

Job description and person specification

Job title:	Staff Nurse, Gynaecology / Colposcopy Outpatient Department
Band:	5
Accountable to:	Gynaecology / Colposcopy Senior Nurse
Responsible to:	Head of Midwifery / Head of Nursing Women & Children Services and Clinical Support Services Division

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff, and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open, and learning culture that is inclusive and supports all staff to develop their careers. We

want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety, and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff, and the future** here.](#)

Job summary:

The post holder will be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without supervision.

It is expected that the post holder will participate in general gynaecology, colposcopy and subfertility clinics.

The post holder will work as part of the multidisciplinary team, liaising with professionals who impact on the care and management of clients, creating and maintaining a positive learning environment in order to maximise the full potential of staff.

Job responsibilities:

Management Responsibility

- Assesses nursing care to be undertaken. Plans, prioritises and supervises care within an allocated timeframe. Delegates activities to team members appropriately.
- Identifies problems and risks, decides on appropriate actions via a structured approach and reports promptly to senior staff on matters requiring their input.
- Works collaboratively with the inter-professional team and other staff within the department.
- Ensures all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies.
- Contributes to the effective and efficient use of resources.

Clinical Responsibility

- Carries out the assessment of patients by identifying nursing problems and needs in partnership with the patient, and with appropriate members of the inter-professional team.
- Ensures that skilled care is given to patients and that all drugs and treatments are administered as prescribed.
- Ensures the significance of data relating to patient's condition and progress is interpreted and acted upon.
- Contributes to health promotion and raises health awareness with patients and relatives.
- Ensures safe practice to minimise the risk of infection to patients and staff.

Communication Skills

- Ensures and demonstrates effective communication takes place between patients, relatives and staff.
- Participates and communicates effectively with the inter-professional team and other agencies as necessary.
- Ensures that patient concerns are addressed where possible, and informal complaints dealt with appropriately.
- Demonstrates verbal communication through the ability to give basic information and support to individuals. Listens effectively and modifies communication to individual needs.
- Demonstrates written communication through the ability to record accurate, succinct, clear and legible reports and documentation.
- Participates in unit/staff meetings, including clinical governance agenda, and disseminates information to ensure effective communication.

Professional Responsibility

- Patients' interests and rights are respected and the post holder acts as an advocate on behalf of the patient.
- The privacy and dignity of the patient is maintained.
- Any action or decision not to act taken in the course of professional practice can be justified.
- Possesses insight into own needs for professional development, education and in-service training; and accesses development opportunities through an agreed Personal Development Plan (PDP).
- Understands and uses evidence-based practice within own area, produces literature to share with colleagues and shares knowledge and clinical expertise.
- Contributes to service and practice development initiatives within the clinical setting.
- Participates in the production of material for the health promotion boards.
- Demonstrates critical reflection skills and the learning gained from experience.
- Abides by the legal and statutory rules relating to practice.
- Is conversant with all policies and procedures, including Major Accident, Resuscitation, Fire, Health and Safety, and acts within them.
- Complies with the Trust uniform policy.

Educational Responsibility

- Assists in the teaching of junior staff and learners in nursing practices, acting as link nurse/mentor for named learners as required.
- Assists in the supervision, support, training and assessment of non-registered skilled workers.
- Participates in the induction of staff.

Person specification

Requirements	Essential	Desirable	Evidence
Education and qualifications	Registered Nurse	Experience within a gynaecology setting	Application Interview
Experience and knowledge	Experience at Band 5 Evidence of continuous professional development	Flexibility to adapt to staff and patients' needs	Application Interview
Skills and abilities	Able to practice in accordance with the Nursing and Midwifery Council Guidelines Ability to work as a team player or individually Good communication and interpersonal skills Teaching skills Able to demonstrate awareness of current changes in nursing practice and willing to share knowledge with colleagues Demonstrates ability to co-ordinate outpatient clinics	Demonstrates leadership and organisational skills Time management	Application Interview
Personal qualities	Motivated and approachable Non judgmental	Academically interested	Application Interview