

Job Description

Job Title:	Nurse Hysteroscopist
Job Band:	7
Department:	Gynaecology
Responsible to:	Matron – Gynaecology

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of excellent health care, improved health for all.

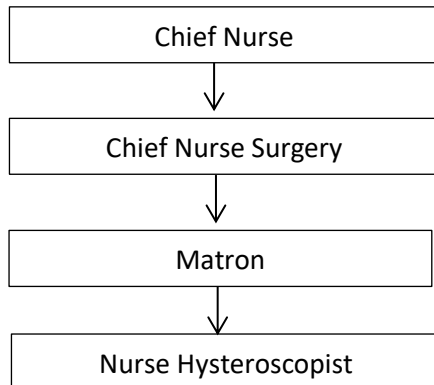


Job Summary

The post holder will be responsible for independently assessing, investigating and diagnosing women referred to the ambulatory hysteroscopy clinics in accordance with national, regional and local protocols. Ensuring evidence based, high quality and safe standards of care provided, the Nurse Hysteroscopist will provide expert advice, information and support relating to hysteroscopy procedures to patients, their relatives and colleagues (including trainees / students).

The Nurse Hysteroscopist will have key working relationships with all members of the nursing, medical, multidisciplinary and department management teams. In collaboration with clinicians, they will develop and review protocols and guidelines for outpatient hysteroscopy services. The post holder will develop and lead in patient satisfaction surveys and will support and participate in clinical audits for the service, participate in any research projects relating to outpatient hysteroscopy and ensure evidence based, best practice. The Nurse Hysteroscopist will assist in managing outpatient hysteroscopy clinics to ensure patients are investigated in keeping with cancer waiting time targets.

Structure Chart



Principal Duties & Responsibilities

1. As an autonomous practitioner, provide assessment, planning, investigations, diagnosis and treatment for women requiring outpatient hysteroscopy, within own competence, skill and qualifications
2. Carry out diagnostic and therapeutic outpatient hysteroscopy procedure as an autonomous practitioner within own competence, skill and qualifications
3. Working as an autonomous practitioner, plan and organise workload effectively and be accountable for the quality and standard of work performed
4. Provide a high level of clinical expertise and leadership in the unit and ensure the delivery of patient care in accordance with national and local guidelines, policy and procedures ensuring best standards of practice, the NMC code



5. Support both medical and nursing staff in the delivery of high-quality care that is safe, clinically effective and considers the patient experience
6. Contribute to the formulation of patient information leaflets and clinical/departmental guidelines
7. Act as a professional role model to all staff
8. Be a contact/resource for GP's and other healthcare professionals
9. Take delegated and non-delegated consent for investigations, procedures and treatments within own sphere of competence and adhering to local guidelines
10. Liaise with the multi-disciplinary team both within the organisation and with outside stakeholders, to ensure high standards of care are maintained
11. Communicate proactively with all staff on the clinical condition and treatment/discharge plans of patients and ensures accurate and contemporaneous nursing records are maintained
12. Ensure excellent communication between patients, their relatives/carers, the multi-disciplinary team and other professionals
13. Ensure high standards of written and verbal advice are available to patients, relatives and carers
14. Actively involve patients, relatives and carers in investigation/treatment choices
15. Ensure the unit works collaboratively with other departments, particularly with Radiology services
16. Acts as a role model/ ambassador for the organisation and the nursing profession
17. Ensure clinic outcomes are recorded and waiting list forms/referrals are processed in keeping with local procedures

Organisational

1. Work within the multidisciplinary team, within agreed medical, nursing and Trust protocols and guidelines
2. Manage own workload
3. Promote and adhere to the principles and practice of clinical governance.
4. Demonstrate safe use of equipment and efficient use of resources.
5. Demonstrate effective multidisciplinary team working and acknowledge the role of individual team members ensuring that expertise is seen as a resource within the team and the Trust.
6. Utilise a developed knowledge of vulnerable adult and safeguarding procedures

Education, Training and Personal Development

1. Continually develop specialist knowledge, advanced practical skills and competence by regularly undertaking literature reviews, attending BSGE scientific meetings, adhering to current and changing BSGE requirements, and keeping up to date with RGOG guidelines and trends ensuring delivery of best evidence-based practice
2. Attend relevant courses/conferences/lectures to keep up to date with current best practice standards and recommendations, as required by the needs of the service/role and meet the Trust mandatory training requirements



3. Utilise and disseminate new knowledge and skills appropriately
4. Be involved in the training of medical staff, general practitioners, community gynaecologists and qualified nurses in outpatient hysteroscopy and related procedures e.g. vaginal examination, passing speculum, endometrial biopsies, diagnostic and therapeutic hysteroscopy procedures including endometrial polypectomy
5. Teach undergraduate medical and nursing students in the management of abnormal uterine bleeding
6. Be actively involved in internal/external, formal/informal teaching for health care professionals, patients and their relatives/carers
7. Perform clinical and non-clinical audit, patient satisfaction surveys and development of the service
8. Be involved in research pertaining to the PMB and OPH service/ Nurse Hysteroscopist role
9. Be actively involved in looking for quality improvement projects pertaining to the PMB and OPH service
10. Ensure nursing practice is in keeping with the Nursing and Midwifery Council Code and the NHS values
11. Receive and provide regular clinical supervision with and for other nursing staff using the reflective practice process
12. Keep up to date with professional issues and ensure they are reflected in practice
13. Develop links and collaborate with other health care professionals to share good practice and innovations with colleagues locally, regionally and nationally
14. Be fully conversant and compliant with all relevant Trust policies
15. To participate in personal objective setting and review, including the creation of a personal development plan at annual performance review.

Organisational Values

The post holder will:

Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

Location



The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.



All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

Prepared by:	Leanne Beedles – Matron
Date:	01/12/2023



CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.