

Job Description

Senior Gynaecology Nurse



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At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.

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Dear candidate,

I am delighted you are interested in a position here at Gloucestershire Hospitals NHS Foundation Trust.

Gloucestershire Hospitals is one of the largest hospital trusts in England serving a diverse population of almost 620,000 people. We provide acute hospital services from two large district general hospitals, Cheltenham General Hospital and Gloucestershire Royal Hospital. Maternity Services are also provided at Stroud Maternity Hospital.

Our people are at the heart of what we do. Our workforce is almost 8,000 strong and our caring and dedicated staff are recognised as providing good and outstanding patient-centred care across a range of clinical areas. We also have exceptional teams of professional services staff underpinning our vision every step of the way.

We are committed to recruiting the best people to work with us to achieve our vision of providing Best Care for Everyone and our success depends on the commitment and dedication of our staff.

We are committed to diversity, inclusion and equality of opportunity for everyone, valuing and celebrating differences and encouraging a workplace and culture where all can thrive. We endeavour to ensure each and every person working in our organisation feel respected and valued. Respecting and valuing differences will help to ensure that our policies and services reflect the needs and experiences of the people and community we serve.

In return, we offer the opportunity to work at a trust that is on a truly exciting Journey to Outstanding and to make a real difference to the lives of our patients, their families and the wider community. We are also committed to training and developing you to be the best you can be and offer you a rewarding career, whatever your role.

I wish you every success with your application to join our team.

Best wishes

*Emma Wood
Deputy Chief Executive and Director of People & OD*

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Job Title:	Senior Gynaecology Nurse
Division	Womens and Childrens
Base:	GRH
Grade:	6
Reporting to:	Becky Hutchinson Matron for Gynaecology and Fertility
Hours	37.5

Overview

Gloucestershire Hospitals NHS Foundation Trust operates hospitals on our two main sites in Cheltenham and Gloucester, and we're one of the largest NHS trusts in the country.

Our workforce of almost 8,000 staff provide high quality emergency, elective and specialist care across a range of clinical areas

We have recently been graded as 'Good' by the Care Quality Commission (CQC), which is testament to our dedication and drive to improve clinical excellence, innovation and quality care.

Our Values:

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and between each other. We have the following three values:

1. Caring

Patients said: *"Show me that you care about me as an individual. Talk to me, not about me. Look at me when you talk to me."*

2. Listening

Patients said: *"Please acknowledge me, even if you can't help me right now. Show me that you know that I'm here."*

3. Excelling

Patients said: *"Don't just do what you have to, take the next step and go the extra mile."*

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Main Purpose of the Job:

In line with the Trust Vision to provide the “Best Care for Everyone...”

Professional values

- Carry out individualized nursing care and procedures to the highest standards complying with hospital policies and procedures at all times
- To maintain high standards of infection control, as per hospital policy. Be responsible for assisting with maintenance of a clean working environment.
- To manage own workload within clinical area and competence of the post.
- Have responsibility for the correct administration and custody of medicines according to Trust policy
- Act as the patient’s advocate
- Promote fairness within the team and treat staff, patients and visitors with dignity and respect
- Maintaining confidentiality in keeping with NMC code

Communication and interpersonal skills

- Complete documentation to a high standard
- Maintain and provide patients with relevant and accessible written information regarding their procedures/treatments
- Promote effective liaison between all members of the multi-disciplinary team.
- Deal with difficult situations including patients who are upset or angry; provide compassion to colleagues and patients and their families.
- To ensure a positive focused service incorporating patient’s feedback to maintain and improve patient care.

Leadership, management and team working

- To act as an effective role model promoting excellence through practice.
- Providing teaching opportunities and contribute to learning and development of staff
- To maintain a visible presence where our gynaecology patients are located, undertaking clinical work regularly.
- To ensure the safety and highest quality of care for patients is delivered at all times.
- To be a source of specialist clinical and nursing knowledge across all areas

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- Chaperone and assist health care professionals during examination of the patient's and minor surgical procedures and assist in arranging investigations.
- Work within the Emergency Gynaecology Assessment unit and Gynaecology out-patient department when required
- Support staff within the team to develop and learn

Main Responsibilities and Duties:

Organisational Arrangements:



Knowledge, Skills & Experience Required

- Registered Nurse with the Nursing and Midwifery Council.
- Extensive experience working within gynaecology
- Ability to demonstrate leadership skills
- Act as a resource for all staff disseminating clinical skills and knowledge
- Knowledge of how the patients flow around the Trust

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- Basic IT skills including Word, Excel and email.
- Competence in a range of nursing skills.
- To be able to maintain accurate clinical observations of the patient and act accordingly
- To be able to monitor patient's progress, work towards safe and timely discharge plans and ensure barriers to discharge are identified and acted on appropriately
- To be able to recognise emergency situations and take appropriate action in regard to cardiac arrest, fire and major incident

Leadership and management

- Assist and advise staff in the delivery of patient care including provision of specialist knowledge and support to nursing staff and junior medical staffing the management of early pregnancy, gynae-oncology and general gynaecology
- Demonstrate an awareness of the economical use of resources and contribute to financial sustainability
- Complete and manage the roster for the gynaecology in-patient team
- Undertake appraisals/performance review of staff within the team

Education and training

- Ensure personal and professional development is progressed through Individual Performance Development Review and PREP guidelines as above
- Assist in the teaching and development of nursing staff and students helping them to achieve their learning outcomes.

Improving quality and developing practice

- Undertake nursing procedures such as venepuncture and cannulation when competent
- To utilise Patient Group Directives effectively
- Demonstrate understanding of research based practice, and participate as required in audit
- Develop new skills and knowledge pertaining to the speciality
- To keep up to date with current developments in nursing and ensure evidence based practice
- Collect data and participate in audit
- To ensure that all incidents involving patients or staff are reported and recorded in accordance with agreed policies. Participate in investigation of incidents and recommend possible preventative measures
- Ensure that staff have the knowledge, skills and resources to carry out care delegated to them.

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Physical, Mental & Emotional Effort & Working Conditions

- Ability to work and prioritise competing demands whilst working under pressure.
- Ensure equipment is in good working order and report appropriately when defective.
- Frequent exposure to blood and body fluids.
- You may be expected to manoeuvre patients/objects over 15kg using appropriate aids whilst adhering to manual handling guidelines and undertaking appropriate risk assessments.
- Responsibility to work within clinical care following required policies and procedures in infection control and COSHH regulations.
- To manage own and others time effectively within variable shift patterns.
- Ability to work where the work pattern may be unpredictable.
- Ability to work where the work pattern may be interrupted but there is also a requirement for concentration e.g. cannulation, venepuncture.
- To understand and provide support during distressing or emotional events.
- Ensure Trust's safeguarding Children and Adults policies are complied with

Summary of position:

This role is a fixed term of 45 weeks as a band 6 Registered Nurse working with gynaecology in-patients. The post holder needs to be flexible and adaptable to work within different settings, as patients are located throughout the hospital including out-patient setting for some procedures. The post holder will be expected to have extensive experience within gynaecology and have the ability to lead and promote high quality care. The post holder will also be expected to teach and educate both staff and patients about gynaecological conditions including cancer and early pregnancy, and provide leadership to the small nursing team.

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General conditions

Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages. In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

Terms and Conditions of Service

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

Data Quality

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

Personal Specification:

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Base:

Gloucestershire Royal Hospital

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Key to terms: E: Essential, D: Desirable. How is it assessed? I: Interview, A: Application

Qualifications

Registered Nurse with NMC	E	A
Degree level qualification	D	A
Gynaecology/womens health qualification	D	A
Recognised teaching qualification	D	A

Experience

Extensive current experience in gynaecology	E	A

Knowledge, Skills, Abilities

Excellent communication skills	E	A/I
Female catheterisation and ability to teach ISC	E	A/I
Organise and prioritise workload effectively	E	A/I
Good leadership skills	E	A/I

Qualities

Compassionate	E	A/I
Adaptable	E	A/I
Flexible	E	A/I



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