



# Trainee Nurse Hysteroscopist

Gynaecology Outpatients (West Middlesex University Hospital)

## JOB DESCRIPTION





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# Welcome



Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

## Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **P**utting patients first
- **R**esponsive to patients and staff
- **O**pen and honest
- **U**nfailingly kind
- **D**etermined to develop

## Job summary

<b>Job title</b>	Trainee Clinical Nurse Specialist
<b>Band</b>	Band 6
<b>Division</b>	Specialist Care Division
<b>Responsible to</b>	Gynaecology Outpatients Nurse Manager
<b>Accountable to</b>	Lead Nurse for Gynaecology and Early Pregnancy
<b>Type of contract</b>	Permanent
<b>Hours per week</b>	37.5
<b>Location</b>	Based at West Middlesex Hospital

## Job Overview

The purpose of the role is to undertake and complete the necessary training and competency to facilitate independent practice as a Nurse Hysteroscopist.

The successful candidate will have a degree or equivalent clinical experience with the ability to study at master's level, have excellent communication skills and be able to work autonomously. The role requires the trainee to undertake the Diagnostic Hysteroscopy and Therapeutic Management course at a recognised university. The course takes up to two years and the successful candidate must be willing and able to travel to undertake this.

During your training, the candidate will be expected to develop a high level of personal and professional autonomy to enable you to make clinical judgements, take responsibility for your patient and the procedure during diagnostic and therapeutic interventional procedures to ensure a successful patient based outcome within the acute setting. The trainee will need to be able to take a detailed history and examination, as well as explain the findings to the patient and involve them in making plans for further investigation and /or treatment. The role can be psychologically demanding (particularly if breaking bad news) but is also very rewarding.

The role also includes the following supervised activities:

- Receiving referrals to a caseload
- Providing assessment, planning, delivery, and evaluation of specialist care within defined guidelines and protocols
- Referring to other disciplines and agencies
- Ordering and interpreting relevant tests and investigations
- Providing advice and guidance to other disciplines
- Participating in the provision of training and education to own and other professions
- Monitoring standards
- Participating in audit and research activity
- Disseminating good practice
- Ensuring effective communication between all service providers across the care pathway
- In conjunction with colleagues develop patient information, protocols, standards and guidelines in line with national and local recommendations.

## Key working relationships

- Specialist Nurses

- Consultants
- Deputy Lead Nurses, Directorate Lead Nurse, Gynaecology and Reproductive medicine
- Deputy Divisional Nurse
- Outpatient Nurse Manager
- General Manager, Deputy General Manager, Business Managers
- Administrative staff
- Outpatient Nursing staff and health care workers
- Student nurses
- Patient Experience Team
- Laboratory staff

## **Key responsibilities**

### **Clinical / Direct Care Practice**

- To work within an agreed job plan to meet service needs, to be agreed within three months of taking up post and reviewed annually and maintain records of activity
- Under the supervision of a clinical trainer, provide a high quality hysteroscopy assessment, diagnostic and treatment service for women referred to the outpatient hysteroscopy service, in liaison with the multidisciplinary team and other health agencies.
- With support from the clinical trainer, commence training as a Nurse Hysteroscopist in accordance with the British Society of Gynaecological Endoscopists (BSGE).
- Provide support for the hysteroscopy clinics in accordance with national guidelines and local protocols.
- Contribute towards and liaise with the multidisciplinary cancer team in the management of patient caseload, referring on as required.
- Undertake telephone follow-up clinics, informing patients of investigation outcomes and the management plan.
- Maintain accurate and contemporaneous records of patient's assessment, care, treatment, and follow up.
- Act as an advocate for the patient in treatment decisions and choices.
- Use effective communication and interpersonal skills to provide information, explanation, and reassurance to patients and families, and build an environment of trust and rapport, enabling patient empowerment.
- Support the clinicians in ensuring all histopathology and cytology results are received and appropriately outcome.
- Break bad news in an appropriate and empathetic manner.
- Provide emotional and psychological support to service users, referring to appropriate services as required.

- Work within Safeguarding policy frameworks relevant to the patient group.
- Attend a BSGE recognised National meeting at least once every 2 years.
- Deal sensitively and supportively with patient/service-user issues and concerns.
- Collaborate with PALS/complaints service as appropriate and take a pro-active approach to resolving issues and learning from feedback.

### **Leadership and Collaborative Practice**

- To provide advice and guidance to nurses, midwives, and other professions within the bounds of own knowledge and expertise
- To work collaboratively with colleagues, patients, and families
- To maintain awareness of own role in relation to the wider multi-professional team and organisation, whilst building and maintaining these working relationships
- To develop and maintain awareness of epidemiological, demographic, social, political, and professional factors relevant to area of practice
- To use a reflective and questioning approach to individual practice, participating in clinical and service changes
- Regularly attend and actively contribute to relevant MDT meetings, being prepared to take a lead role in the meeting when required.

### **Monitoring and Improving Quality / Developing Practice**

- Audit own caseload and participate in the annual evaluation feedback, sharing results and other hysteroscopists.
- Participate in activities to monitor and improve quality and effectiveness of own practice including clinical audit, peer review, and clinical supervision.
- Participate in collaborative research projects that improve the quality of care and health outcomes.
- To maintain awareness of relevant research and evidence based developments relating to area of clinical expertise and professional practice
- To seek the views of patients, families, and colleagues, using this to develop and improve practice and the patient experience within the speciality
- To contribute to change at individual and team levels to improve practice and health outcomes
- Lead on writing, reviewing and implementing relevant policies, guidelines and procedures in relation to the specialist area, including where appropriate those which may impact on other professional groups.
- Overseeing compliance to relevant policies and procedures within the multi-disciplinary team.
- In conjunction with the Lead Consultant and Directorate Management team, participate in the trust Business Planning cycle identifying areas of service development.
- Actively contribute to all aspects of the quality, safety and clinical governance agenda.
- Plan and lead quality improvement projects relating to local and national policy and service development.

## **Developing Self and Others**

- To actively seek feedback on own professional practice
- To provide patient education and information which is appropriate and responsive to individual needs and level of development
- To maintain own development through
  - Personal development planning
  - Maintaining a personal portfolio
  - Identifying appropriate learning opportunities
  - Identifying ways of applying own learning to practice
  - Appropriate development of role / scope to practice
  - Participating in clinical supervision
- To identify and use opportunities to share knowledge with, and influence the practice of, colleagues

## **Infection Prevention and Control**

- Demonstrate knowledge of infection control techniques.
- Demonstrate knowledge of safe disposal of sharps into appropriate container.
- Understand universal safety techniques with regard to spillages.
- Dispose of body fluids, soiled linen, clothing etc in line with the Trust Infection Control Policy and Waste Disposal Regulations.

## **Equality and Diversity**

- Work within legislation and local procedures according to the Human Rights Act, Data Protection Act and Caldicott guidelines.
- Demonstrate knowledge of culture, equality and diversity towards patients and colleagues.
- Maintain dignity and privacy at all times.
- Provide equality for all patients by non-discriminatory practice.
- Demonstrate knowledge of religious beliefs and customs.
- Understanding the requirements of vulnerable patients and the processes that is required to maintain their safety.

- Behave at all times in a professional manner.
- Approach all patients in a caring and compassionate manner.
- Demonstrate and be respectful to colleagues from all professions at all times.

### **Health & Safety**

- Maintain a safe environment for patients, employees and visitors.
- Be aware of factors that can negate health and safety in the workplace
- Report accidents and incidents to the relevant manager, and complete the relevant documentation and produce a statement if requested to do so.

### **Additional Information**

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with their manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

This job description and may be subject to change in accordance with the service provision in your area. Any proposed amendments to reflect or anticipate changes to the post will be discussed with the post holder.

Health and Safety at work: The post holder is required to take reasonable care for the health and safety of himself / herself and other persons who may be affected by their action or omission at work. To co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality: The post holder has a responsibility to comply with the Data Protect Act 1998 and maintain confidentiality of staff, patients and the trust business.

Conflict of Interest: The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, gain or benefit their family or friends.

Equal Opportunities: Chelsea and Westminster Healthcare NHS Trust is an equal opportunities employer. We are committed to promoting equal opportunities in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in Chelsea and Westminster Healthcare NHS Trust are recognised.

The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual preferences, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements of the job.

Data Protection: If you are required to obtain, process or use information held on computer or word processor, you should do it in a fair and lawful way, ensuring accurate data is maintained. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose data only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to data will result in disciplinary action which may include dismissal. Employees are expected to comply with all Trust data management processes and procedures. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate data training (e.g. HISS induction, organising refresher sessions for staff when necessary).

## Person specification

<b>Job title</b>	Trainee Nurse Hysteroscopist
<b>Band</b>	B6
<b>Division</b>	Specialist Care Division

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

**E** = essential  
**D** = desirable

### Trust values

Putting patients first	<b>E</b>
Responsive to patients and staff	<b>E</b>
Open and honest	<b>E</b>
Unfailingly kind	<b>E</b>
Determined to develop	<b>E</b>

### Education and qualifications

Registered Nurse	<b>E</b>
Relevant Degree or equivalent experience in nurse	<b>E</b>
Prepared to undertake appropriate post registration education and development within area of specialist practice, including hysteroscopy training at MSc Level	<b>E</b>
Recognised teaching qualification or prepared to work towards	<b>E</b>
In-depth knowledge of anatomy related to speciality	<b>E</b>
Knowledge of conditions, management and treatment	<b>E</b>
Knowledge of quality standards	<b>D</b>
Non-Medical Prescribing	<b>D</b>
Leadership qualification	<b>D</b>

### Experience

At least 18 months post-qualification experience of working in inpatients or outpatients relevant to the specialism	<b>E</b>
Experience of formal and informal teaching	<b>E</b>
Experience of working effectively as part of a multidisciplinary team	<b>E</b>
Recent experience of data collection and audit	<b>E</b>
Experience of nurse led clinics	<b>D</b>
Clinical supervision experience	<b>D</b>
Experience in research	<b>D</b>

### Skills and knowledge

Excellent written and verbal communication and interpersonal skills	<b>E</b>
Sound knowledge of the principles and practice of specialist care	<b>E</b>
Ability to recognise the contribution of members of the MDT	<b>E</b>
Ability to manage change, both personally and as a facilitator	<b>E</b>

Computer literate: able to use word, excel, and manage databases	<b>E</b>
Awareness of current NHS issues and appreciation of the issues surrounding governance and quality initiatives	<b>E</b>
Able to critically analyse and apply research to the clinical setting	<b>E</b>
Management / organisational / prioritisation skills	<b>E</b>
Ability to work autonomously and independently	<b>E</b>
Project management, knowledge and skills	<b>D</b>
Ability to lead change / innovations in specialist practice	<b>D</b>

## Personal qualities

Kind and respectful to patients, families, and staff	<b>E</b>
Self-motivated and able to influence / empower others to deliver safe, patient-focussed care in specialist practice	<b>E</b>
Act as a role model to others	<b>E</b>
Innovative and flexible working practices	<b>D</b>

### Note:

The post-holder is expected to complete their Hysteroscopy training and competencies within two years of starting in post.

It would be expected that on successful completion of their training the post-holder would be able to work independently as a Nurse Hysteroscopist and automatically progress to band 7.





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