

## Job Description

Job title:	Clinical Nurse Specialist Reproductive Medicine Unit
Division:	Women's Health
Board/corporate function:	Specialist Hospital Board
Salary band:	Band 7
Responsible to:	Matron
Accountable to:	Chief Nurse
Hours per week:	37.5
Location:	UCH

### University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing and Grafton Way Building)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

We are committed to sustainability and have pledged to become a carbon net zero health service, embedding sustainable practice throughout UCLH. We have set an ambitious target of net zero for our direct emissions by 2031 and indirect emissions by 2040.

## UCLH Vision and Values

At UCLH, we have a real 'One Team' ethos, and our values – safety, kindness, teamwork and improving, are central to the way we work. This is supported by our staff, who voted us as the #1 NHS Acute Trust to work for in the whole of England.

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

### We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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### We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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### We achieve through **teamwork**

Listen and hear	Explain and involve	Work partnership in	Respect everyone's time
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### We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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## Equality, Diversity, and Inclusion at UCLH

At UCLH, we take equality of opportunity seriously and are committed to being a diverse and inclusive employer, with a culture that creates a real sense of belonging and trust. Respect, inclusion and sensitivity are hallmarks of quality of our care. That is why it is our fundamental aim, to recruit, retain and promote a diverse mix of people from all backgrounds, cultures, and perspectives, who are representative of our local communities to support our world class research, innovation, and creativity. We are proud to have 5 different networks that are owned and led by our staff which give a voice to all our staff to feed up to leadership of the organisation, including the Trust board, thus creating a sense of community and support and help drive cultural change to become a more inclusive organisation.

Our staff networks are:

- Black, Asian and Minority Ethnic (BAME) Network
- Lesbian, Gay, Bisexual Transgender, Queer, Intersex and Asexual (LGBTQIA+)
- Women's
- Disability Network
- Mental Health Network

## Department / Division

Reproductive Medicine Unit, Women's Health Division

## Job Purpose

The CNS is a leadership role within the Trust responsible for the development of innovative nursing practice within the specialty.

The reproductive medicine unit receives primary and tertiary referrals for infertility investigation and treatment using a wide range of specialists in Gynaecology and Endocrinology.

An exciting opportunity has arisen within our reproductive medicine unit for an experienced CNS to join our team. The post-holder will work within the existing RMU clinical nurse specialist team to provide care to patients undergoing all reproductive medicine treatment pathways including IVF, IUI, IO and endocrine disorders, PCOS, Turner syndrome, late effect of cancer and pituitary disease.

Developing and improving clinical care for our couples will form the key elements of your role. As a key team member you will play a vital role in developing the services. You will provide both general fertility and IVF to our patient groups. In addition, there will be local national and international opportunities to share experience and further your fertility nursing practice.

## Key Working Relationships

The UCLH Reproductive Medicine Unit offers general fertility and specialist reproductive medicine and surgery services. It is licensed by the Human Fertilisation and Embryology Authority to carry out gamete storage and intrauterine insemination. It also provides a satellite IVF service in collaboration with the Centre for Reproductive and Genetic Health (CRGH) to NHS patients.

The multidisciplinary team is made up of Consultants in Endocrinology, Gynaecology and Fertility, reproductive surgeons, endocrinologists, psychosexual medicine specialists, psychologists, andrologists and clinical nurse specialists. There are regular clinics of infertility, IVF, reproductive effects of cancer and psychosexual medicine. The reproductive Medicine Laboratory provides one of the largest fertility preservation services in the country. The post holder will work in the Reproductive Medicine Unit as part of the clinical nurse specialist team with the other consultants and team members.

The appointee will liaise closely with the clinicians of the multi-disciplinary team in order to ensure smooth continuity of care and optimise management of patients cared for at the unit. The post holder will also be expected to rotate between general fertility and IVF.

Medical and nursing teams and the wider MDT

Reports directly to : Matron for Gynaecology and Breast

In their absence : nominated individual specified by Matron for gynaecology and breast

Key working relationships within the role

- Partnerships
- Patients, carers and service users
- Gynaecology consultants
- Urology consultants
- MDT Coordinator
- Matron for Gynaecology and Breast
- Ward and Outpatient staff
- The centre for Reproductive and Genetic Health
- Professional allied medicine

## Key Results Areas

Nurses working at an advanced level will:

1. practice autonomously and be self-directed
2. undertake assessment of individuals using a range of different assessment methods, which may include physical examination, ordering and interpreting diagnostic tests or advanced health needs assessments.
3. draw on a diverse range of knowledge in their decision-making to determine evidence based therapeutic interventions; this may include prescribing medication and actively monitoring the effectiveness of therapeutic interventions.
4. actively seek and participate in peer review of their own practice
5. appropriately define the boundaries of their practice
6. promote and participate in the implementation of the UCLH Nursing & Midwifery strategy and Core Standards and contribute towards achieving the Trust's "Top 10" Objectives



- **Communication**

- Promote and maintain effective communication with the patient, their carer(s) and outside agencies
- Use communication skills in order to convey complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events
- Ensure that patient documentation is completed correctly, appropriately and in a timely manner
- Ensure patient confidentiality is maintained
- Maintain professional boundaries and working relationships with patients and colleagues
- Develop and maintain others' awareness of role within the speciality, the organisation and local networks and maintain mechanisms for contact and referral
- Ensure that appropriate information is disseminated within the speciality, the Trust and external agencies and forums.
- Develop and maintain partnership working with other practitioners, local and national bodies and forums
- Identify, develop and sustain mechanisms to support patient involvement and feedback
- Establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise
- Participate in and contribute to the peer support network of nurse specialists at UCLH
- Communicate the vision and rationale of the service provided

- **Personal and People Development**

- Participate in annual staff appraisal, staff development and in-service training activities in line with the Knowledge and Skills Framework
- Attend Trust/local orientation programmes, mandatory training sessions and annual updates
- Be appraised at least annually and contribute to own personal development plan (PDP)
- Be responsible for developing and sustaining own knowledge, management & clinical skills and professional awareness in accordance with CPD requirements and maintain a professional profile
- Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance
- Participate in / provide Clinical Supervision as appropriate
- Develop and implement effective prioritisation, problem-solving, time-management and delegation skills 5

- Identify objectives for own professional development which reflect local and national service needs, including the CNO 10 key roles
  - Facilitate nursing team members (where appropriate) to fulfil mandatory training & CPD requirements and to maintain a professional profile
  - Ensure that new team members complete Trust and local induction / orientation programmes
  - Maintain accurate training and development records of the specialist team
  - Be accountable for effective management of the devolved budget (where appropriate)
  - Manage staff performance in accordance with relevant UCLH policies and be responsible for recruitment and selection of staff after undergoing appropriate training (where appropriate)
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- **Health, Safety and Security**
    - Maintain a clean and safe environment that is conducive to therapeutic and ethical practice
    - Be accountable for and ensure own competence in practice
    - Promote nursing practice and care delivery in line with relevant research and evidence base and with reference to trust policies and guidelines
    - Identify potential risks for all staff, patients and visitors, take action as required and adhere to relevant incident reporting procedures
    - Ensure the safe custody and administration of drugs in accordance with local and Trust policy and legal requirements
    - Handle and dispose of all body fluids in accordance with universal precautions
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- **Service Improvement**
    - Contribute to the development, implementation and monitoring of evidence based nursing practice standards, guidelines, protocols, policies and care pathways
    - Ensure care delivered is based on current evidence, best practice and validated research when available
    - Identify areas of potential research relating to the speciality; assist with / lead research and development programmes
    - Foster a climate of continuous service improvement by maintaining awareness of developments and best practice elsewhere, assessing potential impact on the speciality and reporting to the MDT
    - Consider the views/needs of users when determining priorities for service development
    - Lead in the implementation of specialist practice initiatives

- Participate in developing a shared vision of the service and work collaboratively to achieve this

- **Quality**

- Ensure a welcoming, caring and supportive environment is provided for staff, patients and their family/visitors/carers
- Maintain own and others' awareness of the national, professional and local quality issues relevant to the delivery of the specialist service, ensuring compliance as required
- Uphold quality initiatives that improve 'customer care' and enhance the interface between staff, patients and visitors within the trust
- Participate in audit processes for monitoring and reviewing nursing quality
- Be involved in the handling and resolution of complaints in accordance with UCLH policy; ensure team members are aware of the role of the nurse
- Support quality improvement through provision of advice and support to others
- Maintain own and others' awareness of relevant research

- **Equality and Diversity**

- Carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy
- Recognise the importance of peoples' rights and act in accordance with legislation, policies and procedures
- Act in ways that acknowledge and recognise peoples' expressed beliefs, preferences and choices; respecting diversity and valuing people as individuals
- Take account of own behaviour and its effect on others

- **Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing**

- Provide information which enables patients to make choices about adopting a healthier lifestyle
- Ensure patients are able to gain access to health and social care information and support relevant to their needs
- Offer specialist advice and support to colleagues

- **Provision of care to meet health and wellbeing needs**

- Maintain accountability for assessing, planning, implementing and evaluating programmes of care
- Act as an advocate for the patient, providing them with information and directing them to the relevant support services where appropriate
- Take the appropriate action to address any issues or risks
- Respect people's dignity, wishes and beliefs; involve them in shared decision-making and obtain their consent before undertaking nursing procedures
- Promote a patient focused multidisciplinary approach to care in collaboration with carers, health care professionals and other agencies
- Ensure that prescribed treatments are carried out, and that multidisciplinary team members are informed of changes in the patient's condition
- Ensure safe discharge of patients in accordance with UCLH Discharge Policy
- Receive direct referrals within the speciality and provide expert assessment of patients needs • Refer to other health professionals when this will improve health outcomes or when risks and needs are beyond own competence and scope of practice
- Work with other practitioners in supporting patients' information needs, promoting their wishes and beliefs, and addressing their concerns
- Supervise team members in the delivery of care

- **Assessment and treatment planning**

- Assess, plan, implement and evaluate care to address complex and changing needs
- Employ effective decision making skills to address complex issues and use effective change management skills to implement these
- Produce care plans that are appropriate to the patient's needs, monitor and update them
- Assess, plan and co-ordinate relevant aspects of discharge arrangements
- Monitor and review the effectiveness of interventions with the patient and colleagues, agreeing changes to meet needs and achieve established goals

- **Information collection and analysis**

- Use electronic patient records and develop other computer literacy skills.
- Collect/record data accurately in accordance with professional guidelines and UCLH Core Standards

- **Learning and development**

NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, Grafton Way Building, Macmillan Cancer Centre and University College Hospital at Westmoreland Street) Royal London Hospital for Integrated Medicine, Royal National ENT and Eastman Dental Hospitals, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street,



- Maintain knowledge of relevant research evidence relating to the speciality, applying it to practice and disseminating as appropriate
- Develop and implement own teaching skills and participate in education programmes that develop others' competence and performance
- Participate in the development of evidence based standards, policies and guidelines; local, trust-wide and externally
- Act as a preceptor/facilitator/mentor for junior staff
- Support junior staff in their learning and application of theory to practice
- Contribute to the development of practice knowledge within the speciality through internal and external presentation and publication
- Provide specialist input to post-registration courses and professional development programmes
- Help to maintain a suitable learning environment
- Provide expert advice and support to colleagues internally and externally within speciality
- Educate patients and their carer(s) as required where a need has been identified

## Clinical practice

- To demonstrate specialist skills, knowledge and expertise in this field.
- To demonstrate specialist decision making skills and practice in the management of patients with mesh.
- Initiate and contribute towards a multi professional approach to the management of patients with mesh.
- Undertake nurse led clinics.
- Provide current information, support and advise to patients and carers with mesh .
- Sensitively manage challenges that may arise, involving patients, carers and healthcare professionals.
- Act as patient's key worker by forging close links across both primary and secondary care, coordinating seamless care delivery.
- Act as patients advocate.
- Support patients requiring surgical intervention.
- Liaise and work with other mesh centres.
- Ensure patients are given appropriate written and oral information regarding their management plan.
- Work collaboratively with specialty consultants within the MDT and take the lead where appropriate, in identifying ways to improve the service and patient care
- Cross cover with the other CNSs in the team

## Education and research

- Develop own knowledge and skills and contribute to the development of others
- Assist with research and development
- Ensure own actions promote quality and alert others to quality issues
- Identify developmental needs with others and establish objectives for personal development

- Support junior staff in their learning and application of theory to practice through teaching and facilitation
- Facilitate nursing and medical students
- Participate in clinical supervision
- Develop and maintain knowledge of relevant research evidence relating to the speciality and apply this to practice
- Participate in the development of evidence based standards, policies and guidelines at a local level
- Collaborate with other members of the healthcare team in research and audit activities.
- Identify areas of risk / poor quality and raise awareness of these through local governance structures
- Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance

## Professional

- Providing specialist care for mesh patients
- Participate in partnership working with other individuals and groups
- Develop and maintain others' awareness of role within the speciality, maintaining mechanisms for contact and referral
- Demonstrate robust clinical and decision making, with an ability to set, monitor and improve standards of care
- Offer advice and support to colleagues within the speciality
- Attend multidisciplinary team meetings and appropriate forums in order to gain and disseminate appropriate information to others in the speciality
- Work collaboratively and in partnership with other practitioners
- Participate in the implementation of the UCLH Nursing and Midwifery Strategy and UCLH top 10

## Leadership

- Establish and maintain communication with people about routine and daily activities, overcoming any differences in communication between the people involved
- Develop appropriate channels and styles of communication to meet the needs of patients, relatives, carers, managers, peers and other professions.
- Line manage team members
- Work autonomously, running nurse led clinics.
- Develop effective prioritisation, problem solving and delegation skills to manage time.
- Develop an understanding of Trust and Board organisational structures, and how to communicate within them.
- Adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times

- Comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times
  - Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure
  - Take personal responsibility for ensuring that UCLH resources are used efficiently and with minimum wastage, and to comply with the Trust's Standing Financial Instructions (SFIs)
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- Comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps
  - In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic
  - Be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act
  - Maintain confidentiality at all times

## Other

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract. The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post-holder.

All staff will be regularly assessed on their knowledge, skills and behaviour, and application of all aspects of the job description, in line with the Trust's Personal Development Review (PDR) process.

Staff will also be expected to work according to the Nursing and Midwifery Council and code of professional practice and relevant professional guidelines.

## Person Specification

Requirements	Essential	Desirable	Assessment Criteria			
			A	I	R	T/P
<b>Knowledge and Qualifications</b> Registered nurse Part 1, 2 or relevant section of the register  Bsc Honours degree or equivalent knowledge, training and experience in specialty  Your professional knowledge acquired at degree level will be supplemented by specialist training, experience and short courses to Masters level equivalent.  Masters qualification or or evidence of actively working towards this.  Post registration qualification in appropriate area of speciality or equivalent post qualification experience.  Leadership course  Teaching/Assessment programme	E   E E  E  E E E E	          D          D	√   √  √  √  √  √  √  √  √	√   √  √  √  √  √  √  √  √		



Management development programme						
Research Qualification		D	√	√		
<b>Experience</b> Experience of working autonomously at an advanced level. Delivering effective patient focused care.	E		√	√		
Proven experience in working within reproductive medicine	E		√	√		
Proven evidence of management / leadership skills and autonomous practice.	E		√	√		
Previous experience of student supervision and clinical education at undergraduate level	E		√	√		
<b>Skills and Abilities</b> Clinical, managerial and leadership skills in specialty.		D	√	√		
Proven listening / counselling skills with the ability to manage complex situation and appropriately deliver sensitive and difficult outcomes.	E		√	√		
Evidence of teaching skills in particular teaching patients in how to manage their conditions and raise their awareness of their condition.	E		√	√		
Ability to clinically lead & influence staff.	E		√	√		
Up to date knowledge of current clinical and professional issues.	E		√	√		
Sound knowledge of current issues in the profession and practice of nursing.	E		√	√		

Excellent verbal, written, interpersonal & communication skills	E		√	√		
Able to use skills of history taking and physical assessment to direct patient care.	E		√	√		
Time management and organisation skills	E		√	√		
Ability to conduct & evaluate own projects successfully.	E		√	√		
Ability to carry out audit and research.	E		√	√		
IT skills	E		√	√		
Presentation skills	E		√	√		
<b>Communication</b>						
Demonstrates awareness of the importance of working in a multidisciplinary team	E		√	√		
Communicates effectively verbally, in writing and in electronic formats.	E		√	√		
Communicates with patients and carers in an empathetic manner	E		√	√		
Demonstrates understanding of good practice in customer care	E		√	√		
Formal presentation skills	E		√	√		
<b>Personal and people development</b>						
Demonstrates evidence of professional development in line with KSF maintains updated Portfolio	E		√	√		

Experience as a preceptor/facilitator/mentor	E		√	√		
Reflective in Practice	E					
Demonstrates evidence of ability to educate others	E		√	√		
Demonstrates up to date knowledge and expertise in the specialty	E		√	√		
Evidence of developing & leading nurse led clinics / services	E		√	√		
Evidence of ability to work both collaboratively and autonomously	E		√	√		
Published articles / poster presentations	E		√	√		
<b>Health, safety and security</b>						
Monitors and maintains health, safety and security of self and others	E		√	√		
Promotes, monitors and maintains best practice in health, safety and security	E		√	√		
<b>Service Improvement</b>						
Demonstrates awareness of research and evidence - based practice	E		√	√		
Willing to provide support to other clinical areas within the division	E		√	√		
Demonstrates awareness of resource management issues within boundaries of role	E					





Understands the implications of Equal Opportunities in practice	E		√			
<b>Promotion of Health</b>						
Demonstrates understanding of relevant national strategy /policy and how this relates to the service	E		√			
<b>Assessment and treatment planning</b>						
Prioritises own workload	E		√	√		
Prioritises workload of others	E					
Acts on own initiative and problem -solves , utilising resources available	E		√	√		
			√	√		
<b>Provision of care to meet health and wellbeing needs</b>						
Articulates reasons for desire to work in this clinical area; has clear vision of the role	E		√	√		
Committed to providing safe, effective and timely patient - centred care in accordance with NMC Code of Conduct and Trust Core standards	E		√	√		
Decision making skills	E		√	√		
Able to resolve complex problems	E		√	√		
<b>Information collection and analysis</b>						
Willingness to work with electronic patient records	E		√	√		

<b>Learning and development</b>						
Practical experience in teaching patients & staff	E		√	√		
Presentation skills	E		√	√		
Experience of applying research evidence to clinical practice.	E		√	√		
Skills in critical analysis and application of research to practice	E		√	√		
<b>Specific requirements</b>						
Flexible approach to shift patterns	E		√	√		
Knowledge of key professional issues and NMC guidelines relating to professional Practice	E		√	√		
Ability to manage and evaluate change	E		√	√		

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Experience of clinical supervision						
<b>Specific Requirements</b> Ability to cover the service within the team in a flexible positive approach so that leave will not adversely affect patient care and discharge of patients.	E		√	√		