisant of the needs of user groups.
- In conjunction with the team members, evaluate mechanisms for setting goals and benchmarking standards of care ensuring that they are evidence based. Develop tools to improve the quality of the service provided by the Advanced Nurse Practitioner and wider sexual health team.
- Lead the Sexual Health Nurses and wider sexual health clinical teams in identifying service developments and contributing towards the formulation of business cases.
- Lead the Sexual Health Nurses and wider sexual health nursing teams to ensure that Service/ Directorate / Brandon Centre / CaSH Network objectives and targets are met.
- Ensure training policies for all nursing staff are continually updated and incorporate a comprehensive training package which involved the specialist sexual health teams in providing assessments and training.

4. Financial and physical

- Influence, using clinical expertise, the recruitment and retention of staff within the specialist sexual health teams under the budgeted establishment.
- Oversee and monitor systems in place to manage the efficient and effective use of supplies, provisions and equipment within the sexual health teams designated budget. This includes management of any temporary staff and other sources of funding, both internal and external, to improve services.
- Anticipate cost pressures and financial constraints. Identify options to manage those pressures in association with the MDT and the clinical programme group in a timely manner.

- Work closely with the GP Clinical Lead to ensure that the service delivers its objectives within the financial envelope.
- In conjunction with the GP sexual health lead provide strong and visible clinical leadership to the entire sexual health team. Ensure the effective performance and quality of non-clinical and environmental services that impact on patient care.
- Supervise the nursing team and assist other senior staff to take continuing responsibility for the provision of a suitable and safe environment for the physical and psychological wellbeing of staff, young people/clients and their relatives. Ensure that appropriate action is taken in accordance with Brandon Centre Risk Management policy.
- Lead in the contractual relationship and management of the sexual health contract with commissioners and CaSH network leads.

5. Staff/HT/leadership, training

Employ innovative strategies to recruit and retain suitably skilled nursing and support.

- Take a designated lead on specific projects relating to sexual and reproductive health or operational clinical training of the wider Brandon Centre team which include reviews of the nursing team structure, duties, responsibilities and grading of posts.
- Ensure delegated tasks, activities and objectives are achieved by team members, recognising their development needs, ensuring that staff have the appropriate support to take on training and projects. Ensure that all projects are facilitated and outcomes are evaluated. This will impact on succession plans.
- Ensure that staff have effective orientation of staff and in-service training programmes.
- Line manage all nursing and support staff performance and individual objective setting in line with Brandon Centre supervision protocols, CQC, commissioners and Brandon Centre objectives. Collate an overall analysis for responsible areas.
- In conjunction with the service managers ensure appropriate staffing levels and skill mix is in place to reflect the workload and meet the needs of the patient. This will include assessing skill mix needed for education and/or practice development activities, then taking appropriate action and review.
- To contribute to the investigation and management of staff issues that relate to sickness and absence, poor performance, harassment, disciplinary and grievance issues using the relevant Brandon Centre policies and in liaison with the Directorate management team, implement recommendations for action focusing in particular on learning contracts and action plans.

- Be aware of the change management process and take on expert role within this process.
- Take responsibility within the sexual health teams for the investigation and management of staff issues that relate to sickness and absence, poor performance, harassment, disciplinary and grievance issues, using relevant Brandon Centre policies, this may include leading investigations and chairing disciplinary hearings.
- Participate in skill mix reviews and contribute to the service's workforce planning. Line manage the Sexual Health Nurses to develop nursing competences (for pre and post registration), assisting with the creation of competency programmes as required.
- Be a positive role model and maintain a positive learning environment for colleagues, young people, visitors and students. Be actively involved in education and / or practice development programmes within the Sexual Health Service, Brandon Centre and the wider Network as required.
- Contribute own knowledge of subject area as requested to pre and post registration nursing and allied health professional study.
- Be responsible for and evaluate the continuous professional development of all nursing staff, participating in education on professional and managerial issues as required.

6. Information resources

- Use professional expertise to analyse and utilise data to improve patient care, acting as a resource to data lead in relation to the analysis of data.
- Champion changes in information management as delegated.
- To be able to support others in the principles of information governance.
- Ensure there are systems in place to provide information as required by the Service, management and corporate services.
- Role model use of Brandon Centre Intranet, Internet and electronic information systems in place & under development.
- Produce data relating to own and team's activity identifying outcomes to patient care to support service development and management against contracted outcomes

7. Research and development

- Provide a clear focus of clinical leadership to evaluate the appropriate utilisation of audit and research findings; supporting other nurses and other allied staff to be involved in audit and research projects.
- To engage with and/or lead regular MDT audits within the specialist sexual health team and the wider Brandon Centre.
- In conjunction with the GP clinical lead and the nursing team, take a designated lead in advancing nursing/clinical practice in research/teaching and implementing evidence-based practice in designated areas.
- Support others in developing tools to improve the quality of the service across the sexual health nursing team and wider Brandon Centre as required.
- Provide support mechanisms for sharing good practice within the nursing team, the service, Brandon Centre and relevant professional groups.
- In conjunction with other senior clinical team leaders, devise innovative ways of working to address on-going service demands to better meet the needs of the young people and further develop the nursing and sexual health support worker roles.
- Constantly strive to further development and expand the role of the Nurse Practitioners scope of professional practice.

8. Freedom to act

- Follow the service standard operating policies and procedures at all time, and follow the PGDs as appropriate, asking for advice and guidance as necessary.
- The post holder will be accountable for his or her own professional actions and not directly supervised for the majority of their working day.

9. Other duties

- Provide cover for colleagues as appropriate.
- Assist in producing ad hoc reports and in project work.
- Undertake any other duties requested as appropriate to the role
- Work collaboratively with the senior leadership team to widen integration with Mental Health services both internally and externally.
- Work collaboratively with the Head of Training and Consultancy to develop web-based learning modules for sexual health.

10. Physical effort

- Will be required to exert ongoing light physical effort to undertake patient histories, physical examinations, and microscopy in restricted environments.
- Frequent computer and office-based work
- Will be required to undertake a range of clinical activities that are both clinic based and community based, so post holder will need general good health and stamina to be able to walk distances, climb stairs and operate within premises not necessarily designed as clinical work places.
- Will need to be prepared to travel to other sites for meetings and supervise clinical outreach

11. Mental effort

- The post holder requires highly attuned communication and sexual health assessment skills and will be required to provide frequent prolonged periods of concentration within a busy clinic environment with an unpredictable work pattern.
- Space is limited within Brandon Centre and the post holder must be able to work within a confined office space, in a shared office. There is limited clinical space within consultation and examination rooms.
- The post holder will be exposed to young people who share information, such as child abuse, sexual assault, substance misuse, domestic violence which can be challenging. This information needs dissemination and managing within the clinic and Brandon Centre guidance.

11. Emotional effort

- Some aspects of the clinical and support role of young people, and the support role of other team members, may expose the post holder to distressing, or emotive circumstances, the post holder should be mature enough to provide support as appropriate but know their own boundaries.
- The post holder will be frequently providing direct unwelcome news to young people which may involve a life changing diagnosis (e.g. herpes) or affect the young people' life beyond the management of STI (e.g. relationship).

General responsibilities for all Brandon Centre staff

All employees of Brandon Centre are required to observe legislation, Brandon Centre Policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities,

data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

Confidentiality and data protection

All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with Brandon Centre's policy on confidentiality and information governance, and data protection legislation.

Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed

All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

Safeguarding of children and adults

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an on-going basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

Health records, record keeping and record management

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Equality and Diversity

Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The post holder will ensure compliance with Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Waste disposal

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Smoke free environment

There is a no smoking policy in operation in Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises.

To be noted:

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties in discussion with the manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

PERSON SPECIFICATION:

Attribute	Essential	Desirable	ASSESSMENT
<p>Education/ Training</p>	<p>Registered Nurse (Adult). /Midwife</p> <p>Has attained/ working towards a master's degree in public health/ professional nursing issues/ management/</p> <p>Post registration courses in HIV, contraception and/ or sexual health.</p> <p>Holds/ working towards competence in sub dermal implants and intrauterine devices</p> <p>Nurse independent prescribing/working towards independent prescribing</p>	<p>Teaching and assessing qualification / has taught as a guest lecturer in sexual health at a University level.</p> <p>Leadership Qualification</p> <p>Holds/ working towards Faculty Registered trainer status.</p>	<p>Certificates/CV /interview</p>
<p>Skills/Experience</p>	<p>Minimum 5 years' post registration experience</p> <p>Minimum of 3 years in a clinical position within sexual health posts</p> <p>Minimum of 18 months of experience of staff management.</p> <p>Previous people management / budget management experience</p> <p>Previous experience of staff supervision</p>		<p>Interview/CV/ References</p>

	<p>Previous experience of involvement with clinical audit and/or disease surveillance</p> <p>Experience in change management</p> <p>Previous experience of working as an Advanced Nurse Practitioner.</p> <p>A proven ability to work autonomously at an advanced level in both male and female patients in sexual and reproductive health.</p> <p>Leadership skills.</p> <p>Proven teaching and assessing skills.</p> <p>Proven oral and written communication skills.</p>		
Qualities/Attributes	<p>Demonstrate the ability to compile complex written information.</p> <p>Demonstrates the ability to adapt to NHS service developments and new theories for use in the clinical area.</p> <p>Understanding of Microsoft office including Word, Excel and PowerPoint</p> <p>Assertive & enthusiastic.</p>	<p>Comprehensive understanding of other services and local referral networks.</p> <p>Proven work record of busy/stressful environments</p> <p>Experience of managing projects and delivering cost Improvement plans</p>	Interview/CV

	<p>Committed to service.</p> <p>Kind and compassionate.</p> <p>Motivated and able to motivate others</p> <p>Calm and objective.</p> <p>Mature attitude towards sex.</p>		
Mobility	Flexible working skills		Interview

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