

Job Title: Forensic Nurse Examiner (FNE) for Sexual Assault Examinations

Reports to: Lead Nurse and Medical Director

KEY RELATIONSHIPS: Lead Nurse, Medical Director, SARC Manager, Forensic Nurse Examiners, Support Workers, Paediatricians, Administrator, Independent Sexual Violence Advisors and other staff from the SARC. The post-holder will also have substantial contact with key Mountain Healthcare management team, Police, Local Authority organisation, third sector, health providers, Victim Support and NHS Commissioners.

ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

1. Main Role

JOB SUMMARY:

A Sexual Assault Referral Centre (SARC) is a dedicated service co-commissioned by the Police and NHS Health & Justice Commissioners to improve the care offered to victims of sexual assault/rape.

- 1.1 The Forensic Nurse Examiner (FNE) will be responsible for providing on – call sexual assault examination services as part of a 24/7 rota. The service is for adult and young people.
- 1.2 This will include: providing telephone information and support for police, support workers and service users; undertaking a forensic examination where appropriate for police and self-referrals, using a colposcope, documenting injuries, forensic exhibits and providing medical care inclusive of sexual health, blood borne virus risk assessment, mental health and suicide risk assessment, safeguarding, accurately documenting findings and ensuring appropriate information sharing is enabled.
- 1.3 The post holder will require access to a telephone, and in the event of a call out, will be expected to arrive at the SARC within either 60 or 90 minutes (depending on location) or at other venues such as a hospital at an agreed time.
- 1.4 The post holder will be required to attend court (which is remunerated through witness care) – if time off is required – this will be facilitated. This can be many years after the examination.

You will be responsible for co-ordinating an appropriate response for adults and young people, potentially assisting paediatric examinations as a second examiner if required.

The FNE will support the SARC Manager, playing a pivotal role in developing an evidence base for the efficacy of the forensic nurse examiner role.

2. Main Activities

- 2.1 The FNE will be accountable for undertaking forensic examinations in adults, children and young people (expanding to supporting paediatricians or paediatrically trained examiners).
- 2.2 The examiner will be required to work within their professional registration, following MHL and police policies and guidance where appropriate, utilising evidenced based practice: FFLM, UKAFN, BASHH, RCPCH.
- 2.3 The post holder will be required support the SARC Manager to evaluate and assess current service delivery and performance, devising, piloting and implementing changes in practice that deliver significant and substantial improvements in access and service delivery, whilst working within a budget
- 2.4 The post holder will be expected to undertake a comprehensive training programme. This will be a substantive undertaking and as continuing professional development and gaining skills and experience in a new role requires commitment and flexibility, this should be considered as part of the role.

3. Duties and Responsibilities

- 3.1 To provide a service which supports clients through the complexities of the criminal justice process and facilitates access to other healthcare services.
- 3.2 To ensure that you adhere to Mountain Healthcare local policies and procedures, including members of other disciplines and organisations
- 3.3 To attend within an hour to the SARC or at a time of the appointment if applicable.
- 3.4 To offer and provide appropriate information on follow up services that the service user may find useful.
- 3.5 To provide sensitive and non-judgemental support, enabling the service user to regain control and self-esteem.

- 3.6 Examinations can only be carried out with the consent of that individual, unless the individual lacks capacity and then an examination can be conducted in that persons best interests. This will often require a multiagency response to determine this.
- 3.7 To provide support to friends and family in a sensitive and non-judgemental way
- 3.8 To ensure that a forensic examination is undertaken, with consideration of an appropriate forensic strategy, exhibits taken with robust chain of evidence, colposcope and management of images according to national guidance, with documentation of injuries on body maps recommending photography or undertaking photography in self referrals.
- 3.9 To update daytime staff regarding level of supplies available in the forensic suite as needed.
- 3.10 To liaise with police, crisis workers and co-workers at the Centres, ensuring a professional hand -over of cases to daytime staff as required and ensuring the police are given an accurate account of the findings of the examination with relevant sharing of information where considered appropriate.
- 3.11 To carry out management of minor injuries and basic life support, when required.
- 3.12 To ensure all actions undertaken are consistent with service users wishes.
- 3.13 To read all correspondence from management with updates etc and change your practice in line with any changes.
- 3.14 To wear a name badge at all times while on duty.
- 3.15 Uniforms including scrubs may be required to be worn.
- 3.16 To ensure assessment of aftercare needs including sexual health, blood borne virus risk assessment psychological support including suicide risk assessment and safeguarding needs are addressed.

Administration

- 3.17 To create reports using existing databases and systems or complete notes on systems or paper as required.

- 3.18 Statements must be completed when on call and returned within 5 working days and exceptions i.e. on annual leave, sickness must be negotiated with your line manager to ensure a response to the criminal justice system is timely.

Communication

- 3.19 To liaise with and disseminate information to the multidisciplinary team.
- 3.20 To provide an interface between the service and the criminal justice agencies
- 3.21 To ensure all contacts with service users, referring agencies, police and other criminal justice agencies.
- 3.22 To listen to and record very sensitive information relating to clients and their assault.
- 3.23 To understand the implications of disclosure of information to the criminal justice system.
- 3.24 Receiving complex and sensitive information where clients self refer and making an assessment of child protection issues and potential disclosure issues.
- 3.25 Communication with investigating police officers, prosecuting and defence barristers and crown court judges.
- 3.26 Communication with distressed clients and their families and/or carer, where trauma may influence attitudes and present hostile barriers to communication.
- 3.27 In the case of child protection sharing of sensitive information to the child protection team and other child protection agencies.
- 3.28 Participation and provision of supervision.
- 3.29 Education of professionals and lay people around issues relating to rape and sexual assault including myths and stereotypes, where assumptions require challenge in order to deter prejudice of the clients.
- 3.30 When attending court or providing reports, you should be impartial, independent and without bias. Initially, you will be acting as a professional witness providing only facts about what was observed, however as your role and experience increase, this may develop.

Training

- 3.31 To undertake mandatory training in line with Mountain Healthcare policy
- 3.32 To undertake training in line with the objectives and PDP set at regular formal appraisals
- 3.33 To be responsible for personal continuous professional development

Working Conditions/Environment

- 3.34 The post holder will be confident using their own judgement in resolving matters and working on initiative.
- 3.35 The post holder must ensure that all duties are carried out to the timescales
- 3.36 The post holder will cover and support other colleagues when required to ensure prioritised workload is achieved, but will be expected to manage their workload appropriately

4 Special Conditions

Emotional/Mental Effort

- 4.1 The post holder will provide counselling and support intervention to victims of rape and sexual assault, potentially in the early aftermath of the assault.
- 4.2 The post holder will provide supervision to all members of the SARC and debriefing where necessary.
- 4.3 The post holder will engage in clinical supervision.
- 4.4 The post holder will be required to present cases at peer review.
- 4.5 The post holder will at times be required to support clients during the court process.
- 4.6 To manage conflicting priorities and ensure that all duties are carried out to the timelines to meet mandatory requirements.
- 4.7 To analyse complex issues and in doing this is required to concentrate for periods of time to ensure accuracy
- 4.8 To be non-judgemental and equitable in approaches to sensitive issues/topics and individuals

4.9 To make complex judgements in relating to partnership working about priorities, timescales and levels of engagement

Physical Effort

- All moving and handling will be accordance with policy.
- The post holder will be required to undertake some driving in order to attend SARCs, or on rare occasions to appropriate locations such as hospitals, care homes etc.

Working Environment

- Following trauma the service user is likely to be distressed and may react in unpredictable ways.
- Some clients may be under the influence of alcohol or drugs.
- In some cases clients may experience acute mental health symptoms psychotic episode following the trauma of sexual violence.

Hours of work

The post-holder is required to be on-call, working shifts which complete a 24/7 shift pattern, primarily providing out of hours cover during week and weekends. Most shifts are in 8 hour blocks, but they may also be 12 hour shifts dependent on location.

Mountain Healthcare may require you to work over shift handover and may also need to vary your hours of work, including your starting and finishing times, to meet the exigencies of the service. Should it be necessary to make any major or permanent change you will be given a reasonable period of notice after consultation.

Codes of Conduct

Mountain Healthcare Ltd requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body and to Mountain Healthcare staff handbook and HR policies.

Safeguarding

MHC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Staff should ensure that they are aware of MHC policy and procedures for safeguarding and discharge their responsibilities for safeguarding effectively. It is individual staff members responsibility to maintain competences with regard to levels of safeguarding training commensurate with individual roles. Staff should report and safeguarding concerns to appropriate agencies in line with the safeguarding policy.

Equal Opportunities

Mountain Healthcare is committed to an equal opportunities policy that affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sexuality, marital status, race, religion/belief, ethnic origin, age or disability. All staff are required to observe this policy in their behaviour to fellow employees.

Confidentiality

All employees are required to observe the strictest confidence with regard to any client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work and its employees.

You are required not to disclose any confidential information either during or after your employment with Mountain Healthcare, other than in accordance with the relevant professional codes.

Failure to comply with these regulations whilst in the employment of Mountain Healthcare could result in action being taken under the Policy on Conduct and Capability in Employment.

Data Protection

All employees must adhere to the Policy on the Protection and use of Personal Information, which provides guidance on the use and disclosure of information.

Health and Safety

Mountain Healthcare expects all staff to have a commitment to promoting and maintaining a safe and healthy environment and be responsible for their own and others welfare.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Clinical Governance Policy.

Infection control

All staff must observe the Health Act 2006 (Hygiene code), and ensure that they understand and implement their responsibilities in the prevention and control of infection.

This post has a genuine occupational qualification under the Sex Discrimination Act, Section 7(2)b and 7(2)e. It will also be necessary for you to clear Police Vetting as a requirement for this service.