

JOB DESCRIPTION

JOB DETAILS

Job title:	SARC Sexual Offences Examiner (SOE) Lead Nurse
Job code:	GHC891
Band:	7
Location:	Hope House Sexual Assault Referral Centre, Gloucester and; Swindon & Wiltshire Sexual Assault Referral Centre, Swindon
Accountable to:	SARC Service Manager

JOB PURPOSE

Hope House Sexual Assault Referral Centre (SARC) in Gloucestershire, and The Swindon & Wiltshire SARC in Swindon provides forensic, medical and aftercare services to victims of rape and sexual assault; who either self-refer or are referred via the police or other agencies.

The post holder will work in collaboration with the Clinical Director, and the SARC Service Managers; to lead the operational and clinical management of the SARC service, providing day to day line management and leadership to the nursing staff.

The post holder will ensure the clinical team delivers a consistently high standard of Forensic and Clinical care; whilst building and maintaining professional relationships with key internal and external partners across Gloucestershire and Wiltshire.

The post holder will also contribute to the out-of-hours rota and be able to carry out Forensic Medical Examinations (FME), in accordance with Gloucestershire Health and Care (GHC), Faculty of Forensic & Legal Medicine (FFLM), Forensic Science Regulator (FSR) and Nursing and Midwifery Council (NMC) guidelines.

DIMENSIONS

The post-holder will be available to work from both the Gloucester and Swindon SARC, during the working week (core hours), as well as working remotely and at our locations, as the service requires.

In addition, the post-holder will be available on an adhoc basis, as the service requires, for on-call duties out of hours. In the event of a call out, the post holder will be expected to arrive at The SARC within 90 minutes, or at other venues such as a hospital at an agreed time.

CORE KEY RESPONSIBILITIES

Leadership/ Management:

- To lead the SARC nursing team and support the Service Managers and Clinical Director with the day-to-day operational running of the centres; ensuring there are sufficient clinical staffing levels at all times in line with the commissioning requirements.
- Responsibilities will include but are not limited to day-to-day clinical management, medicine management, self-referral freezer sample management and management of intimate images.
- To conduct staff appraisals and adhere to competency frameworks for ensuring that all staff are up-to-date with appropriate mandatory and essential to role training ensuring their competences are maintained
- To participate in the recruitment of all clinical SARC staff in line with the Trust's operational recruitment policies
- To manage the clinical on-call rota and shadow the on call SOE's, on a regular basis, to ensure service delivery as commissioned
- Conduct clinical audits including record keeping.
- To ensure nursing staff work to FFLM and NMC guidelines.
- To be responsible for the development of SARC clinical guidelines and policies, alongside the Clinical Director.
- To support the Clinical Director, and SARC Service Managers with service reviews, development and implementation.
- To support the Service Managers, and the Business Intelligence Teams, to implement, monitor and evaluate the SARC service; providing monthly, quarterly and annual reports.
- Work with SARC Service Managers to raise awareness and develop communication strategies with key partners and key referral service across Gloucestershire and Swindon & Wiltshire.
- Assist with disciplinary investigations as and when required. Undertake investigations and reports for complaints, incidents, Serious Incidents Requiring Investigation (SIRI's), projects etc as required
- Ensure effective management of absence including sickness in line with Trust policy.
- Monitor all aspects of Health and Safety, and address with the Service Managers as necessary
- Deputise for the GHC Service Manager, as and when required including delegated budget holder responsibilities.

Clinical:

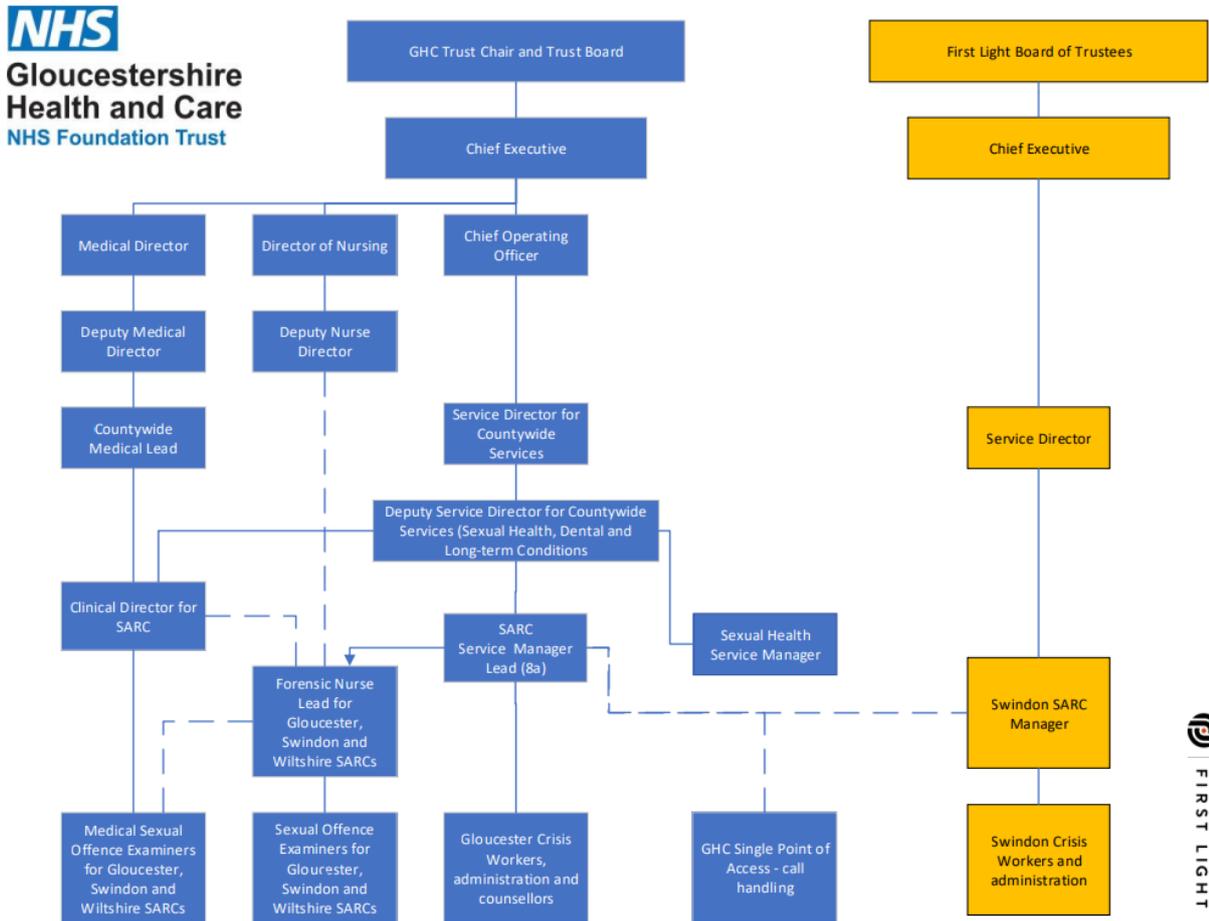
- To provide telephone information, support and specialist advice to Police, Crisis Workers and victims/carers; handling information that is highly sensitive and often distressing in nature.
- The post holder will require access to a work mobile, and in the event of a call out, will be expected to arrive at The SARC within 90 minutes, or at other venues such as a hospital at an agreed time.
- To carry out Forensic Medical Examinations, for Police and self-referrals; in accordance with GHC, FFLM, FSR and NMC guidelines.
- To accurately document findings and to ensure appropriate information sharing is enabled.
- To practice as an autonomous practitioner exercising independent and objective clinical judgement within professional guidelines and code of conduct.
- To obtain relevant forensic samples as per FFLM recommendations, ensuring a secure chain of evidence.
- To support the SARC management team in achieving the FSR ISO15189 Accreditation.
- To complete documentation of injuries using body maps.
- To use a colposcope to support the examination and ensure photo and video documentation of intimate injuries.
- To complete aftercare risk assessments such as but not limited to; risk of pregnancy, Sexually Transmitted Infections, blood-borne virus risk assessment for viruses such as HIV and Hepatitis, Mental Health and suicide risk assessments and safeguarding.
- To administer any relevant medication under Gloucestershire Health and Care NHS Foundation Trust PGD's.
- To complete all documentation as per local guidelines and store securely as per local guidelines.
- To work closely alongside the Crisis Worker and partner agencies to ensure victims receive appropriate on-going support.
- To complete professional witness statements when required, ensuring legislative and professional guidelines are adhered to in order to facilitate the effective prosecution of offences, and attending court when requested. To adhere to local protocols and standard operating procedures in relation to this.

SPECIFIC KEY RESPONSIBILITIES

- To be professionally accountable for the operational development, improvement and management of the clinical SARC services to ensure the highest standards of victim care and forensic integrity.
- Participate in multi-agency partnership working.
- To participate in effective professional education and development for self to ensure competency to practice.
- To maintain confidentiality at all times, adhering to GDPR and maintaining Caldicott Guidelines at all times.
- To plan and prioritise work effectively in a pressurised and demanding work situation and deliver on deadlines.

- To manage the impact of highly stressful work which can involve frequent exposure to extremely distressing emotional circumstances.
- Must attend a minimum of 4 peer review meetings per year.
- Must attend a FFLM approved one-day “SARC Best Practice” course at least every three years.
- Must fulfil the NMC requirements for revalidation. It is essential that any appraisal is robust in covering the forensic aspect of their work.
- Must have annual Immediate Life Support training.
- Must have Safeguarding Adults, Children and Young People (Level 3) training at least every three years.
- All Police Referral and Non-Police Referral calls should be attended without delay.
- Providing specialist advice, assessment and aftercare.
- The post holder shall be competent to critically comment on statements written by SOEs as per local policy in line with requirements of the FSR.
- The post holder must be available for court attendance when requested as a witness.
- To act as a role model providing mentorship to the clinical staffing team.

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

The postholder will regularly liaise and work together with:

- The Clinical Director
- The SARC Service Managers
- Sexual Offence Examiners (Nurses and Doctors)
- Crisis Workers and Administrators for both Gloucestershire and Swindon & Wiltshire SARC's
- Paediatric SARC services (Centre of Excellence and local Paediatric services)
- Safeguarding Teams
- Partner agencies (*in particular; Police and Health & Social Care Services*)
- Sexual Health services
- Mental Health services including children's mental health teams
- GP's

EFFORT AND HEALTH & SAFETY FACTORS

- Requirement to travel to both SARC locations and on occasion other venues (such as hospital settings) at various times of the day and night.
- Frequent requirements to concentrate for long periods of time for victim assessment, exchange of information, clinical and nursing procedures and documentation.
- Ability to handle highly sensitive and confidential information which may be distressing in nature
- Procedures to include, but not limited to, drug administration and phlebotomy with associated risk of injury and infection
- Ability to work with victims who may be in distress, hostile, or have difficulty in communicating about emotional or distressing circumstances or having complex social care needs.
- Exposure to bodily fluids
- Disposal of clinical waste as per Trust policies and protocols

MOST CHALLENGING PART OF THE JOB

Post holder will be working out of hours on call and examining victims of rape and sexual assault, and will be expected to attend either SARC location within 90 minutes.

This service operates on a 24/7 basis. Expectations are for staff to work a fair combination of days, nights, weekends and public holidays within each team. It is anticipated that you will be prepared to be flexible, undertake shifts in the event of sickness or other emergency cover and attending both SARC locations as required.

One of the most challenging parts of the role will be working with victims who are in distress, requiring emotional support or having complex social care needs.

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Gloucestershire Health and Care NHS Foundation Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Gloucestershire Health and Care NHS Foundation Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Gloucestershire Health and Care NHS Foundation Trust values and Staff Charter alongside the values of First Light.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Gloucestershire Health and Care NHS Foundation Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their line manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with **Gloucestershire Health and Care NHS Foundation Trust** policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.