



**JOB DETAILS:**

Job Title	Sexual Health Practitioner
Pay Band	Band 6
Hours of Work and Nature of Contract	30.0
Division/Directorate	Women and Families CSG
Department	Integrated Sexual Health
Base	Quarella Road, Bridgend, CF31 1JS

**ORGANISATIONAL ARRANGEMENTS:**

Managerially Accountable to:	Senior Nurse Sexual Health
Reports to: Name Line Manager	Team Manager
Professionally Responsible to:	Head of Midwifery, Sexual Health and Gynaecology

**VALUES AND BEHAVIOURS:**



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

*We listen, learn and improve*  
*We treat everyone with respect*  
*We all work together as one team*

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

<b>Job Summary/Job Purpose:</b>
<p>The post holder has direct clinical involvement and will be an experienced practitioner in Sexual &amp; Reproductive Health e.g. Genito Urinary Medicine/Contraception &amp; Sexual Health (GUM/CASH) /Termination of Pregnancy, Women's Health. The post holder will possess specialist knowledge and skills relating to these areas of work.</p> <p>The post holder will be responsible for the development, implementation and delivery of quality care within the scope of agreed standards within the Integrated Sexual/Women's health Services, both in the clinics and community setting.</p> <p>The post holder will be an autonomous practitioner and able to work as part of a team in all areas within the service provision.</p>

**DUTIES/RESPONSIBILITIES:**

The post holder will:

- Communicate effectively with all client groups, including the most vulnerable appreciating the need to empathise and demonstrate sensitivity at all times. This will involve communicating complex and highly sensitive information regarding issues such as Termination of Pregnancy and treatment of sexually transmitted diseases.
- Communicate effectively with Senior Nurse/Team/Departmental managers, as well as work within the multidisciplinary/multi-agency arena as necessary, ensuring good communication and working relationships with colleagues of all disciplines.
- Participate in departmental meetings as required.
- Be responsible for providing accurate, current, comprehensive and concise records concerning the condition of the client in accordance with the NMC Standards for Records and Record Keeping, the UHB Patients Record Policy, and in compliance with the Data Protection Act.
- Liaise with the Team and Departmental managers regarding high risk and complicated cases, so that appropriate planning can take place at all levels.
- Represent the Services at appropriate professional advisory forums, as requested by Team/Departmental Manager.
- Be an expert in Sexual and Reproductive Health care and able to work as an expert practitioner advising others accordingly.
- As a potential supervisor of students (pre and post registration), have a responsibility to ensure that he/she and the student are aware of the limitations of

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the role and have considered the individuals level of competence, skill and knowledge. The objectives to be achieved during the placement and the method of assessment must also be clarified. In addition, you should ensure that the student is advised about hazards and other issues identified through any risk assessment process and be instructed in the appropriate measures of avoiding the risk.

- Be involved as necessary in programmes of Sex Education in schools, Outreach and Community Clinics within the scope of the Speciality, as appropriate and as directed by the Team Manager / Senior Nurse.
- Be responsible for personal development and education and the maintenance of own expertise by reading and attending relevant study days.
- Teach other healthcare professionals and voluntary organisations about the speciality, as appropriate, and as directed by the Team manager / Senior Nurse.
- Educate clients and families to empower them to take responsibility for their own sexual and reproductive health.
- Develop, through the personal development review [PDR] and the knowledge and skills framework [KSF] process; their own clinical and managerial skills to the benefit of the department.
- Participate in the planning of programmes of staff training events in relation to service developments.
- Work autonomously, perform comprehensive holistic assessments and evaluations of the overall Sexual, Reproductive and Contraceptive requirements of clients e.g. contraception, sexual health screening, termination of pregnancy etc. by taking a full history and taking opportunities to work with clients identifying health needs and health promotion opportunities.
- Be or become a non – medical prescriber to enhance role and provide holistic patient care or elicit the implementation of Patient Group Directions [PGDs] and Patient Specific Directions [PSDs] as necessary, to improve the quality of the service provided, as directed by the Team manager; ensuring that sexual health clinics and all service provisions, where possible are able to function in the absence of medical cover. This will require long periods of concentration on a daily basis.
- Provide nurse led clinics e.g. cytology / wart treatment / Nexplanon/Intrauterine Contraceptive devices; assisting with and performing associated procedures as necessary.
- In the absence of the Team/Departmental manager be responsible for the staffing arrangements within the team, ensuring adequate skill mix, providing a safe and caring environment for clients and their relatives.
- Liaise with gynaecology teams, making referrals for Menopause/Colposcopy/Outpatient Hysteroscopy, complications in relation to

unwanted pregnancy etc. using specific referral criteria/pathways.

- Respond to untoward incidents within the service ensuring accurate reporting / recording of incident / accident in accordance with Health Board policy and informing the Team Manager/ Senior Nurse
- Support and facilitate high standards of care within the Integrated Sexual/Women's Health Service [ISHS], ensuring a client centred approach in all that they do.
- Be an effective team player and have autonomous responsibility for delivery of care to clients within the service.
- Maintain high standards of care by awareness of current trends and developments in the service.
- Demonstrate good organisational skills with responsibility for ensuring efficient and effective use of resources.
- Liaise with the Gynaecology and Day Surgery wards as necessary.
- Actively contribute to policy and service development initiatives.
- Ensure the environment meets the required standard of cleanliness and all equipment is maintained in good working order and checked as necessary.
- Work with the Team/ Departmental/ managers covering sites for any adverse event and contingency plans.
- In the absence of the Team/Departmental manager delegate staff accordingly to ensure cover of all service provision.
- Require the skills to practice as an autonomous practitioner, carrying out clinical assessments, screening procedures and relevant treatment to meet client's individual needs.
- Be flexible as work will be undertaken across a range of hospital, clinical and community settings.
- Undertake venepuncture as required.
- Work as an autonomous practitioner and as part of a multi-disciplinary team, being responsible for the planning and implementation of client care across all disciplines e.g. Integrated Sexual Health, Colposcopy, Menopause, Out Patient Hysteroscopy etc.
- Participate as necessary in the provision of a post-natal liaison service.
- Manage emergency situations in clinical practice prioritising client care, e.g. rape victims, IUD emergencies, collapsed clients and adverse reactions to drugs.

- Refer or signpost clients to other health professionals or agencies as appropriate e.g. Tertiary care, GP, Obstetrics/Gynaecology service provision using agreed referral processes/pathways.
- Work in areas requiring complex management of clients or service provision e.g. Tertiary GUM/Colposcopy etc.
- Carry out assessments and evaluations of clients' Sexual Reproductive and Contraceptive requirements, implementing Patient Group Directions (PGDs) and Patient Specific Directions (PSDs) as necessary.
- Ensure that all equipment is in good working order in all clinical areas and that there are safe storage, administration and recording of drugs in accordance with UHB policies.
- Participate as necessary in Youth Partnership 'Drop in Clinics', operate the Condom Card scheme and work within local guidelines to enhance service provision in alternative venues.
- Liaise with Public Health Wales and other agencies to obtain relevant and up to date information for client/relative care, using appropriate information leaflets, and reinforcing with verbal instructions.
- Deliver health education and health promotion in relation to prevention of illness within their clinical area utilising their own knowledge and expertise, e.g. safe sex issues, contraception and breast awareness. Recognising situations that may be detrimental to the health and well-being of the individual and take teaching opportunities to raise awareness. Empowering clients to take responsibility for their own Sexual and Reproductive Health needs.
- Ensure that practice is in line with and reflects the requirements of NMC Code of Professional Conduct and Scope of Professional Practice and is based on evidence-based practice.
- Comply with Child Protection / Vulnerable Adult Procedures / policies, liaising with the Named Nurses and/or Social Services, Police etc. as appropriate, and discuss any referrals made with appropriate members of the multidisciplinary team, supporting both clients and colleagues in the process.
- Act in accordance with legal or statutory regulations in relation to practice and comply with all Health Board policies and procedures. Provide accurate, individual detailed client records maintaining confidentiality and safe-keeping, in adherence to Caldicott Principles, NMC standards, Venereal Disease [VD] Act [1974] and UHB Policy.
- Participate in all aspects of service development.
- Teach other healthcare professionals and voluntary organisations about the speciality, as appropriate, and as directed by the Team/Departmental Manager.

- Participate in the planning and development of patient information leaflets.
- Carry out risk assessments that are relevant to practice.
- Represent the ISRH Service at appropriate professional advisory forums, as requested by the Team manager/Senior Nurse.
- Manage resources, in conjunction with and in the absence of the Team/Departmental manager, within the sphere of responsibility, e.g. staff, medical and surgical supplies, non-stock items, monitor and record expenditure, maintenance of equipment.
- Have an awareness of budget, spending trends and associated skill mix/staff resources within the Service and report any projected cost pressure to the Team Manager acting appropriately in their absence.
- Support the team/Departmental manager in ensuring the environment meets the required standard of cleanliness and all equipment is maintained in good working order and checked as necessary.

The post holder will:

- Assist the Team/departmental manager in providing leadership and direction for junior staff working in clinical areas acting as an expert resource.
- Act as a mentor for pre and post registration students, ensuring learning objectives are met.
- Participate in staff PDRs as requested, informing Team/Departmental managers of any training needs
- Develop and maintain relevant IT skills in order to ensure the delivery of effective initiatives which are required for client care and service delivery.
- Maintain contemporaneous patient records
- Ensure that up to date research based information is available to clients enable them to make informed choices e.g. advice regarding repeat terminations of pregnancy, repeat sexually transmitted infections [STIs], repeated use of emergency hormonal contraception.
- Participate in audit as directed by the team manager.
- Work with Senior Nurse/Team/Departmental managers to ensure that services are audited on a regular basis and monitored against national guidelines.
- Ensure that practice in all areas is evidence based.

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***Mae Cwm Taf Morgannwg yn gyflogwr Cyflog Byw***

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years' experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Registered Nurse.  Family Planning Certificate/ FSRH Diploma.  Educated to Post Graduate Diploma level or demonstrate equivalent skills, knowledge and experience.  STIF course/equivalent or prepared undertake.  Venepuncture.  Mentorship or equivalent. Non-medical prescriber or be prepared to undertake	Teaching/Assessing Module or equivalent.  Counselling course.  CSW smear takers course or be prepared to undertake.  Implant training or working towards.  Broad knowledge of speciality including recent developments.	Application Form Pre-employment checks Interview References
<b>Experience</b>	Specialist working knowledge and relevant practical experience in Integrated Sexual & Reproductive Health [ISRH].  Relevant experience in relevant clinical area i.e. contraception, sexual & reproductive health.  Ability to produce written and verbal reports pertinent to the post, i.e. individual patient departmental documentation.	Experience of audit/ recording in relation to patient quality data.  Evidence of showing development of leadership skills required for sphere of responsibility, i.e. organisational, interpersonal operational skills.  Evidence of multi-disciplinary working.	Application Form Interview References
<b>Aptitude and Abilities</b>	Good communication and interpersonal skills – verbal and written, with patients, relatives	Ability to speak Welsh.	Interview References

	<p>and other members of the multi-disciplinary team.</p> <p>Professional judgement and analytical skills required to manage complex facts or situations e.g. giving positive pathology results, child protection, vulnerable adult issues etc.</p> <p>Has the ability to demonstrate empathy and understanding to others.</p> <p>Ability to demonstrate excellent standard of record keeping in line with NMC, UHB and the Standards of Record Keeping Document.</p> <p>Good supervisory and leadership skills.</p> <p>Able to demonstrate a positive and caring attitude to all patients, relatives and members of staff, when dealing with contentious and sensitive issues, in a calm and professional manner.</p> <p>Able to work autonomously including managing own workload and delegating where appropriate.</p> <p>Able to work on own initiative and as part of a team.</p> <p>Demonstrate good time</p>		
<b>Values</b>	<p>Ability to work under pressure.</p> <p>Pleasant.</p> <p>Enthusiastic and committed.</p> <p>Personable and amiable.</p> <p>Diplomatic.</p> <p>Compassionate.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	Caring.  Ability to use own initiative.  Assertive.  Negotiation skills.  Confident.  Approachable.		
<b>Other</b>	Ability to travel within geographical area in a timely manner.  Able to work hours flexibly.  DBS Clearance.		Application Form Interview References

#### **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all

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incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or On computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Line Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Service Group Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

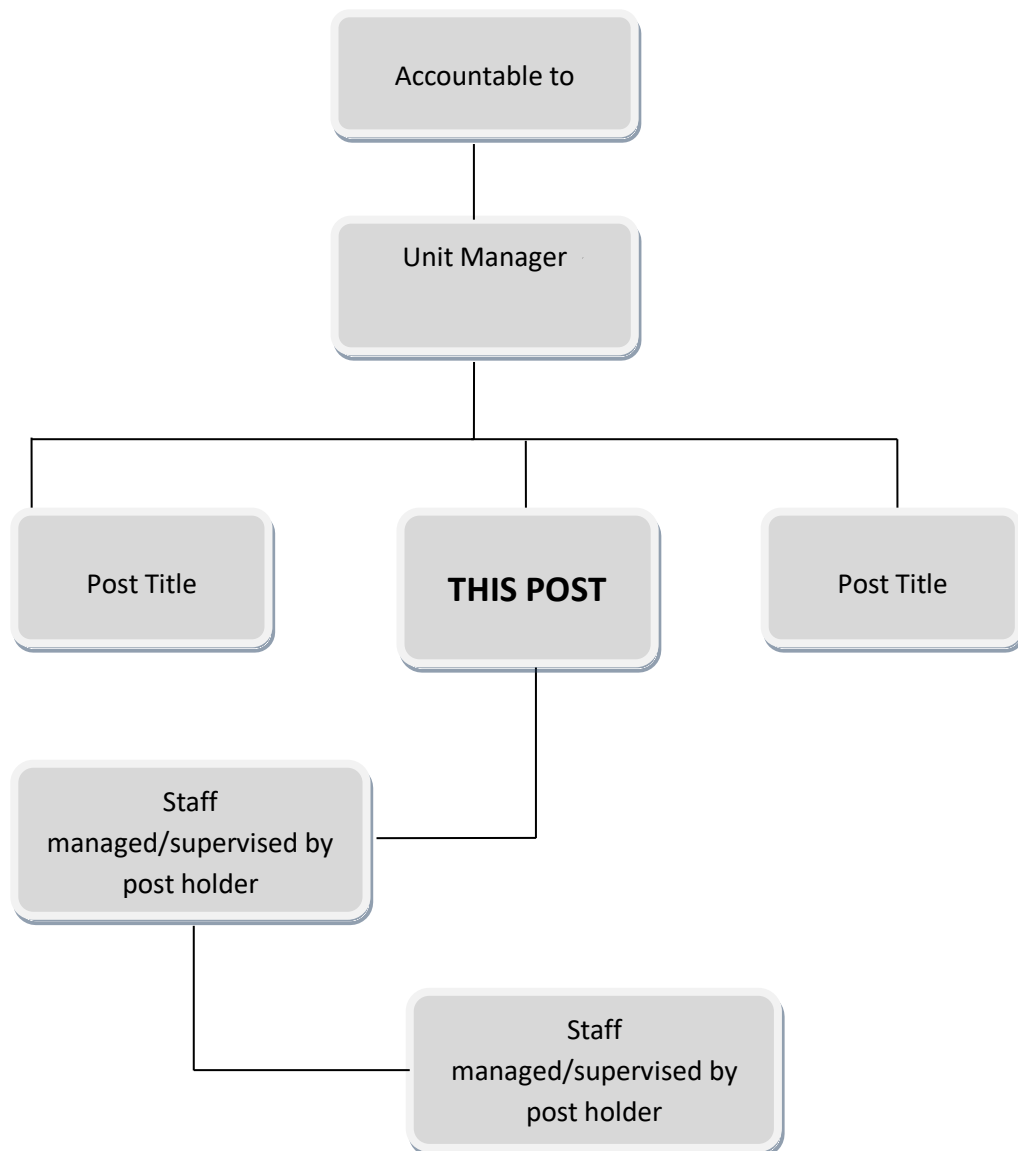
**APPENDIX 1**

**Job Title:** \_\_\_\_ **Sexual Health Practitioner** \_\_\_\_\_

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Travelling between UHB locations if required, carrying patient notes and light equipment	Daily	Duration of shift	
Frequent kneeling and crouching to attend to patients eg. Taking bloods, providing care.	Daily	30mins	

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Concentration required frequently when undertaking patient assessments and treatments	Daily	1hr	
Concentration required for writing, amending and following plans for patients	Daily	2hrs	

## Emotional Effort

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This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Occasional exposure to distressed/angry relatives who may challenge the care provided.	Daily	1hr	
Dealing with patients getting bad news or traumatic experience	Weekly	2-3 hrs	

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

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Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Frequent exposure to unpleasant working conditions eg. smells, noise, dust, body fluids, faeces, vomit	Daily	During shifts	
Exposure to highly unpleasant working conditions eg. blood spills	Daily	During shifts	