

JOB DESCRIPTION

Staff Nurse Band 5

Job title: Staff Nurse – Gynaecology

Band: 5

Hours: 28 hours per week Fixed Term for 12 months

Business unit: Womens and Childrens

Department: Gynaecology Ward C20

Location: Warrington and Halton Hospitals

Responsible to: Ward Manager Ward C20

Accountable to: Matron for Gynae Services

Responsible for supervising: Preceptee Band 5's, Healthcare Assistants, Students.

About us

Our Mission: We will be outstanding for our patients, our communities and each other

Our Vision: We will be a great place to receive healthcare, work and learn

Our Aims:



QUALITY

We will always put our patients first, delivering safe and effective care and an excellent patient experience



PEOPLE

We will be the best place to work, with a diverse and engaged workforce that is fit for now and the future



SUSTAINABILITY

We will work in partnership with others to achieve social and economic wellbeing in our communities

Our Values:



**Working
Together**



Excellence



Inclusive



Kind



**Embracing
Change**

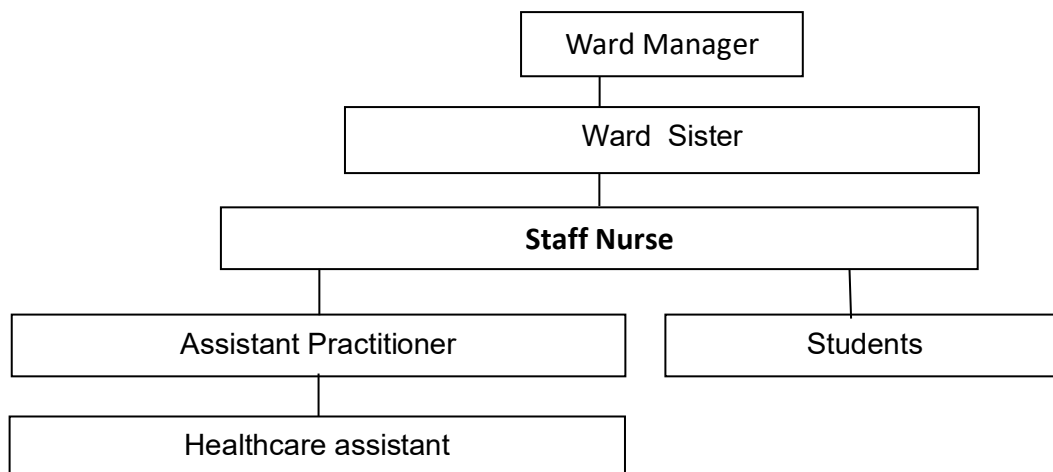
Role summary

The post holder is responsible as a registered, accountable and autonomous nurse to act in the best interests of patients at all times and take responsibility for own actions and decisions. You will be responsible for planning, delivering and supervising safe and compassionate care, and evaluating the effectiveness of care. You will be required to demonstrate leadership qualities and be open, transparent and trustworthy.

The post holder will support staff in the development of clinical procedures, protocols and practice to ensure the effective delivery of service to patients within the Trust.

The role will involve working within the Gynae Outpatient Ambulatory clinics Colposcopy, Hysteroscopy. In addition, there may be opportunities to support the early pregnancy unit, providing care for women experiencing pregnancy related disorders up to 18 weeks gestation.

Organisation chart



Main tasks and responsibilities

- ♦ The Staff Nurse will be responsible for evaluating, delivering a range of care needs to patients and monitoring effectiveness. Supporting patients pre and post-surgery, pre and post interventional radiology procedures. Providing and managing the care of patients and their partners experiencing a range of pregnancy loss and pregnancy complications such as fetal abnormality syndromes, ectopic pregnancy, molar pregnancy, and hyperemesis gravidarum. They will have responsibility to liaise with other members of the multidisciplinary while advocating for the patient to ensure safe care. It is expected that the nurse will support training needs for themselves, colleagues and students including supporting the preceptorship process. The nurse will also be responsible for managing the patients who are accepted into the Gynaecology Assessment Unit with the support of the Ward Manager and Matron
- ♦ Maintain clear accurate records of all patient interventions in line with Trust's Record Keeping Standards.
- ♦ Ensure that all nursing care is provided with compassion, is of a high standard, appropriate and is consistent with clinical guidelines, is evidence based and meets individual needs.

- ♦ Perform recording of vital signs when appropriate demonstrating an awareness of normal blood pressure, pulse, temperature and respiratory parameters and know how to act on results outside normal parameters
- ♦ Communicate effectively with patients, carers, colleagues and outside agencies on a range of matters with tact and diplomacy where the information may be sensitive, overcoming barriers to communication as they arise
- ♦ Provide information and advice to patients and carers regarding the areas services and after consultation, ensure that the patient is aware of the outcome of their care and any subsequent follow up arrangements.
- ♦ Monitor stock of medication, maintaining appropriate storage conditions and report any discrepancies in stock immediately
- ♦ Safely dispense and administer medication in line with the Trusts Medicines Policy.
- ♦ Up-date patient documentation both electronic and written, including referrals to other departments/specialties
- ♦ Apply problem-solving skills to a range of practice situations
- ♦ Prioritise own workload

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the post holder.

Trust policies and procedures

The post holder is required to comply with Trust policies, procedures and standards at all times.

Confidentiality

The post holder is required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act and Children's Act and all other relevant legislation as appropriate.

Risk management

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly, and co-operate with any investigations undertaken.

Health and safety

All staff must be aware of their responsibilities under the Health and Safety at Work Act and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Equal opportunities

The Trust is positively committed to the promotion and management of diversity and equality of opportunity.

Conflicts of interest

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the local health community. Staff are not allowed to further their private interests in the course of their NHS duties.

Appraisal and statutory training

All newly appointed staff will receive an initial appraisal within six months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis. The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

Safeguarding statement

The Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with infection prevention and control policies.

The Health and Social Care Act establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of healthcare associated infections (HCAI) is kept as low as possible. Managers, heads of departments, matrons and other clinical leaders are responsible for ensuring that:

- the necessary equipment and mechanisms are in place to support infection prevention
- healthcare workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Additional information

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following website: www.gov.uk/disclosure-barring-service-check

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement. Any changes to this role specification will be made in consultation with the post holder.

This job description must be agreed and signed by the manager and employee:

Manager name.....

Signature.....

Employee name.....

Signature.....

Staff nurse Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working as part of a multidisciplinary team • Acute hospital experience 	<ul style="list-style-type: none"> • Experience in Gynaecological nursing • Surgical nursing experience
Qualifications	<ul style="list-style-type: none"> • Registered Nurse with a diploma/degree or relevant experience 	<ul style="list-style-type: none"> •
Skills, knowledge and competencies	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal with the ability to overcome barriers to communication • Act as a facilitator and enabler with patients / carers • Demonstrate evidence of personal development • Good organisational skills and able to prioritise and delegate • Confident in dealing with difficult situations • Able to motivate and encourage others • Excellent communication skills both written and verbal with the ability to overcome barriers to communication • Act as a facilitator and enabler with patients / carers • Demonstrate evidence of 	<ul style="list-style-type: none"> • Audit skills • Proven experience in advising, teaching • Experience of working between primary and secondary care settings • Experience of working closely with external providers to ensure that patients are directed to the right sort of support and services available to them • Experience within gynaecology Speciality

	<p>personal development</p> <ul style="list-style-type: none"> • Good organisational skills and able to prioritise and delegate • Confident in dealing with difficult situations • Able to motivate and encourage others 	
Specific role requirements	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Physical skills e.g., use of tools, equipment, minute taking, advanced computer skills	<ul style="list-style-type: none"> • Team player • Flexible • Motivated • Good time management • Able to use own initiative • Demonstrate a commitment to lifelong learning • Use of computer for Lorenzo/ EPMA medicine management/ ICE requests/ PARE online for student documentation 	<ul style="list-style-type: none"> •
Physical effort e.g., pushing, pulling, moving and handling of equipment	<ul style="list-style-type: none"> • Patient handling • Use of Manual handling equipment • Non patient manual handling 	<ul style="list-style-type: none"> •
Mental effort e.g., level of concentration	<ul style="list-style-type: none"> • Drug calculations • Complex patient discharge processes 	<ul style="list-style-type: none"> •

Emotional effort e.g., exposure to distressing circumstances	<ul style="list-style-type: none"> • Management of patients experiencing pregnancy loss and complications up to 18 weeks • Care of patients with complex conditions • Management of patients with Mental Health disorders • Management of patients with Dementia/ Alzheimers and delirium 	<ul style="list-style-type: none"> •
Working conditions e.g., environment, exposure to unpleasant or hazards	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Last updated: 21/11/23