Step Guide
[Sexual Health – Sexual Health Adviser] Profile (Band 6)

This step guide will help you to understand and use the national profile identified in the RCN "KNOW YOUR WORTH: re-banding the nursing workforce within the NHS" guidance document. This guidance provides detailed information about the various stages to get through a job evaluation review, where you can substitute the step guide below at pages 13-14 of that document. The step guide works through each factor systematically to identify where there may be gaps in your current job information to match it to the profile. As profiles can have multiple options per factor, the guide will focus on the highest option.

You will need to identify the level your job has reached for each of the 16 factors using this guide, so will therefore need a copy of your existing Matched Job Report (MJR) which details how your post was originally assessed. Understanding the original assessment is an important piece of the jigsaw, it will help you understand what gaps in information there may be and help you focus on these areas to update the job information.

The profile can be found on the NHS Employers website in the Allied Health Professionals family, Sexual Health sub family.

First step is to check that the job statement at the top of the profile does align to your job, it doesn't need to be exact just a good fit. The statement for the [Sexual Health Adviser] profile is:

1. To provide advice: information, counselling and education on sexual health
2. To provide counselling on sexual assaults
3. To be responsible for health promotion and specialist sexual health training

As you answer the standard question for each factor, you start to build a list of where your current job information would require strengthening to meet the national profile. Your application will be stronger when you have more examples of where your knowledge, responsibilities and skill meet the standard required in each factor. Every factor counts, and it is your responsibility to represent your role accurately.

Where you answer:

- **"yes"** your job information may already be sufficient to match the required level. You can, and should, strengthen this description if it does not accurately represent your role.
- **"no"** your job information may need strengthening in this area, then provides prompts to think about how your job information could be improved.

Factor 1 – Communications and relationships skills Does your MJR score level 5 or above? Think about: The type of communication which is highly sensitive and/or highly complex requiring empathy, persuasion and reassurance. Some examples are situations involving communicating with patients/clients and/or their partner diagnosed with a sexually transmitted disease. There will be a requirement to communicate in a sensitive manner on an ongoing basis. There will also be a requirement to deliver formal presentations to clinic staff and outside organisations.
Factor 2 – Knowledge, training and experience Does your MJR score level 6 or above? Think about: How you would explain what additional training, qualifications, competencies or experience they need to become fully competent in the role. For example, this may be through attainment of a degree in counselling; plus a programme of short course alongside practical experience to consolidate the knowledge.

Factor 3 – Analytical and judgemental skills Does your MJR score level 4 or above? Think about: The types of judgements you make when assessing/diagnosing conditions and the options for treatment available to you. Particularly where there are specialist clinical conditions or multi-morbidities which interact in complex ways. For example: psychological assessments of patients diagnosed with Human Immunodeficiency Virus (HIV)
Factor 4 – Planning and organisational skills Does your MJR score level 3 or above? Think about: The types of planning you undertake. Some examples at this level would be leading the co-ordination of activities with other professionals and agencies.
Factor 5 – Physical skills Does your MJR score level 2 or above? Think about: The skills required to perform your duties. Some examples at this level would be driving to visits/meetings and use of a computer.
Factor 6 – Responsibility for patient/client care Does your MJR score level 6 or above? Think about: The type of care programme's you develop and deliver, particularly where these are in a specialist field. Some examples include responsibility for advice on sexual health lifestyle changes and public health partner notification.
Factor 7 – Responsibility for policy/service development Does your MJR score level 3 or above? Think about: How you get involved in the implementation of local policies or protocols and whether you have any responsibility for commenting on policies which impact other services and departments
Factor 8 – Responsibility for financial & physical resources Does your MJR score level 2 or above? Think about: Whether you have any financial responsibility. Some examples at this level would be ordering stock/supplies promotional materials and authorising HIV certificates
Factor 9 – Responsibility for human resources Does your MJR score level 2 or above? Think about: The responsibility you have for staff or students, for example supervision, allocation of work to administrative staff, or the provision of training to others.
Factor 10 – Responsibility for information resources Does your MJR score level 1 or above? Think about: The types of information you deal with and whether this is information you have gathered/generated, such as taking patient observations or documenting care provided.
Factor 11 – Responsibility for research and development Does your MJR score level 2 or above? Think about: How you get involved in formal research studies/clinical trials, or complex audits.
Factor 12 – Freedom to Act Does your MJR score level 4 or above? Think about: Whether you are seen as a lead specialist for a defined caseload to manage with autonomy. Working within codes of practice and professional guidelines.
Factor 13 – Physical Effort Does your MJR score level 1 or above? Think about: The level of physical effort required for the role, for example whether you spend much of your time sitting, standing and walking.
Factor 14 – Mental effort Does your MJR score level 2 or above? Think about: The type and frequency of concentration required for the role, and whether you are exposed to any interruptions which require a change in task
Factor 15 – Emotional effort Does your MJR score level 4 or above? Think about: : The types of emotional situations you are exposed to, such as imparting unwelcome, life changing news to patients, for example: delivering HIV positive results on a daily/frequent basis

Factor 16 – Working conditions
Does your MJR score level 3 or above?
Think about: Whether you are exposed to verbal aggression, visits to patients with infectious respiratory diseases, head lice and scabies, and the frequency this occurs.