

JOB DESCRIPTION

JOB DETAILS	
Job Title	Gynaecology Registered Nurse
Reports to	The direct line manager
Band	Band 5
Department/Directorate	Womens and Childrens

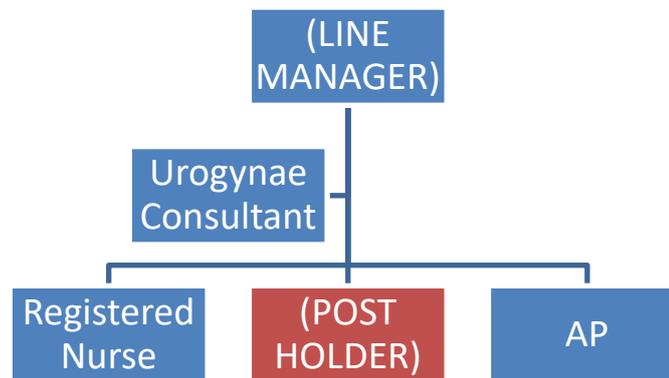
JOB PURPOSE
<p>To work with the Clinical nurse Specialist and medical and nursing teams to provide expert advice and support for urogynaecology speciality patients.</p> <p>To develop and sustain partnership working with individual groups, communities and agencies. Facilitate the planning and delivery of care programmes to address patient needs</p> <p>As part of the Specialist Urogynaecology Team, the post holder will participate in nurse-led clinics, undertake vaginal /incontinence support pessary changes and manage their own caseload of Urogynaecology patients after appropriate training and competency is obtained. Key Working Relationships Directorate Manager – Gynaecology</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Be able to deliver a nurse led care in an outpatient setting for women attending for; - simple pelvic organ prolapse management including the use of vaginal pessaries, and a regular pessary service and insuring that these are undertaken in a timely manner.</p> <ul style="list-style-type: none"> : Assessment and review of postoperative patients, : To provide appropriate written information for patients, covering relevant condition. : to participate in the general gynae outpatient clinics alongside the nurse specialists and medical team, which may consist of supporting both patients and staff in the local anaesthetic/ outpatient hysteroscopy/ colposcopy/ oncology results clinics. <p>To provide psychological, social and cultural support to patients diagnosed with relevant speciality diagnosis and provide information and guidance alongside the clinical nurse specialists.</p> <p>The Nurse will be based in the East acute hospital.</p> <p>The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager</p>

KEY WORKING RELATIONSHIPS
<p>Areas of Responsibility: Working within the urogynaecology speciality, running nurse led clinics, working alongside consultant colleagues to provide diagnostic tests and planning onward care</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis</p> <p>In addition, the post holder will deal with the wider healthcare community, external organisations and the public.</p> <p>This will include verbal, written and electronic media.</p> <p>Of particular importance are working relationships with:</p>

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Obstetrics and Gynaecology Consultants across both sites • Obstetrics and Gynaecology Secretaries • Gynaecology Reception Team • Nursing Colleagues within the unit • Urogynaecology nursing colleagues in Northern Site 	<ul style="list-style-type: none"> • Primary Care colleagues.

ORGANISATIONAL CHART



FREEDOM TO ACT

To work within the nursing and medical teams and contribute to decisions about patient care in line with the Trust and service policy.

Be professionally accountable for all aspects of own work, including the management of patients in your care.

To work autonomously and be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy.

COMMUNICATION/RELATIONSHIP SKILLS

Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance.

To communicate effectively between departments and Trusts to ensure patients journey is seamless.

To work in partnership with nurses and other health professionals to address people's health needs through planning and delivering interventions which are based on best practice and clinical judgement

ANALYTICAL/JUDGEMENTAL SKILLS

Complex facts or situations requiring analysis, interpretation, comparison of a range of options.

Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing.

To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care.

Referring patients to the postmenopausal bleed clinic if appropriate.

PLANNING/ORGANISATIONAL SKILLS

Plan, organise complex activities, programmes requiring formulation and adjustment

Plan patients care, managing an individual caseload of uncomplicated patients effectively and efficiently.

To co-ordinate the management of outpatients presenting with symptoms of their disease or family history and to run the Nurse Led Pessary Clinic

To receive direct referrals within the speciality such as the advanced nurse practitioner and specialist nurse and to provide continuity of care for those patients.

To work with the Urogynaecology Consultant to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and their carers and to have direct clinical involvement in uncomplicated care in both the outpatient and inpatient setting.

To carry out follow up appointments and attend Urogynaecology MDT meetings.

Plan & organise day-to-day service provision

PATIENT/CLIENT CARE

To support patients in meeting their own health and wellbeing through providing expert information, advice and support

To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals

To recognise ethical dilemmas relating to care and act as the patient/relative's advocate when required

To support the development of care pathways for patients with relevant specialist conditions

POLICY/SERVICE DEVELOPMENT

To support the development of specialist nurse led care where appropriate, in line with National guidance

To supervise/instruct unqualified members of the nursing team as appropriate

To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report

To employ effective decision-making skills to address complex issues and use effective change management skills to implement these

To use effective prioritisation, problem solving and delegation skills to manage time effectively

FINANCIAL/PHYSICAL RESOURCES

The post holder has a personal duty of care in relation to equipment and resources.

INFORMATION RESOURCES

To document all patient contacts and maintain patients records as per Trust Documentation Policy.

To be involved in the Audit Programme relevant to the service.

The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations.

RESEARCH AND DEVELOPMENT

To maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice.

To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.

To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.

PHYSICAL SKILLS

High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, vaginal examination and pessary removal and insertion, and taking blood.

PHYSICAL EFFORT

High degree of competence and dexterity in practical nursing skills, providing a supporting role.

The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time

MENTAL EFFORT

The work pattern is unpredictable and subject to frequent interruption.

Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms

Actively participate in strategic service planning & development

The post holder will require resilience to deliver specialist nursing care in at time, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people.

EMOTIONAL EFFORT

Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis

Work with patients in the aftermath of bad news.

Work with patients with mental health problems or occasional challenging behaviour.

The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment.

Ability to adapt to an unpredictable workload.

Frequent exposure to distressing or emotional circumstances

WORKING CONDITIONS

Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting.

Occasional aggressive behaviour when dealing with face to face complaints.

Regular use of VDU.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Nurse Specialist band 5
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse	E	
Post-registration qualification in relevant specialist nursing or equivalent experience	E	
Formal qualification in teaching of adults		D
Advanced Communication course, or willing to participate in training	E	
Degree in relevant discipline or working toward		D
Competent in the physical examination of patients including assessment, history taking, & venepuncture	E	
Formal qualification in non-medical prescribing or willing to work towards		D
Competent in vaginal examination		D
KNOWLEDGE/SKILLS		
Demonstrable nursing experience in the acute setting.	E	
Demonstrable experience in care of patients with relevant Diagnosis.		D
Experience of managing service provision and the supervision and managing of staff		D
Demonstrable experience in gynaecological nursing	E	D
To be able to perform a vaginal examination/ insert speculum		
EXPERIENCE		
Able to manage and conduct nurse-led clinics / work autonomously	E	
Experience in Gynaecology/ Urogynaecology	E	
Counselling skills		D
IT competence in the usual applications – database, spread sheet and presentation software etc		D
Confident in		
PERSONAL ATTRIBUTES		
Good interpersonal skills,	E	

Good communication skills, Ability to be empathetic,	E E	
Ability to handle difficult or emotional situations,	E	
Excellent organisational skills	E	
Motivation	E	
Ability to adapt and change to meet the needs of the service	E	
Able to work as a team member	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		X		
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y		X		
Laboratory specimens	Y		X		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	Y		X		
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y		X		
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			X	
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y		X		
Challenging behaviour	Y		X		