

June 2017

Dear Applicant,

Thank you for your interest in the post of **METRO Specialist Sexual Health Clinical Worker**

Please find enclosed Recruitment Pack, which contains:

- Job Description
- Person Specification
- Application Form (separately attached)
- Guidance Notes for Applicants (separately attached)
- Monitoring Form (separately attached)
- METRO's Equal Opportunities Policy Statement (separately attached)

Please note that CVs will not be considered as part of your application, we will be short-listing from fully filled out application forms only.

The completed application form together with the Monitoring Form should be sent to arrive by no later than: 5:00pm Monday 10th July 2017

- By post or hand to Human Resources Manager, METRO, N206 Vox Studios, 1-45 Durham Street, London SE11 5JH
- OR by email to recruitment@metrocharity.org.uk. If applying by email, you should include your full name in the message title and your email and attachments must not exceed 5MB in size.

For further information regarding this post please contact the line manager of the role Jackie Foley on 020 8305 5000 or Email address Jackie@metrocharity.org.uk

We look forward to hearing from you.

Best wishes,



Greg Ussher
Chief Executive Officer

METRO Specialist Sexual Health Clinical Worker

Job Description

General Information

Job title: METRO Specialist Sexual Health Clinical Worker

Salary: £26,533 to £28,171 (equal to within band 5 range)

Responsible to: Clinical Projects Manager

Accountable to: Director of Operations

Responsible for: Sexual health within prisons & clinic hosting

Job location: Prison work and GSH clinics within Greenwich

Date: Reviewed 30th March 2018 – likely to be extended to 2020

Note: Employment offer is conditional to the applicant successfully clearing the National Security Clearance (NSC) which includes Counter Terrorist Checks (CTC), Security Checks (SC), and Developed Vetting (DV)

Job Summary

METRO provides the asymptomatic sexual health screening service for the three prisons within Greenwich: HMP Thameside, HM Prison Belmarsh and HMP & YOI Isis. The post holder will primarily be responsible for providing one sexual health screening clinic a week in each prison, managing results and coordinating referrals to specialist GU services provided by the Trafalgar Clinic, Queen Elizabeth Hospital.

Further to this the post holder will support the Clinical Projects Manager in providing GSH clinic within the Greenwich. A non-judgemental, accepting and open-minded attitude is an essential pre-requisite for this post and you must be able to work in a challenging environment independently. At the Metro Centre's Sexual Health and contraception testing clinics, you will provide a 'meet and greet' element and will manage the waiting room and support the clinical worker by preparing patient notes and managing the database.

Job Functions/ Responsibilities

1. Provide asymptomatic sexual health screening clinics in HM Prisons, which includes screening for HIV, Syphilis, Chlamydia and Gonorrhoea
2. Manage results for all clinics provided and coordinate referrals for positive diagnoses to other specialists. Manage the partner notification for positive diagnosis.
3. Coordinate a referral to GUM prison service for all symptomatic men and gay or bisexual men (or any man having sex with other men)
4. Coordinate referrals to prison GP service for all other symptoms and issues that may be disclosed within the consultation
5. Undertake the delivery of quality patient care to meet their physical, psychological and social needs maintaining privacy and dignity at all times.
6. Ensure confidentiality of data, particularly when dispatching data to external agencies, and have an awareness / understanding of data protection issues in line with METRO's Confidentiality, Information Governance policies and procedures and the Data Protection Act 1984.
7. Ensuring equipment is cleaned and well maintained reporting any problems and/or repairs required in line with METRO's policy:
 - Safely disposing of blood and blood products, and sharp boxes
 - Ensuring all clinical trolleys and clinical areas are well stocked to agreed stock levels
 - Cleaning up spillages, cleaning couches/tables/trolleys/chairs, examination lamps etc at the beginning and the end of clinic sessions and between patients as necessary.
 - Monitor and record fridge temperatures and report if temperature deviates from normal range
8. Ensure specimens are stored correctly and samples checked to ensure patient details are matched to requests before transportation to the laboratory
9. Participate in clinical auditing
10. Perform phlebotomy

11. Participate in discussions with the Registered Nurse / doctor when evaluating patient care and reporting any issues that arise through consultation
12. Documenting patient care, in line with METRO policy, ensuring that this is discussed with and countersigned by a registered Nurse / Doctor.
13. Provide clear verbal updates to members of the multi-disciplinary team relating to stock control, specimens, microscopy etc
14. Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy safe working environment for both staff and visitors. Employees are also required to observe obligations under METRO's Health and Safety policies, and to maintain awareness of safe practices and assessment of risk.
15. To support and work with the staff team to disseminate sexual health, contraception & HIV prevention information to all service users.
16. To assist in the 'front-of-house' support of METRO's GSH Sexual Health and contraception clinics. 'Meet and Greet' visitors, manage the waiting room and create a welcoming atmosphere.
17. Support the clinical staff by preparing patient notes and managing patient information using a clinic database.
18. Work some evenings and weekends as required
19. Provide occasional office cover, in order to welcome service users, answer general enquiries, field telephone calls, etc.
20. Comply with Health and Safety at Work Act, Fire Prevention Management, Infection Control procedures and COSH
21. Act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by METRO to reduce HCAIs. Post holders must be familiar with the Metros Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy.

Other duties

- 22. Adhere to METRO policies and procedure at all times.
- 23. In line with METRO’s policy on Information Governance (IG), confidentiality and data handling you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
- 24. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act and METRO’s Information Governance Policies.
- 25. In line with METRO’s policy on Safeguarding , you will be expected to undertake, pass and maintain the required Safeguarding Training Modules as indicated by your line manager.
- 26. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
- 27. Undertake any other appropriate duties as requested by the Manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager

METRO Specialist Sexual Health Clinical Worker - Person Specification

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
	Fit to undertake duties within job description	Essential	Application Form & Interview
Good general education Minimum GCSE in Maths/English or equivalent or NVQ Level 2 in Care or equivalent. NVQ Level 3 or equivalent		Essential	Application Form

NCS Band 5		Desirable	Application Form
Experience of dealing with the general public. Experience of work within GUM and HIV services within past 12 months		Essential	Application Form & Interview
Experience of working in a health care environment. Experience of working in a prison environment Experience of working with young people Experience of working with MSM		Desirable	Application Form & Interview
	Ability to clearly communicate information about HIV transmission, STIs, contraception & sexual health Ability to communicate clearly and effectively.	Essential	Application Form & Interview
	Phlebotomy skills Chaperone skills Good numeracy Good literacy Excellent IT skills with experience of using clinical databases	Desirable Essential	Application Form & Interview
	Good basic hygiene skills Punctual and reliable Ability to follow a clear instruction and feed back to senior staff. Able to prioritise and meet deadlines.	Essential	Application Form & Interview

	Ability to work as part of a team, as well as on own initiative.		
	Ability to implement Fraser Guidelines and Informed Consent rules	Essential	Application Form & Interview
	Microscopy Ability to conduct a condom demonstration – with training Current British full driving licence Knowledge of the issues that affect the LGBT community	Desirable	Application Form & Interview
	Organised – ability to manage your own workload and time Non judgmental Open minded Caring Reliable Punctual Ability to work effectively in a team No religious or moral objection to any aspect of sexual & reproductive health	Essential	Application Form & Interview
	Able and willing to work flexible shift patterns, according to service needs. Must be able to obtain an enhanced DBS, NSC and CTC (Counter Terrorism Clearance)	Essential	Application Form & Interview

