



## SWANSEA BAY UNIVERSITY HEALTH BOARD

### JOB DESCRIPTION

#### JOB DETAILS:

Job Title	Deputy Unit Nurse Manager for WFI
Pay Band	Band 6
Division/Directorate	Neath Port Talbot and Singleton Service Group
Department	Wales Fertility Institute

#### ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Unit Nurse Manager
Reports to: Name Line Manager	Unit Nurse Manager
Professionally Responsible to:	Lead Fertility Nurse

#### Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

#### Job Summary/Job Purpose:

You will support the Unit Nurse Manager in ensuring efficient/effective management of the area. You will promote and improve and maintain high standards of care and contribute to the wider development of nursing within the Health Board. This will be based upon sound evidence based practice in line with the legal requirements, statutory rules and Health Board policies relating to practice and the NMC Code.

You will ensure patients receive safe, individualised and effective standards of care by assessing, planning, implementing and evaluating care. You will manage the skill mix of the nursing team and other resources effectively at all times, liaising with members of the Multi-Disciplinary Team to deliver patient care.

You will utilise developed skills e.g. in relation to carrying out intrauterine inseminations and

transvaginal scanning after suitable training and attainment of satisfactory levels of competence.

As a nurse leader you will display leadership skills which will initiate and manage change in collaboration with the Unit Nurse Manager, Lead Fertility Nurse, Senior Matron, Head of Service and Clinical Director.

You will facilitate the development and maintenance of the department philosophy.

## **DUTIES/RESPONSIBILITIES:**

### **Key Tasks and Responsibilities of the Post**

To support the Unit Nurse Manager in managing nursing staff including appraisal, supervision, recruitment and selection, deployment and teaching of staff and/or students.

To undertake ultrasound scans on patients undergoing fertility treatment. To undertake an early viability pregnancy scan for patients who achieve a positive pregnancy test following treatment.

### **Management**

- To ensure a high quality ultrasound service is provided to patients using professional judgement and developed skills.
- To be responsible for the day to day organisation of the clinic, theatres and recovery areas
- To be responsible for ensuring clinics, theatres and recovery areas are organised in line with national guidance and UHB standards
- To provide nursing support in all other areas of the Wales Fertility Institute
- To supervise delivery of care and other staff as appropriate
- Ensure the efficient use of all resources
- Undertake individual performance reviews of staff within WFI
- Assist in the recruitment and selection of nursing staff
- Support the Unit Nurse Manager in induction of new staff
- Ensure stock within clinic, theatre and recovery areas are rotated and efficiently used
- Utilise staffing levels to the best possible means to ensure all areas within WFI are appropriately covered
- Assist in meeting the training and development needs of the staff within delegated area of management
- Ensure the health and safety issues are raised with the Unit Nurse Manager and relevant risk assessments are undertaken.

### **Governance**

- Ensure practice is in line with Departmental SOPs, policies and guidance that are evidence based and can be audited
- Support the Unit Nurse Manager to develop, implement and evaluate standards of care in line with Health Board Strategy for Nursing and Clinical Governance
- Assist in the implementation of the Health Board and Service Policies and guidelines/standard operating procedures (SOP), participate in audit, review and updated relevant SOPs ensuring they are evidence based
- Investigates clinical incidents and participates in clinical incident review

- Contribute to the investigation process when managing concerns, incidents in line with Health Board policies
- Under the HFEA regulations for confidentiality, witnessing and documentation, ensure the department upholds the HFEA practice (1990) Act
- To support the Unit Nurse Manager to establish and maintain a quality framework working to the ISO Standards
- To support the Unit Nurse Manager to establish a quality framework with development of evidence based protocols and audit adherence regularly
- Establish quality objectives and audit them as part of the units plan
- To contribute to discussions in regards to service provision and policy development
- To be aware at all times of the need to minimise risk to yourself, patients and other staff by ensuring compliance with all Health and Safety procedures, following Trust and departmental policies and equipment maintenance contracts.
- To ensure the maintenance of appropriate standards of ultrasound practice and to comply with the recommended guidelines on the safe use of ultrasound.
- To work autonomously without supervision and act within the NMC Code of Professional Conduct. To be aware of the NMC scope of Professional Practice and ensure competent to undertake duties as allocated. To be accountable for own practice.

#### **Clinical and Professional**

- To function at experienced nurse level, able to make effective decisions without direct supervision in line with WFI Standard Operating Procedures/Protocols and in partnership with patients, partners and the multidisciplinary team.
- To undertake follicle tracking scans in line with clearly defined WFI Standard Operating Procedures/Protocols and professional codes of conduct.
- To undertake early viability pregnancy scans in line with clearly defined WFI Standard Operating Procedures/Protocols and professional codes of conduct.
- To assess, plan, implement and evaluate care within his/her sphere of responsibility.
- To manipulate and safely use the ultrasound scanner and to promptly report any malfunctions to the appropriate personnel.
- To keep abreast of current developments and trends within the field of fertility nursing and ultrasound for reproductive practice and to maintain an up to date CPD portfolio as per NMC guidelines.
- To work as part of the multidisciplinary team in supporting patients and their partners during the delivery of bad news. Be able to give and manage the breaking of bad/distressing news and ensure the patient and partner are treated with sensitivity and responsive of their needs.
- To be aware of the psychological, social and emotional needs of patients and their partners in relation to undergoing fertility treatment, use basic counselling skills and recognise when referral to counselling services may be appropriate to effectively minimise stress.
- To maintain a high level of professionalism and act as a source of expertise to other members of the multidisciplinary team.
- To support and undertake audit work and present findings as appropriate
- To liaise with other health care team members within WFI in accordance with patient requirements and needs, ensuring confidentiality of patient information
- Oversee the preparation of the clinical area, providing a safe environment for the patient and carry out appropriate safety checks with WFI personnel
- Implement and monitor patient care standards in collaboration with others
- Develop a questioning approach to patient care and application of evidence based practice
- Report incidents/accidents to patients, staff or visitors as per agreed procedure

- Ensure the physical environment of the theatre is clean, in accordance with the policy prior to the commencement of any operation session
- To be proficient in intravenous cannulation and the administration of intravenous drugs
- Before the start of treatment, check and confirm the identity of the patient and that the consent form is completed in accordance with UHB policy

#### **Leadership**

- The post holder will provide specialist advice and clinical leadership to support and develop the nursing team within the department, whilst maintaining a safe environment for staff and patients

#### **Communication**

- To communicate appropriately, results of examinations performed by you, to patients, taking into account any barriers to understanding for example patients with disabilities/learning difficulties.
- To break bad news (within departmental protocols) where appropriate sensitively, for example suspected miscarriage or ectopic pregnancy.
- Provides and receives highly complex and sensitive information to other health care professionals.
- To communicate results of examinations performed by you to clinicians, general practitioners, midwives and early pregnancy units within own and other health boards, recognising own limitations and seeking further clarification and opinion where necessary as per WFI standard operating procedures and protocols.
- To promote good communications between the Wales Fertility Institute and early pregnancy units located in all Health Boards.
- Communicate needs of users to personnel in WFI via contracts, concerns, user satisfaction, via attendance at the whole clinic meetings
- Communicate to nursing staff the importance of fulfilling statutory requirements, again, either individually or via attendance at the whole clinic meetings, including communication of all HFEA correspondence
- Establish excellent communication strategies to ensure staff are aware of issues discussed at WFI meetings
- Promote good working relationships between nursing, medical, laboratory, managerial and support staff

#### **Education and Training/Staff Management**

- Participate in teaching, supervising and demonstrating practice skills at all levels to patients, partners, students, medical staff and nurses.
- Participate in staff training and induction of new staff facilitating the achievement of competencies

#### **Finance**

- Supports the delivery of Corporate Governance by ensuring efficient and effective use of resources within budgetary limits.
- Supports the Unit Nurse Manager to prepare and monitor staff rosters' ensuring cost effective deployment of personnel

#### **Effort & Environmental Factors**

### Information Resources

- The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- The post holder will assist with the implementation of digital platforms for both fertility specific patient consents and notes.
- The post holder will be responsible for ensuring that audit reports are completed in compliance with the Health Boards sent to the WFI Quality Manager for review and authorisation. Nursing audits will be uploaded and stored on the WFI Quality management system.
- Post holder will be responsible for ensuring compliance with the data submission requirements of the HFEA including Electronic Data Input (EDI) and the Patient Register Information System (PRISM)
- The post holder will be responsible for undertaking regular nursing audits as required by the Health Board and Human Fertilisation and Embryology Authority (HFEA).
- The post holder will assist with the implementation of the patient administration system Welsh Pas.

## PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

**NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post. Essential criteria must not state “or willing to work towards” any qualification.**

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	Level 1 Registered Nurse (Adult)  Current NMC Registration  BSc Nursing or prepared to undertake this  Evidence of continuing professional development  Valid Immediate Life Support  Ultrasound Scanning Qualification  Understanding of the Health Board's Values and Behaviour Framework  Knowledge of Safeguarding Adults/Children including the Mental Health Act and Mental Capacity Act  Knowledge and experience of assisted reproductive medicine and HFEA Code of Practice  Knowledge of NMC Codes of Practice  Knowledge of information governance	BFS Embryo Transfer accreditation or experience.    Improving Quality Together (IQT Bronze)   Awareness of Clinical Governance   Knowledge of the principles of prudent healthcare   Awareness of topical issues in health and social care	Application form and pre employment checks
<b>Experience</b>	Relevant experience of working within an IVF unit	Experience of participating in quality improvement   Delivering nurse led clinics within a fertility department.	Application form and interview

<b>Aptitude and Abilities</b>	<p>Provide specialist clinical advice within the multidisciplinary team</p> <p>Ability to motivate staff</p> <p>Excellent written and verbal skills</p> <p>Ability to assess, plan, implement and evaluate care</p> <p>Ability to delegate and prioritise work</p> <p>Excellent interpersonal skills</p> <p>Excellent teaching skills</p> <p>Demonstrate willingness to develop leadership and management skills</p> <p>Experience in clinical audit</p> <p>Evidence of their own interest and contribution toward developing practice</p> <p>Commitment to and understanding of mentorship/clinical supervision</p> <p>Effective communicator with patients, relatives and all members of the multidisciplinary health care team involved in primary and secondary care</p> <p>Ability to work in a calm and efficient manner in situations of extreme workload generated by major and minor incidents</p> <p>Self motivator</p> <p>Always maintain confidentiality</p> <p>Caring attitude to patients and clients</p> <p>Shows respect to team members</p> <p>Professional attitude to work</p>	<p>Ability to speak Welsh</p> <p>IT skills</p>	<p>Interview</p>
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	Able to work independently Leadership skills		
<b>Values</b>	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on people’s experiences and the organisation’s reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>		Application Form Interview References
<b>Other</b>	<p>Works flexibly over 5 days and provides on-call cover at weekends.</p> <p>Provide clinical advice within the multi disciplinary team</p>		Application form and interview



## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such

confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
  - **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
  - **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
  - **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
  - **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
  - **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
  - **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

