

Job description (AFC: JM201/21)

Job title:	Staff Nurse – Specialist Gynaecology Outpatients	
Clinical Service Unit:	Women's Health	
Division:	Women and Children	
Corporate Area:	Gynaecology	
Salary band:	Band 5	
Responsible to:	Band 7	
Accountable to:	Matron	
Hours per week	37.5hrs	
Location:	MKUH	
Manages:	Direct reports:	
	Indirect reports:	

Milton Keynes Hospital Standards, Commitments and Behaviours

By living up to our values of We Care, We Communicate, We Collaborate, and We Contribute we deliver more than just a quality patient experience because we:

- Deliver safe effective and high quality care for every patient. We treat everyone who uses our services with dignity, respect and compassion and we treat each other as we would wish to be treated ourselves.
- We say #hellomynameis, we keep patients informed, involved, and engaged in their treatment and care; and each other about what's happening in our hospital. We know we can speak up to make sure our hospital is safe, and our patients are well cared for.
- We are #teamMKUH We work together and with GP's, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.
- We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join and play our part to make our hospital the best it can be. We acknowledge and share best practice so that others can learn what works well and we learn from others so that we keep improving the services we provide.

Aim of the role

The post holder will contribute to the work of the Specialist Gynaecology outpatient nursing service. You will support the medical and nursing clinicians to provide nursing care during procedures and clinics.

You will be responsible for the care of patients assigned to the outpatient clinics and specialist outpatient diagnostic and treatment procedures including women undergoing

invasive gynaecological procedures such as colposcopy, hysteroscopy, vulval treatments, urodynamics and flexible cystoscopy.

To be responsible for the recovery of women following said procedures.

To provide high quality patient-centred services for women leading to improvement in care and positive patient experience. You will ensure the needs of patients and their relatives needs are met during their visit to the clinics. You will assist staff with procedures during clinics including obtaining specimens e.g. bodily fluids and histopathology specimens, completion of vital signs and informing the practitioner of any concerns.

Key working relationships

Internally

- Gynaecology Medical and Nursing Clinicians
- Members of Divisional and Clinical Service Unit Management Teams
- Matrons
- Clinicians
- Heads of Service and other key staff
- Core Clinical Services
- Purchasing and supplies

Externally

- Colleagues in within other NHS Trusts and organisations
- Contracted service suppliers

Key result areas

- To have made an effective contribution to reaching the Trust's vision, strategic objectives and key work programmes.
- To have made a positive contribution to excellent patient care within MKUH Trust
- Effective flexible team member of the Specialist Gynaecology outpatient team
- To work with clinical teams to facilitate the Clinical Governance agenda.

Main duties and responsibilities

Clinical Practice

- To be responsible for the unsupervised assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care.
 - Supervise nursing practice and the delivery of patient care in accordance with NMC Code of Professional Standards and Behaviour and Trust Policies and Procedures.
 - Act as an effective role model and demonstrate effective organisational and leadership skills.
 - In the absence of the specialist clinical nurses take charge and be responsible for the day-to-day management of the clinics and health care assistants.
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- Participate in planning and implementation of quality initiatives and targets, in conjunction with the Senior Team and specialist clinical nurses as appropriate.
- Provide high quality nursing care for women undergoing examination, diagnostic procedures, treatments, minor procedures and during their recovery
- Procedures include :-
 - Outpatient Hysteroscopy (including Myosure/Novasure)
 - Colposcopy
 - Routine Diagnostic Flexible cystoscopy
 - Includes assisting clinician with invasive surgical treatments (intra-detrusor Botulinum Toxin A Injection (Botox®) and Urethral bulking (Bulkamid®) under local anaesthetic
 - Urodynamic procedures
 - Specialist Nurse Clinics (e.g. vaginal pessary, TWOC (trial without catheter) catheter care, vulval dermatology; smear; fertility; pelvic pain)
 - General Gynaecology OP clinics
- Assist and provide nursing support to consultants, medical staff and specialist clinical nurses during consultations, procedures and treatments
- Understand potential complications and risks of said procedures
- Be responsible in dealing with and reporting patient and equipment complications and incidences to the registered nurse/clinician where appropriate
- Be able to identify patients' needs following procedures and treatments
- To ensure accurate and comprehensive nursing records are maintained using appropriate written and electronic documentation.
- Be accountable at all times for ensuring that safeguards are in place for patients, in particular those adults or children at risk.
- Ensure safe storage and administration of medicines in accordance with the Trust policy and practice.
- Maintain accurate written and computerised records ensuring all advice given is documented concisely and clearly in the handwritten notes and eCare as appropriate.
- Demonstrate courtesy and diplomacy in dealing with professional colleagues and members of the public.
- To act in a safe and professional manner at all times.
- Undertake other duties as required from time to time
- Ensure that all clinical care personally provided is of a high standard and reflects current evidence.
- Effectively works in a team with other nurses, is supportive to all colleagues and assertively deals with conflict. Promotes a positive image by a professional and helpful approach to all team members and visitors to the department.

Operational and Working Conditions

- Ensure all equipment is available for each clinic, informing appropriate department and team members as required
- Following each case, clean equipment and return sets used to sterile supplies with the required information
- To be familiar with the medical equipment used in the department and how to set it up
- Maintain environment according to current national and local Infection Control Policies
- Identify potential problems in advance, informing the Band 7 as appropriate.

- Liaise with Facilities Department regarding any maintenance requirements and faults
- To comply with the Health and Safety Policy in accordance with the agreed policies and procedures. To report any accidents, incidents, near misses, hazards or serious untoward incidents in accordance with the agreed procedures.
- To work in collaboration with the Trusts Risk Management and Clinical Governance Managers.
- Be aware of and adhere to Trust infection control policy.
- Be conversant with the Fire, Health and Safety policies and other policies of the Trust.

Professional and Legal Responsibilities

- Abide by legal requirements and statutory rules relating to practice in accordance with the NMC Code of professional standards and behaviour (2018)
- Maintain a high standard of professional practice at all times, developing the role of the nurse in the best interests of the profession and client in accordance with the NMC Code
- Report all accidents and complaints in accordance with agreed policies and assist in investigation of complaints and accidents as required.
- Act in accordance with local safeguarding and child protection procedures.
- Participate in the investigation of complaints.

Education, Training and Development

- Update own knowledge and skills in order to develop professionally and to contribute to the improvement of the service.
- To participate with in-service training programmes.
- Participate in staff meetings
- To maintain practice via personal development and continuing education, providing evidence of this through personal development plans.
- Ensure Annual appraisal is undertaken
- To contribute to the audit of all relevant Trust requirements, National Service Frameworks and other National Initiatives.
- Assist with induction of new staff, providing training and guidance as necessary
- To have knowledge of the Child Protection and Vulnerable Adult policies and procedures and recognition of those at risk. Maintain mandatory training in safe guarding.

Communication

- Ensure a welcoming environment for all patients.
- Ensure empathy and reassurance regarding assessment, care and treatment with patients and their family during communication with patients and their family.
- Ensure patients are informed of the waiting times and manage patient expectations if clinics are delayed.
- Liaise with medical, nursing and operational staff, ensuring effective communication is maintained
- Be a contact/resource for information and advice for patients, carers, relatives, GP's and other healthcare professionals

- Liaise with medical secretaries and other departments to ensure that all documentation required for a clinic is available
- Liaise with print room to maintain supply of current patient information and other printing requirements
- Represent and promote the Women's Service Unit internally and externally as required.

Financial and Physical Resources

- Ensure clinical areas are clean and stocked
- Complete SBS electronic stores orders to maintain stock levels of all sterile and non-sterile equipment, checking expiry dates
- Follow up orders that do not arrive or have been delayed
- To ensure and monitor that equipment is maintained in accordance with Trust policies. Arrange for maintenance; repair and annual checks of all electrical and medical equipment, reporting to specialist clinical nurses any faults
- Ensure stock rotation and levels are maintained.
- Alongside the specialist clinical nurses, ensure that clinical and housekeeping practice follows policies & procedures designed to prevent hospital-acquired infection
- Assist in the evaluation and assessment of new equipment and technology

Equality and Diversity

- To recognise the importance of people's rights and interpret them in a way that is consistent with Trust procedures, policies and legislation.
- Respect and support patients rights, cultural beliefs, values and attitudes
- To challenge behaviour that infringes the rights of others.

Other Aspects of the Role

- Is exposed to risk of infection and bodily fluids.

Key Performance Indicators

Work to Key Performance Indicators for the Department for the purpose of quality and performance monitoring against organisational objectives.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Effort, skills and working conditions

Physical skills	Highly developed physical skills, accuracy important; manipulation of fine tools, materials. Standard keyboard skills required
Physical effort	Combination of sitting, standing and walking. Occasional moderate effort for several short periods. Occasionally manoeuvres patients.

Mental effort	Frequent concentration. Concentration on patient assessments, schedule of visits. Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Skills for assessing & interpreting specialist acute and other patient conditions, appropriate action.
Emotional effort	Communicates sensitive condition related information to patients, relatives, empathy, reassurance. Occasional distressing circumstances.
Working conditions	Occasional unpleasant conditions. Body fluids.

Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

Personal development and training

MKUH actively encourages development within the workforce and employees are required to comply with Trust mandatory training. MKUH aims to support high quality training to NHS staff through various services. The Trust is committed to offering learning and development opportunities for all full-time and part-time employees.

General

All staff are required to comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager. All staff are required to work in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

Reducing risk is everyone's responsibility. All staff must attend training identified by their manager or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them

The prevention and control of infection is a core element in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

All staff are required to respect confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All staff are expected to respect the requirements under the Data Protection Act 2018.

All staff have a responsibility for safeguarding children, young people, and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

The Trust values equality and diversity in employment and in the services we provide. All staff are responsible for ensuring that the Trust's policies, procedures, and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Staff are responsible for ensuring that they do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

If you have responsibility for a budget you are expected to operate within this and under the Trust's standing financial instructions (available in the intranet's policies section) at all times.

This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

All staff are required to maintain professional standards such that they can pass all NHS Employer's standard pre-employment checks, including Fit & Proper Person Regulation tests for VSM roles, throughout the lifetime of their employment at the Trust.

