

HIV Service

Job Description

Post:	HIV Health Adviser – for one year fixed term to cover Maternity leave
Base:	Courtyard Clinic, St Georges Hospital and also working at other service sites across Wandsworth
Grade:	Band 7
Hours of Work:	37.5 Hours per week
Reports to:	HIV Team Lead

Trust Vision & Values

Our mission is to provide excellent clinical care, education and research to improve the health of the populations we serve.

Our vision is to become an excellent integrated care provider and a comprehensive specialist centre for south west London, Surrey and beyond with thriving programmes of education and research.

We expect all our staff to share the values that are important to the Trust; being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.

Job Summary

The main components of the role of the Health Adviser are counselling, health education, partner notification, advocacy and safeguarding. The post involves working closely as part of the MDT to care for our cohort of people living with HIV. The work will cover both the out-patient based service, the in-patient ward, and other departments within the hospital. The post holder will need to have had at least 3 years experience working as a Health Adviser in either a HIV or sexual health setting.

The post will involve working closely with other Health Advisers as part of a small, supportive and effective team and liaising closely with HIV/Sexual Health clinics nationally.

Main Duties and Responsibilities

Emotional Support

- To provide counselling support and health education for those patients attending the HIV clinic or after admission to the ward in relation to any aspect of their HIV care.
- To provide crisis intervention and on-going support as appropriate.
- To identify patient risk and work with clients in promoting a healthier lifestyles approach, using evidence based motivational and risk reduction techniques.
- To work with local services to support patients facing challenges around their alcohol/drug use.
- To provide support, where appropriate, to partners, significant others and family members.
- To provide psychological support for patients under the Infection Care Group.

Patient Safeguarding

- To attend and take a key role in organising and managing a regular monthly HIV patient MDT meeting and other MDT meetings as needed in the service.
- To organise and attend relevant internal and external safeguarding meetings as required.
- To complete safeguarding referrals to social services and other organisations as necessary.
- To attend relevant safeguarding meetings.
- To ensure all potential vertical HIV transmission cases are handled according to national guidelines.

Partner Notification

- To identify sexual contacts of patients diagnosed with HIV or sexually transmitted infections and facilitate their attendance at a clinic for testing and treatment. To fully document partner notification outcomes.
- To audit PN outcomes on a regular basis.

- To liaise with other HIV and sexual health clinics nationally to facilitate partner notification.

Administration

- To action positive results received in the HIV clinic and review patient's notes and make decisions about recall of patient's to the service. To co-ordinate the follow up and recall of patients needing treatment, care or advice by letter, telephone or home visits as appropriate.
- To maintain accurate computerised and patient records on all patients with whom interventions take place including the management of the health adviser recall and partner notification systems.
- To undertake health adviser clinical audit and research in order to develop the health adviser role.
- To maintain an up to date information system on relevant statutory and voluntary sector services.

Health Education

- To co-ordinate enquiries from other health professionals and the general public about issues related to HIV.
- To co-ordinate the production, supply and display of HIV and relevant health promotion materials.
- To undertake training of other health care professional and any new members of staff, for example doctors, medical students, care assistants.

Professional Responsibilities

- To attend regular managerial, supervision and appraisal meetings.
- To develop and maintain effective communication and liaison with the MDT, working in close co-operation for the benefit of patients in order to improve services at the clinic.
- To be fully conversant with related health, social, welfare, counselling and education services in the area and to liaise as necessary with statutory and voluntary agencies.
- To attend and contribute at the relevant HIV team meetings with other members of the multidisciplinary team.

Service Development

- To provide Health Adviser input into service developments as required.
- To initiate, develop and manage outreach services as appropriate.
- To provide and develop training with statutory, community and voluntary agencies promoting HIV testing and awareness.
- To ensure that pathways to signpost patients needing sexual health services to other local providers work efficiently and effectively.

Other Duties

- To take a lead within the clinic of managing challenging situations.
- To co-ordinate referrals from, and offer specialist advice regarding HIV antibody tests to other hospital departments and community agencies.
- To support the service offered by St George's at HMP Wandsworth.

Confidentiality

The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients must not, under any circumstances, be divulged or passed on to any unauthorised person.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

Policies and Procedures

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The post holder is also expected to be aware of the Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health & Safety at Work Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Equal Opportunities

All members of staff are expected to take into account equalities in all areas of work and are expected to abide by the Trust's equal opportunities policy to eliminate unlawful discrimination in relation to employment and service delivery, failure to do so could result in disciplinary action up to and including dismissal.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.

PERSON SPECIFICATION
HEALTH ADVISER – HIV SERVICE

FACTORS	ESSENTIAL	DESIRABLE	Method of assessment
<u>Education/ Qualifications</u> - To be RGN/RMN or CQSW/DipSW qualified or hold a relevant degree or to have extensive experience and knowledge of work in this field - To have undergone counselling training and/ or had supervised counselling experience.	✓		A/I
<u>Experience</u> - To have a minimum of 3 years experience working as a Sexual Health Adviser - To have experience of one-to-one counselling. - To have experience in teaching and training. - To have experience of health education, specifically HIV/sexual health education. - To have experience working within a multi-disciplinary team.	✓		A/I
<u>Skills/Abilities</u> - To have the ability to communicate well with people on sensitive subjects in a non-judgmental way - To understand the issues of confidentiality pertaining to patients attending the HIV service. - Ability to prioritise work and work to deadlines. - Ability to work within a team and on own initiative when appropriate.	✓		A/I

• To be efficient and accurate in record keeping. • To at all times maintain a high level of confidentiality.			
<u>Knowledge</u> • To have up to date knowledge of HIV and HIV co-morbidities.	✓		A/I
<u>Other</u> • Demonstrate a genuine interest in the whole speciality.	✓		A/I