

# HIV Junior Clinical Nurse Specialist Job description and person specification

**Department:** Brent HIV Service

**Division:** Integrated medicine

**Responsible to:** HIV Senior Clinical Nurse Specialist

**Accountable to:** Lead Nurse Sexual Health and HIV Services

**Band:** Band 6

**Hours:** 37.5 hours per week

**Location\*:** Patrick Clements Clinic

\*To meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

## Our vision and values

Our vision is quality **at our HEART**





## Quality...

**Delivering quality means consistently meeting requirements and exceeding expectations.**

We strive to deliver quality in everything we do – from the clinical care we provide and the employment opportunities we offer, to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

## ...at our HEART

**By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.**

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

♥ **Honesty:** we're truthful, we're open, and we speak up

♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding

♥ **Accountability:** we're professional, we strive for excellence, and we improve

♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with

empathy ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).

## Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities clarity about what we will do.

- We will provide high-quality, timely and equitable care in a sustainable way



- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities

You can read more about our vision, values and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).

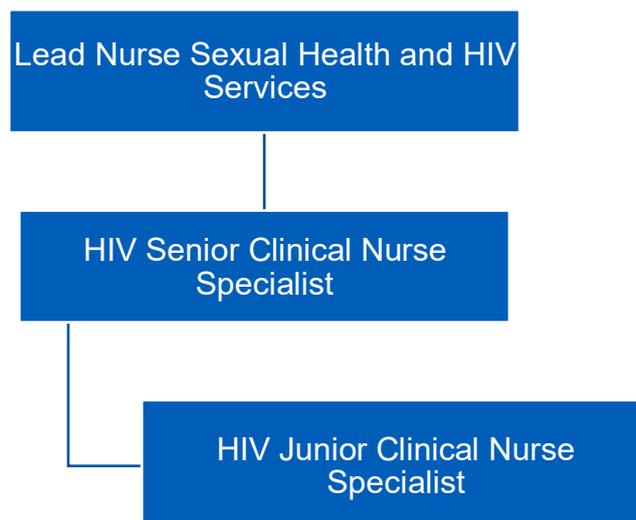
## Job Summary

To work within the multidisciplinary team in the provision of advice, support, and management for those living with HIV.

To competently undertake relevant investigations to facilitate diagnosis and treatment for those living with HIV.

To offer HIV health promotion and counselling to women and men from adolescence onwards within clinic, hospital and outreach settings. The post holder will work in partnership with colleagues both within the acute and community setting to deliver evidence-based HIV and SRH service to the local population of Brent. The post holder may be required to work evenings, weekends and in outreach settings.

## Structure



## Key responsibilities

### Clinical Responsibilities



- To obtain and record relevant social and medical histories from patients accessing the service.
- To utilise a variety of methods to ensure convenient and efficient patient follow-up.
- To manage patients when starting treatment and throughout their treatment, ensuring regular follow up care is provided.
- To recognise the signs and symptoms of complex and unstable health problems which require escalation and medical review.
- To recognise and effectively support vulnerable patients, escalating to the relevant teams when necessary.
- Manage a small case load of patients, including those with hepatitis coinfection and complex psycho-social needs.
- Ordering diagnostic tests and investigations and interpreting the results as appropriate.
- To maintain clinical case notes including electronic patients records to a high standard.
- To develop and implement, in partnership with the patient, a plan of healthcare management. This will include review of prescribed medications and referral to the medical team if required.
- To be aware of London North West Healthcare policy on safe handling of medicines
- To observe and adhere to clinic protocols and working guidelines.
- To always maintain patient confidentiality and adhere to the trust's information governance regulations.
- To establish good relationships and work effectively as part of a multidisciplinary team.
- To be aware of and adapt to the various needs of a culturally diverse population.



- To attend session punctually and remain until the last client has been seen and the clinic has been cleared away.
- The post holder will undertake any other clinical duties assigned by the Senior Clinical Nurse Specialist.

### Supervisory / Managerial Responsibilities

- To work with the Clinical Management Team in the day-to-day operational functions of clinics to ensure the safety and security of clinical area.
- To provide line management of nursing staff as delegated by the Senior Clinical Nurse Specialist, including the monitoring and appraising of staff performance.
- To support the development of the nursing workforce in the role as a mentor / practice assessor.
- To ensure accurate data collection and reporting. To promote good communication and clinical governance within the service.
- To be involved in risk management and the implementation of health and safety practices within the service.
- To deputise for the Senior HIV Clinical Nurse Specialist when required.
- To take a lead in an aspect of service development, current examples include safeguarding and our adolescent transition clinic. This is not an exhaustive list and may change depending on service needs.
- Communicate accurate and timely data on HIV outpatients to the London HIV consortia and equivalent organisations.
- Communicate information to Public Health England regarding new HIV diagnosis, AIDS diagnosis and deaths.
- To inform line manager of sickness, absence and holidays in line with trust policy and liaise with colleagues to ensure cover of all sessions.



## Professional Responsibilities

- To always work within the framework of the NMC Code of Conduct.
- To participate in nursing re-validation and renew Licence to Practice to maintain the ability to work in clinical role.
- To plan, implement and evaluate own work priorities and manage own case load accordingly.
- To comply with the Hospitals mandatory training requirements, including safeguarding adults and children.
- To be responsible for the Individual Performance Review of allocated Nurses and HCAs as delegated by the Senior Clinical Nurse Specialist.
- To update personal knowledge and skills in relation to HIV Healthcare. To look at individual and departmental needs in developing a personal development plan.
- To participate in all aspects of clinical governance, quality assurance, standard setting, audit and appraisal.
- To maintain good working relationships with nursing colleagues, medical staff, clerical staff and clients.
- To attend departmental meetings.
- To always adhere to Hospital policies and National guidelines.
- To act as a professional role model, for new starters, nurses and HCAs within the service.

## Administrative Responsibilities

- To maintain detailed, accurate, contemporaneous records.



- To competently utilise communication and EPR systems within the service required for day-to-day operations.
- To complete statistical returns or written reports when required.
- To participate in research and audit as required.

### Teaching / Audit Responsibilities

- To participate in research and quality improvement projects as required.
- To help with the delivery of induction and educational programmes for new staff within the service.
- To support the annual review of the training need for the service.
- To participate in research and audits programmes which aim to contribute towards the development of the HIV service.

### Professional Development

- To attend and participate in on-going education programmes and to attend inservice training for the HIV service.
- To participate in the process of appraisal and personal professional development.
- To identify individual learning needs and seek out learning opportunities that will support personal development.
- To participate in internal and external training specific to HIV and sexual and reproductive healthcare.



## Additional responsibilities

### Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.

The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.

You must always comply with the Trust's data protection policy, and you agree that you will only access the systems, databases or networks to which you have been given authorisation.

The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.

You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

### Information security

All staff must adhere to the requirements of the Trust's information security policy, which covers the deployment and use of all the Trust's electronic information



systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the policy may result in disciplinary action and could also result in a criminal offence.

## Health and Safety at Work Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty, and apply to all Trust premises, also whilst working in the community or on any other Trust business.

## Equal opportunities and equalities legislation

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

## Patient and public involvement

Section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

## Risk management

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

## Corporate/clinical governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.



## Infection control and hospital-acquired infection

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's infection prevention and control policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of healthcare associated infections including MRSA. All staff have the following key responsibilities:

- staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact
- staff members have a duty to attend infection control training provided for them by the Trust
- staff members who develop an infection that may be transmissible to patients have a duty to contact occupational health.

## Safeguarding children and vulnerable adults

Everyone has a personal and a professional responsibility to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns.

Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk.

The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust, you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## Staff commitment to patient care

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

## Health records

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes



are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.

For further information refer to Records Management Code of Practice via gov.uk.

## NHS constitution and code of conduct for managers

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**

## Person specification

**Job title: HIV Junior Clinical Nurse Specialist**

**Division/department: Integrated Medicine / HIV Services, Brent**

Requirement Essential		Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>• RGN (NMC Sub-part 1 adult branch)</li> <li>• Mentorship / Practice assessor</li> <li>• Post registration qualification in HIV or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Post registration qualification in sexual health.</li> <li>• NHIVA competencies</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>• Minimum of 1 years' experience working within HIV services</li> <li>• Evidence of up-to-date knowledge of the specialty</li> <li>• Experience of providing advice and treatment to clients of all ages and from a variety of cultural backgrounds.</li> <li>• Experience of supporting the management and coordination of a team.</li> <li>• Understanding of clinical governance issues in relation to HIV and sexual healthcare.</li> <li>• Experience with the use of Patient Group Directions and their use within HIV and sexual health services.</li> <li>• Experience with health promotion and education.</li> <li>• Experience in supporting preregistration nurses.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with young people</li> <li>• Knowledge / experience with contraception, gynaecology and HIV counselling.</li> </ul>

**Requirement Essential**

**Desirable**

<p>Skills, abilities and attributes</p>	<ul style="list-style-type: none"> <li>• Venepuncture, microscopy, cervical cytology or a willingness to learn.</li> <li>• Excellent written and verbal communication skills and the ability to maintain accurate records.</li> <li>• Commitment to expanding knowledge of a wide range of sexual health issues, including a willingness to attend STI courses / obtain sexual health experience.</li> <li>• Ability to demonstrate own educational and development needs.</li> <li>• Ability to work effectively as part of a multidisciplinary team.</li> <li>• Comprehensive understanding of Fraser guidelines in relation to consent for medical advice and treatment.</li> <li>• Demonstrated ability to use initiative and diplomacy under pressure.</li> <li>• Empathetic, reliable and enthusiastic.</li> <li>• Ability to work flexible hours, including cross site cover when required.</li> </ul>	
<p>HEART values</p>	<p>Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.</p> <p>Demonstrate commitment to place Quality at our HEART</p>	