

JOB DESCRIPTION

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| Job Title: | GYNAECOLOGY NURSE |
| Division/Department: | Women's & Children's Services |
| Responsible to: | Gynaecology Outpatient Clinic Manager |
| Accountable to: | Matron for Gynaecology Outpatient Services |
| Band: | Band 5 |
| Hours: | 37.5 |
| Location: | Gynaecology Outpatient Services, cross site |

In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

Organisational Values

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

Honesty - open and honest in everything we do

Equality – we value all people equally and treat them fairly whilst recognising their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

Respect – we treat everybody the way we would like to be treated

Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.

JOB SUMMARY

- To work within the Early Pregnancy Unit supporting the staff in the care and support of women.

- To work within the Gynaecology clinics assisting with Colposcopy, Hysteroscopy, Rapid access services, specialist Gynaecology clinics and General Gynaecology Clinics. The post holder will be expected to liaise appropriately with all key members of the multi-disciplinary team and service users related to the speciality.
- To be responsible for all aspects of patient care including the assessment, planning, delivery and evaluation of direct patient care with supervision from senior staff.
- To support the Charge Nurse/Senior Sister to monitor the safety and quality of care for patients.
- To manage a group of Healthcare Assistants and assign delegated tasks and responsibility as appropriate.
- To ensure the compliance of mandatory training and appraisal requirements for delegated Healthcare Assistants.
- To ensure a positive focussed service incorporating patients' feedback to maintain and improve patient care.
- To act as an effective role model promoting excellence through practice.

KEY RESPONSIBILITIES

1. CLINICAL PRACTICE

- To work alongside other professionals in the Early Pregnancy Unit, caring and supporting women during a difficult time. To work within the Colposcopy, Hysteroscopy, Rapid access and General Gynaecology clinics as appropriate.
- To implement appropriate practices in line with the policies of this hospital, to provide skilled nursing care to meet the identified needs of clients and their relatives, taking into account their religious and cultural needs.
- To ensure documentation is relevant, appropriate, accurate and concise and is signed legibly and dated.
- Ensure effective participation in clinical governance initiatives and actively contributes to compliance of benchmarked standards for quality clinical care.
- Attends and participates in relevant ward, unit and Trust meetings.
- To carry out risk assessment within own area when required.
- To be aware of child protection issues as appropriate and implications for clients, parents and staff of the Children's Act 1989.

2. MANAGEMENT OF MATERIAL AND RESOURCES

- To report any untoward incident to the Senior Nurse/Midwife or Nursing/ Midwifery Manager in compliance with the Clinical Risk Management.
- To ensure all resources are used effectively and economically, through both teaching and example.
- To assist in maintaining agreed ward stock levels and completing repair requisitions and replacement documentation as necessary.

3. PROFESSIONAL RESPONSIBILITIES

- To present a sensitive and caring approach to clients, visitors and colleagues, ensuring communication with clients and their relatives is supportive and informative, with due regard to confidentiality.
- To be accountable for one's actions in the pursuit of nursing duties, both on and off duty, and act always in a manner reflective of the NMC Code of Professional Conduct and Scope of Professional Practice.
- To ensure the safe custody, maintenance and administration of medicines in relation to London North West Healthcare Policy, NMC guidelines and the law.
- To promote and implement evidence/research based nursing practice.
- To maintain a professional profile to ensure eligibility for re-registration.

- To promote a professional image of nursing and a sensitive and caring approach to clients, visitors and staff.

4. EDUCATION AND RESEARCH

- To be responsible for one's own learning needs, ensuring that personal and professional development is planned and communicated with the Senior Nurse / Midwife within the practice development team.
- To ensure the attendance of all mandatory training.
- To attend appropriate study programmes and participate in meetings on a personal level and as a representative of the unit, as agreed with the senior nurse/midwife.
- To participate in maintaining and supporting a satisfactory learning environment.
- To maintain research based information input to the clinical environment to promote effective clinical practice, participating in the regular review of practice guidelines and protocols.

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and

vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management; NHS Code of Practice- 2006*

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

PERSON SPECIFICATION

Job Title: Band 5 Nurse

Division/department: Women's Services – Gynaecology Outpatients Department

| REQUIREMENT | ESSENTIAL | DESIRABLE |
|--|--|---|
| <p>Education/ Qualifications</p> | <ul style="list-style-type: none"> • First Level Registration Nurse • Evidence of recent and ongoing professional development • Post qualification in relevant speciality | <ul style="list-style-type: none"> • Gynaecology course |
| <p>Knowledge & Experience</p> | <ul style="list-style-type: none"> • Consolidated nursing experience –minimum of 6 months • Post registration experience working in an acute hospital setting • Awareness of current professional nursing issues • Demonstrates sound knowledge of infection control standards • Demonstrates understanding of the importance of audit/quality | <ul style="list-style-type: none"> • Experience working within an outpatient department. • Ability to work well with IT databases used. |
| <p>Skills, Abilities and Attributes</p> | <ul style="list-style-type: none"> • Desire to work as part of our team and help develop the gynaecology service • Desire to develop professional skills with relevant training and support. • Ability to plan and prioritise workload • Proven communication skills and ability to negotiate • Skilled in use of computer/key board • Ability to supervise registered and unregistered staff • Ability to work well within a team and form professional relationships with colleagues • Knowledge of risk management • Ability to lead change and service improvement • Aware of quality and safety standards and ward audit requirements • To maintain a safe clinical environment conducive to patient care • Ability to demonstrate initiative and solve problems • Enthusiastic and assertive • Adaptable to change | |

| REQUIREMENT | ESSENTIAL | DESIRABLE |
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| | <ul style="list-style-type: none"> • Diplomatic and calm • To be flexible and approachable | |

Job description and person specification drafted / amended by:

Name: Jacinta O'Neill

Designation: Matron

Date: June 2022

JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

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| Job Holder's Signature | | Date | |
| Line Manager's Signature | | Date | |