

**Women & Children’s Directorate**

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| 1. **JOB IDENTIFICATION**   Job Title: **Staff** **Nurse Band 5**  Responsible to: Senior Charge Nurse  Department: Gynaecology  Directorate: Women & Children’s  Operating Division: Acute Services |
| 1. **JOB PURPOSE**   The UroGynaecology Nurses will assess patients, perform and analyse test results, prescribe treatment and monitor the effectiveness of the treatment prescribed in liaison with medical staff. Able to accept direct referrals to nurse clinics not always in line with medical staff  The UroGynaecology Nurse will review the patient’s condition appropriately; utilising clinical notes and the required re-evaluation of patient need, ensuring each patient has a comprehensive ongoing management plan, this being imperative for good patient experience and outcomes.  It is essential that the UroGynaecology Nurse must competently perform the necessary technical, invasive, physical assessments and plan of care for this defined patient group.  The post-holder is responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care, without supervision and will be required to teach other nursing and non-nursing staff.  The post-holder will work as a practitioner, responsible for providing direct clinical assessment and care to patients requiring UroGynaecology procedures.  The post-holder will independently utilise a broad range of advanced knowledge, skills and theory in the physical assessment and treatment of UroGynaecology patients.  As nurse we offer trauma informed and responsive support to patients as informed through completion of national trauma training programme competencies.  The UroGynaecology Nurse will assess patients, perform and analyse test results, prescribe treatment and monitor the effectiveness of the treatment prescribed. Nurse specialist is able to work independently and in liaison with medical staff.    The UroGynaecology Nurse will review the patient’s condition appropriately; utilising clinical notes and the required re-evaluation of patient need, ensuring each patient has a comprehensive ongoing management plan, this being imperative for good patient experience and outcomes.  It is essential that the UroGynaecology Nurse must competently perform the necessary technical, invasive, physical assessments and plan of care for this defined patient group. |
| 1. **ROLE OF THE DEPARTMENT**   Women & Children’s Services are a Directorate of the Acute Services Division of NHS Greater Glasgow & Clyde providing obstetric, midwifery and children’s services. The Gynaecology Service operates within the Directorate to provide Inpatient and Outpatient Gynaecology Service including West of Scotland provision of Gynaecology Oncology.  The Gynaecology Services within GG&C provide nursing care to General Gynaecology and Gynaecology Oncology patients. |

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| 1. **ORGANISATIONAL POSITION**   LEAD NURSE / LEAD MIDWIFE  CLINICAL NURSE SPECIALISTS  SENIOR CHARGE NURSE  STAFF NURSE  (THIS POST)  HEALTH CARE SUPPORT WORKERS |
| 1. **SCOPE AND RANGE**   The post holder will participate in:   * The setting, implementation and evaluation of standards of nursing practice. * May be required to supervise qualified and unqualified staff. * Will supervise and support, staff new to the department in development of knowledge & skills in UroGynaecology * Ensure effective day to day management of other resources including supplies, pharmacy and equipment. * Responsible for stock control in Pharmacy & Arrest Trolley.   The post holder reports to the Senior Charge Nurse and is responsible for providing clinical guidance, professional management, work review and formal appraisal of performance ensuring care delivery is in accordance with national and local guidelines. |
| * **MAIN TASKS, DUTIES & RESPONSIBILITIES**   **Clinical:**   * Assess patient needs, plan / implement and evaluate evidence based specialist UroGynaecology programmes of care, utilising all available resources taking into consideration the lifestyle, gender and cultural background and involvement with patient, family, carers and significant others. * Communicate effectively with continence community teams to ensure patients have further support after leaving clinic. * Create a culture where clinical practice is proactive and responsive to changing health care needs of the patient. * Maintain patient records in line with NMC guidelines for records and record keeping. * Maintain effective communication with patients, relatives/carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met. * Communicating highly sensitive and complex condition related information to patient, family and carers where there may be barriers to communication. * Provide evidence-based information to patients and their families to facilitate informed choices and establish informed consent. * Discusses and explains enhanced recovery plan after surgery prior to patients with mesh attending for surgery * Contacting mesh patients prior and after mesh surgery. * Will independently investigate patients for disease/abnormality through the use of clinical assessment and the use of other diagnostic tools, such as laboratory urodynamic results etc   Will make independent clinical decisions based on investigation results, initiate initial management and implement appropriate continuing management of the patient, in consultation with medical staff   * In conjunction with medical staff, will provide and receive sensitive and contentious information for example, discussing poor patient prognosis with patient/family. Accompanying consultant to deliver outcomes while providing emotional support and comfort * Having own case load in nurse lead clinics – fertility main contact for patients in department. Receiving referrals for infertility from doctors. * Running own clinics at weekend to assist with waiting times. No supervision. * Botox consultations providing pre and post op counselling and present to MDT   **Professional:**   * Practice within legal and ethical framework as established by Nursing Midwifery Council (NMC) and national legislation, policy, guidelines and procedures. * Work within the NHS GG&C, Health & Safety Policy and guidelines and Executive (HSE) legislation. * Work autonomously within the multidisciplinary team making clinical decisions on patients requiring UroGynaecology treatments. * Will comment on and assist in the implementation of policies within the Unit. * Empower patients to take responsibility for their health, wellbeing and future lifestyle by practising in an open, transparent and inclusive manner; thereby ensuring patients have the relevant information to participate in decisions about their care. * Promote and support innovation in clinical practice. * Adhere to the organisational Infection Control Policies and procedures and acts as a role model in maintenance of a safe environment. * Advocate for patient to assist them in making the best decision possible for them. * To keep up-to-date with current literature and research in nursing and the speciality, ensuring that interventions are effective, efficient and evidence based – By keeping knowledge and skills up to date by reading recent documents and attending courses. * Maintains professionalism and confidentiality as often press can contact department to gain information regarding mesh service.   **Education and Research/Training:**   * Contribute to the provision of an appropriate learning environment in line with NES Quality Placement Standards. * Contribute to the clinical appraisal of pre-registration nurses. * Demonstrate own professional development. * Participate in the orientation and training programme for nursing staff. * Participate in research aimed at developing evidence based care within the field of Gynaecology infertility with the ultimate aim of improving patient care. * Develop the role by using evidence-based practice and continuously improve own knowledge following PREP guidelines and through Personal Development Plans (PDPs). * Responsible for the delivery of specialist training to staff from other departments and wider multidisciplinary team in complex UroGynaecology procedures, including pessaries, Teaching patients in clinic, obstetric patients and midwifes how to carry out clean intermittent self-catheterisation, urodynamics in line with UK Clinical Guidelines (UK Continence Society). * Provide clinical advice and supervision to nursing staff, GP trainees, junior medical staff and other multi-disciplinary team members to ensure the delivery of appropriate clinical care to patients where it is appropriate. * Regular requirement to assist in complex audits and survey to ensure best possible outcome for patients – TPNS Study, TOPSY surgery, pessary research audit, urodynamics audit and post-surgical audit of mesh patients.   **Organisational / Managerial:**   * Organise own time and that of junior staff and learners. * Mentor and Support new staff to the department, ensuring knowledge and skills are developed in lie with departmental standards * Participate in the multidisciplinary team meeting where patients’ results are monitored, interpreted and treatment plans are developed. * Responsible for ensuring the maintenance of adequate stock levels and equipment within the fertility unit. * Contribute to the recruitment and selection process by supporting staff interview panels, Carry out interview process for recruitment of new staff and completion of all documentation afterwards. |
| * **SYSTEMS AND EQUIPMENT**   **7A. EQUIPMENT & MACHINERY**   * Scanners, setting up and assisting with cystoscopy, use of urodynamic machine, * Insertion and removal of catheters and use of bladder scanner * Undertaking phlebotomy   **7b. SYSTEMS**   * Responsible for ensuring that all staff are aware of and trained to meet responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees. * Includes Moving & Handling as the departmental Moving & Handling Assessor * Responsible for inputting information into electronic patient record where applicable and also in patient’s written records. They will comply with Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff complies with policy. Comply with the Human Fertilisation and Embryology Authority regulations. * Requests online sent to GP to suggest medication * Answer emails regarding patients query’s and concerns from call handlers, GP, medical staff. * Responsibility for data entry onto the Mesh Database, taking data supplied from other staff within the department, ensuring the database is kept up to date * Promote and maximise the use of Information Technology to benefit personal development and patient care.   **Patient Records:**   * Maintenance of hard copy / written patient records * Electronic Nursing Assessment Documentation & electronic care planning. * TrakCare – admission, discharge and transfer logs. * Sign off letters than have been transcribed that I have sent to GP or referrals made on behalf of patient * Clinical Portal – access to up to date letters and clinical results. * Discharge planning documentation. * Complete MDT Referral Form   **Clinical assessment tools:**   * Glasgow Coma Scale * Waterlow risk assessment * Pressure area care / SSKIN bundle * Active Care Review tool * Electronic NAD * NEWS charts * Moving & Handling risk assessment * Cannard falls risk assessment * Bed rail assessments * Datix incident reporting / risk assessment of Health & Safety issues * Wound care charts * Fluid and Drug prescription charts * ERAS documents * General urogynaecology Proforma paperwork specialist to department * Surgical return paperwork / Proforma |

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| 1. **DECISIONS AND JUDGEMENTS**  * The postholder is required to undertake assessment of patients for a range of UroGynaecology related conditions, requiring in-depth physical and clinical assessment (including detailed patient history), ordering tests & diagnostic investigations and interpreting their results to formulate specialist UroGynaecology plans of care across the range of UroGynaecology conditions. * Where a range of options exist, will use professional judgement based on the totality of physical & clinical assessment findings, linked to results of diagnostic investigations & test results to decide the most appropriate programme of care. * Upon completion of complex assessment and reassessment (e.g. Attend Anywhere), a plan of care is devised and recommendations made to General Practitioner via letter, including recommendations for prescribed medications * Onward referral to other departments as appropriate depending on the outcome of examination and diagnostic procedures & test * Use initiative and has the ability to act independently in clinical practice, within the sphere of existing knowledge and skills. * In the absence of the Charge Nurse makes judgements as to the staffing levels required and patient flow in accordance with workload requirements. * Has the ability to challenge the decisions made by others if they do not comply with local policy or are not in the best interest of the patient. * Exercise the ability to challenge any interaction which fails to deliver a quality service to external and internal customers. * Performance is monitored on an ongoing basis and is appraised annually. * Carry out post-surgical reviews on ward and via telephone call after discharge |

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| 1. **COMMUNICAITON AND RELATIONSHIPS**  * Postholder will communicate often highly sensitive and highly complex condition related information to patients, family and carers where there may be barriers to communication including English as a second language, learning disability, dementia and unfamiliarity with complex bodily systems. * Due to stress and anxiety, communication efforts can be hampered, and information requires to be repeated to ensure effective treatment & care. This can be due to history of abuse or potential for tissues damage & life-changing impact of mesh in the past. * Can be required to present to large groups of up to 100 healthcare professional about the changing profile of vaginal pessary use in UroGynaecology * Works with an often highly politicised and volatile patient group * Deals with patients’ advocates who are representing highly emotionally traumatised clients (recording the consultation). This can be emotionally draining for staff. * Engage in effective communication with patients, relatives and visitors. * Provide support, empathy and reassurance in the delivery of patient care. * Demonstrate effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area; this includes communication with external agencies. * Contribute to a supportive environment in the interest of staff morale. * Provide feedback to patients after they leave there feedback on care opinion website * Provided reassuring and friendly advice to patient who are extremely stressed and anxious going through there infertility journey. * Supporting consultants during gynaecology paediatric clinics while also supporting young patients during an in-depth, invasive examination and consultation. * Supporting consultant, female and transgender patients during a general gynaecology clinic where invasive scanning takes place. |
| 1. **PHYSICAL MENTAL & EMOTIONAL DEMANDS OF THE JOB**   **Physical Skills & Physical Demands**   * Moving and handling of patients from self-caring to total dependence daily * Moving and handling of equipment in the department on a regular basis * A high degree of manual dexterity, accuracy and speed is required whilst assessing or provision of direct care to patients. * Bending and kneeling while carrying out urodynamics tests.   **Mental Demands**   * High levels of concentration required while undertaking detailed vaginal examination & related urodynamic & bladder assessments, often daily for periods of up to 4 hours * Can be frequent interruptions from staff and patients / relatives while concentrating intensely on intimate examinations, requiring to pause examination and restarting when appropriate * Regularly working with patients who can exhibit high levels of volatility, expressing anger and aggression towards staff * Requirement to be regularly alert for the presence of protesters and press present within the department and outside.   **Emotional Demands**   * Regularly imparting condition-related findings to patients undertaking urodynamic procedure on a regular basis which can be highly distressing and invasive * Due to the nature of the conditions that patients attend for in UroGynaecology, patients (and their relatives / carers) can be very distressed and require constant reassurance and comfort while in the department * Offering support and comfort to patients / families when they have just received unwelcome & highly distressing findings.   **Working Conditions**   * Daily exposure to bodily fluids and unpleasant odours in the assessment and treatment of UroGynaecology conditions * Exposure to bodily fluids/therapeutic products. * Walks/stands for most of the shift * Assist with or undertakes Exposure Prone Procedures in defined areas therefore requiring appropriate Occupational Health Screening and clearance. * On occasion staying late with sick patient while awaiting ambulance as no other staff where able too. Workload can be unpredictable requiring flexibility as priorities continually change depending on patients. |
| 1. **MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**  * Performing mentally challenging tasks whilst being constantly interrupted by outside influences such as other staff members or patient relatives whilst on the phone. * Achieving a balance between the demands of direct patient care within existing resources. * Dealing with verbally abusive patients and members of the public * Providing counselling for patients receiving bad news, including prognosis of cancer, poor semen analysis, poor treatment outcomes and completion of treatment or ineligibility for treatment. * Caring for patients / relatives during and immediately after receipt of bad news. * Supporting families while providing end of life care. * Participating in developing and motivating a team in a challenging clinical environment. * Dealing with situations that arise for which the post holder has limited experience or knowledge. |
| 1. **KNOWLEDGE , TRAINING AND EXPERIENCE REQUIRED FOR THE JOB**  * Registered Nurse on the NMC register * Relevant post-registration professional knowledge acquired through experience, supplemented by specialist training * Significant experience in UroGynaecology, able to demonstrate a high level of competency across a wide range of highly specialist UroGynaecologic equipment and procedures, requiring ongoing learning & development and regular review as research and changes to care & treatment evolve * Confident critical analysis skills in detailed assessment, exhibiting confidence in complex decision making skills and ability to work autonomously in a busy and complex environment * Ability to lead teams in the change management process, in clinical and service delivery * Evidence of continued professional development * Ability to fulfil criteria in job description |

ACS Band 5 Nurse 2014 – changes proposed July 2023