

# Trainee Nurse Hysteroscopy Practitioner (NHP)

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Why Our Trust?

#### Terms and conditions

**Post – Trainee Nurse Hysteroscopy Practitioner**

**Division – Women & Children's**

**Department - Women's**

**Band – Band 7**

**Location – St Michael's Hospital**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

This is an 18 month (0.8wte) trainee Nurse Hysteroscopy Practitioner role created in response to growing local demand for hysteroscopy services.

The Hysteroscopy Service is hosted within the Division of Women's and Children's but is delivered by clinicians within Gynaecology Outpatients department.

Upon completion of training, the successful candidate will be expected to act as an autonomous clinical practitioner in hysteroscopy nursing practice and work effectively as part of the multidisciplinary team. The post holder will be a role model for professional practice, exercising accountability and providing support within the hysteroscopy team. The post holder's primary role will be to undertake diagnostic and therapeutic hysteroscopy. At the end of training, the successful candidate will be independent in diagnostic and therapeutic hysteroscopy.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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supportive  
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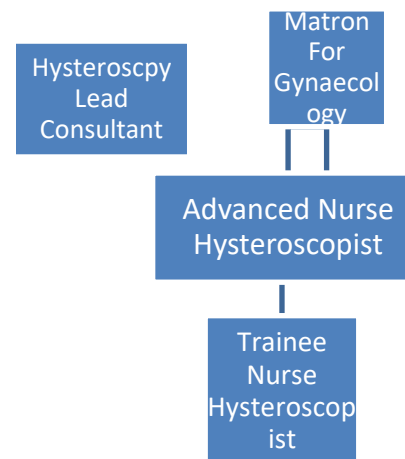
The post holder will be supported by a team of Consultant Hysteroscopists. The nurse hysteroscopist will act as a clinical expert and professional resource to the multi-professional team, patients and carers within their specialist service. This will include the management of a caseload of patients. The post holder will be supported to develop their working practice to a level whereby they directly or indirectly influence all aspects of care and management of patients within the specialty. The appointed trainee will have a nominated Gynaecology consultant educational supervisor and gain the British Society of Gynaecology endoscopy (BSGE) accredited nurse hysteroscopy course to Masters level (level 7) and will receive funding and study time accordingly.

### Main Duties and Responsibilities

#### Clinical- will be working towards being competent in...

- The nurse hysteroscopist will be allocated a caseload to undertake patient investigations, manage patient care and undertake all appropriate correspondence for patients in their care with primary and secondary care colleagues within their professional competence
- The post holder must be skilled and proficient in undertaking informed consent, including discussion of the risks, complications and alternatives to treatment ensuring this information is delivered in a manner which the patient can understand. Where a person lacks capacity to make an informed decision, or give consent, the post-holder must act in accordance with the requirement of the Mental Capacity Act and associated code of practice.
- Independently perform diagnostic / therapeutic hysteroscopy for patients who fit into the nurse hysteroscopist criteria.
- To apply advanced communication skills to establish a relationship and build a rapport with patients to lessen patient anxiety prior to the procedure showing empathy and providing reassurance.
- To flexibly manage responsibility for own clinical caseload and to seek support from clinical colleagues in the management of complex cases and where necessary to transfer care to a consultant colleague.
- Act based on own interpretation of clinical findings, referring the patient on to specialist medical/surgical teams as appropriate
- Use expert and specialised clinical and theoretical knowledge to safely and appropriately assess and diagnose patients, requesting further tests and investigations in a timely manner

### Organisational Structure



### Key relationships are:

Consultant Lead for ANHP training  
Director of Nursing and Midwifery  
Deputy Director of Nursing and Midwifery  
Administration team and Manager  
General Manager  
Matron  
Advanced Nurse Hysteroscopists  
OPD staff  
Gynaecology Consultants  
Accredited Academic institution

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### Main Duties and Responsibilities cont'd

- The post holder will apply highly specialist knowledge and experience to manage complex patients before, during and after their procedure and where necessary communicating with patients, relatives and relevant health care professionals to ensure care is continued in the appropriate setting
- The post holder will apply advanced skills to assess the patient's level of understanding about their clinical condition and simplify complex medical information for patients, giving explanations of the possible diagnosis and treatment required to ensure that patient is fully informed and encouraged to engage with their own healthcare.
- The post holder will deliver highly sensitive or difficult information, regarding possible diagnosis, to the patient and will communicate findings to the appropriate multi-disciplinary team colleagues to ensure the patient is followed up and supported in the appropriate manner.
- Provide comprehensive reports, utilising appropriate reporting systems, to ensure findings are communicated to the referring Consultant colleague or medical practitioner
- Ensure the effective use of specialist hysteroscopy equipment to deliver comprehensive and compassionate patient care in line with practice and services.
- Can work independently and unsupervised in performing diagnostic and therapeutic hysteroscopy sessions.
- Exercise and demonstrate advanced levels of clinical judgement and clinical decision making.
- Undertake hysteroscopy procedures, identifying abnormalities and perform appropriate investigations for diagnostic purposes, being responsible for diagnosing benign and malignant gynaecological disease and interprets history, presenting symptoms, physical findings and diagnostic information to develop the appropriate diagnoses then discuss the findings of such examinations with patients planning appropriate patient management.
- Take responsibility and accountability for appropriate clinical management where necessary liaising with lead clinician.
- Deputise in the absence of consultants and medical colleagues by performing their lists thereby avoiding cancellation of clinics.
- Responsibility for a defined caseload of patients and provide high quality patient-focused service.
- Uses personal clinical expertise to support valid judgements.
- Offer appropriate written or verbal counselling to patients prior to initial hysteroscopic or gynaecological assessment facilitating patients to make informed decisions.
- Have a critical understanding of the indications and contra-indications of hysteroscopy.
- Have an understanding of the normal anatomy and physiology, normal variants and anatomical variations of the female genital tract.
- Independently decide and perform the appropriate therapeutic treatment and arrange further management for all abnormalities.
- Have competent motor skills required for high precision skills such as injecting local anaesthetic into cervix, removing pieces of tissue for diagnosis and be able to operate a hysteroscope and obtaining diagnostic endometrial biopsies.
- Deal effectively and professionally with patient/ service user issues working with PALS as appropriate and take a proactive approach to resolving issues and learning from complaints.
- Demonstrate appropriate expert practice and highly specialist advice in the assessment, planning, implementation and evaluation of patient care. Including history taking, physical examination and the requesting of relevant tests and investigations.
- Interpret and manage test results and write to GP and patient with appropriate management plans.
- Conduct own telephone follow up clinics, if required.
- To build an environment of trust and rapport, enabling patient empowerment in their healthcare and acting as an advocate for the patient in treatment decisions and choices.
- Develop and run nurse led clinics, co-ordinate the treatment in conjunction with medical staff and provide treatment which may include minor surgical procedures for patients.
- Promote high quality clinical care and assist in the development of the specialist service, through the use of evidence-based practice and clinical standards
- Develop policies, protocols and clinical guidelines in support of the specialist service.
- Establish, develop and maintain effective working relationship between clinicians, practitioners and managers within the speciality, across the trust and in the community
- To prescribe and administer drugs, including those specific to the patient as a non-medical prescriber (upon completion of the non-medical prescribing course) or under the recognised PGD's.

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### Main Duties and Responsibilities cont'd

- Work in conjunction with a clinical consultant to lead a patient focused service
- Lead on and participate in key developments relating to the speciality so that high quality patient focused services are promoted.
- Attend relevant training opportunities and conferences to enable networking, gathering information and ensuring up to date clinical practice.

### Clinical Audit and Governance

- Contribute to developing clinical governance within the hysteroscopy team, including undertaking quality improvements using audit findings.
- Attend relevant meetings to deliver formal presentations about audit findings, and/or recommendations for changes to practice to consultant colleagues and senior managers
- Take a lead role in research and audit activities relevant to hysteroscopy, for the trust and utilise findings to change practice, where appropriate.
- Devise systems for monitoring standards which are able to demonstrate continual improvements in the quality of patient care.
- Develop competencies which safeguard practice and effectiveness in role as a credible and accountable practitioner. Ensuring compliance with NMC Codes of Conduct.
- Demonstrate awareness of, and participation in development and management of the service to meet demands, and adapt to the changing needs of the service.
- Develop protocols for role development and skill enhancement within the team whilst maintaining a distinct nursing focus.
- Consider cost improvement measures, including appropriate use of equipment and measures to generate income
- Act as a leader and role model to set standards and develop protocols, policy and guidance for the management of patients with suspected endometrial cancers / disease.

- Ensure minimum procedure numbers required for BSGE accreditation are performed.
- Utilise knowledge and experience acquired through training, in depth experience and qualifications to advise and develop standard operating procedures and guidelines related to hysteroscopy.
- Ensure that clinical practice in hysteroscopy reflects current research findings
- Ensure continuous development of practice knowledge and skill through participating in clinical supervision and annual appraisal
- Influence care delivery by acting as a resource of expert professional knowledge for the team through application of theory in practice.

### Workforce and leadership

- To act as a leadership role model, developing and demonstrating expert knowledge and high standards of clinical practice
- To act as a role model and mentor for staff, providing informal education and support for them in their provision of care for hysteroscopy patients
- Take an active role in developing and delivering care.

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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Recent significant post qualification experience within Gynaecology E
- Proven leadership and management experience in a gynaecology setting E
- Proven evidence of educational support to others E
- Demonstrated ability to support colleagues E
- Experience or sound knowledge of change management as part of a leadership role. E
- Undertaken research as a chief or principle investigator D
- Experience of developing practice guidelines, governance and audit. D
- Ability to organise and prioritise own workload effectively E
- Recent clinical experience in hysteroscopy D
- Change management and ability to present ideas effectively E
- Familiar with current local and national issues E

### Skills and Abilities

- Resilience E
- Assertiveness E
- Demonstrates ability to take overall responsibility and accountability E
- Good Communication E
- Being fair E
- Dynamic E
- Flexible E
- Enthusiastic and motivated E
- Pro-active E
- Personal insight and awareness E
- Being a good team player E
- Innovative E

### Public Sector Language Competency

- Be able to speak fluent English to an appropriate standard E

### Qualifications and Training

- Registered Health Care Professional E
- Registered Nurse NMC E
- Evidence of formal ongoing professional development E
- Completed Master's Degree in the speciality or working towards D
- Teaching Qualification or equivalent experience E
- Non-Medical Prescriber D



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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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