

Early Pregnancy Nurse Specialist

Nursing and Midwifery

Job Description and Person Specification



About us

Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) is a large teaching Trust located in North East London. Our Vision is to provide outstanding healthcare to our community, delivered with pride.

We care for a population of more than 750,000 people and are one of the largest employers in the region, with 7,500 staff and volunteers.

We have a national and international reputation for many of our specialist services, including stroke, renal, neurosciences, cancer services and trauma.

Depending on the kind of work you'd like to do, you could work in one of two locations:

- King George Hospital in Goodmayes, Ilford
- Queen's Hospital in Romford

Both hospitals provide a wide range of acute hospital services including: Emergency Department (A&E), outpatients, surgery, inpatient medical care and critical care. Together both hospitals have more than 1,000 inpatient beds.

Our Trust works in partnership with the Virginia Mason Institute (VMI) based in Seattle. It is one of only five hospital Trusts in the UK to have this arrangement. The Virginia Mason Institute is known for helping healthcare organisations around the world to create and sustain a 'lean' culture of continuous improvement which puts patients first.

Our Trust values

We take PRIDE in everything we do, our five core values reflect that PRIDE. These values were developed together with our staff. We work hard to provide outstanding care to our community, delivered with PRIDE.

Our PRIDE values of Passion; Responsibility; Innovation; Drive and Empowerment inspire us and keep our patients at the heart of everything we do.

OUR VISION: TO PROVIDE OUTSTANDING HEALTHCARE
TO OUR COMMUNITY, DELIVERED WITH PRIDE

OUR PRIDE VALUES

PASSION

RESPONSIBILITY

INNOVATION

DRIVE

EMPOWERMENT

Job Description

Job title:	Early Pregnancy Nurse Specialist
Band:	7
Hours of work:	37.5
Location:	Queens Hospital
Specialty/department:	Gynaecology
Accountable to:	Divisional Director of Nursing
Responsible to:	Matron

1. Job purpose

The post holder acts as a specialist practitioner in early pregnancy and will act as a resource across the gynaecology unit.

Provide early pregnancy ultrasound scanning in the nurse delivered Early Pregnancy Assessment Unit (EPAU)

The post is one of continuing development.

Working closely with the Consultant lead, Matron and Lead Nurse the post holder will ensure the delivery of evidence- based care throughout the unit.

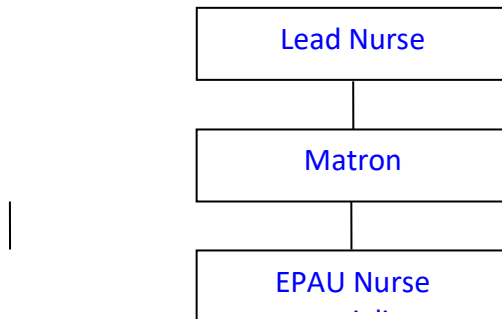
With an innovative approach to nursing the post holder will participate in developing and implementing service development projects.

The post holder with the other EPAU specialist nurse will be responsible for the on-going development of early pregnancy unit and working closely with the Gynaecology Assessment Unit (GAU)

The post holder will ensure that patients receive the necessary care and treatment to enable progress along an agreed pathway of care, *working towards and within NHS targets for emergency services*. This will be achieved through the application of specialist knowledge, skills and practice.

Working hours will be flexible to include weekends and evenings.

Organisational Position



2. Relationships

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

Internal Relationships

Lead Consultant for EPAU
Lead consultants for GEU
Gynaecology Consultants
Doctors
Gynaecology ward staff
Nurse working in GEU
Members of the multidisciplinary team
Advanced Nurse Practitioners
Lead Nurse
Matron
Midwives
Speciality manager

External Relationships

GP's
Members of the public

2. Clinical / operational responsibilities

To work within established quality standards of practice adhering to the NMC and Ultrasound Guidelines such as BMUS, RCOG and NICE guidelines for clinical excellence.

To lead in the delivery of an advanced specialist nursing sonography service for women accessing the EPAU service.

To work collaboratively with the clinical lead and multidisciplinary team

To practice as an independent accredited sonographer.

To receive, analyse and interpret ultrasound images and biochemical/ histological correlation to aid diagnosis.

To ensure continuity of a high standard of evidence based nursing care, assessing health, health related and nursing needs of patients, their families, and other carers by identifying and initiating appropriate steps for effective care.

To manage and support care for women requiring treatment for medical and surgical management of ectopic pregnancies and miscarriage.

To follow-up patients as appropriate and ensure all relevant information is available to enable patients to make an informed choice about their treatment

To provide leadership and act as an effective role model for best practice, acting as an expert in early pregnancy and giving clinical advice as necessary.

To participate in the identification and development of clinical protocols and strategies to enhance both the continuity and standard of early pregnancy care whilst ensuring equity of access to the service

To actively involve service users in providing feedback of their experience of the current service and suggestions for improvements.

To participate in the management of a specialist nursing team and to oversee the specialist nursing service within the department.

To assist in the process of recruitment of nursing staff and to support care group retention strategy within the unit.

To oversee accurate monitoring of staff data on e –roster, regarding, sickness, annual leave, staff recruitment, turnover and other absences.

To interpret the information gathered and act on these as necessary.

To maximise the use of resources within the unit in accordance with business plan objectives and constraints.

To set optimal stock levels of stores and equipment to always meet service needs.

To promote innovative and flexible responses to changing service and team demands, through appropriate direction, delegation, and support.

To investigate accidents and incidents within the unit and to implement corrective action where necessary.

To lead on EPAU Staff disciplinary matters reporting and seeking guidance from the Matron/ Lead Nurse and Human Resource manager.

To support the Matron/Lead Nurse in implementing Trust initiatives and strategies regarding EPAU.

To ensure all patients are fully informed of the risks and benefits of proposed procedures / treatments, contributing to the process of securing informed consent

To produce and provide all patients with relevant and accessible written information regarding their treatment in accordance with Trust standards

To supervise and participate in the delivery of programmes of education and training according to the identified needs of women, carers and others involved in their care

To work with other clinical staff to identify knowledge gaps in relation to specialist patients and ensure staff are appropriately educated o contribute to the development of nursing practice within the team

To actively participate in educational events provided by the Trust

To lead the development of practice knowledge within the speciality through internal and external presentation and publication.

Participate in auditing of departments clinical outcomes and participate in presenting findings and recommendations to facilitate future practice.

To promote and facilitate evidence-based practice and clinical audit within the Trust, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans

To produce and provide all patients with relevant and accessible written information regarding their treatment in accordance with Trust standards

To establish networks with other specialists at local, national and international level to exchange and enhance knowledge and expertise.

To attend meetings and conferences as appropriate so that you are fully conversant with current issues both within the Trust and within the specialist services locally- as per service commitments

To identify areas of potential research within speciality and assist / lead research and development programmes

To promote nursing research and evidenced based practice relevant to the speciality

To provide clear information to assist and enable patients to make lifestyle changes.

To assess capacity, gain valid informed consent and have ability to work within the legal framework with patients who lack the capacity to consent for treatment (including intimate examinations such as transvaginal scan)

To participate in Health Promotion activities in relation to national and local guidelines

To engage in the “breaking of bad news” with effective communication and counselling and communication to the referring clinician when necessary.

Promote a healthy and safe environment for patients and staff.

Assist with the collation of comments and complaints within the Early Pregnancy & Assessment clinics and formulate action plans to address identified issues.

Ensure promotion of well-being and safety for the women, staff, and other visitors to the clinical area.

Ensure that documentation and record keeping is comprehensively maintained.

Possess and use negotiation skills when dealing with staff, patients, and relatives which is always courteous, adhering to the Trust's code of behaviour.

To participate in the Trust governance processes

4. Policy, service, organisational and professional responsibilities

Maintain personal professional status by ensuring requirements laid by NMC for periodic registration to maintain professional licence

To develop collaborative partnerships and effective working relationships with clinical staff both within the Division and the Trust to influence the management, planning and development of the service

To ensure that practice is in accordance with the NMC Code of Conduct and adheres to Trust policies and procedures.

Provide health promotion information to patients and their partners

To use both verbal and non-verbal communication skills to effectively communicate with patients who often present with complex barriers to effective communication, including aggressive and abusive behaviour. Being able to provide advice to patients, carers and family members in order to promote understanding of the aims of imaging procedure. The explanation and delivery of patient ultrasound results with appropriate management and care pathways.

Maintain effective communication with the clinical leads within gynaecology, providing evaluation of the service as necessary.

To work with the specialist team to educate patients and their families/carers about their pregnancy related conditions and help patients make informed decisions about their care.

To ensure that practice is based on evidence and that evidence-based practice is developed within the specialist field of early pregnancy

To demonstrate commitment to own education and professional development.

To act as an educator in the specialist field with regards to the training and education needs of nurses, midwives, medical students and doctors.

To take part and support in research directly relevant to the client group.

To identify areas of practice requiring research and advise on nursing and other resource implications.

To share specialist research findings with colleagues.

To work in partnership with colleagues in the sharing of practice and achievement of best outcomes for patients.

To maintain own continuing professional development (CPD) and career pathway by attending various post graduate training courses to develop, maintain and implement high clinical standards within the unit.

Act as an effective role model in the demonstration of high standards of practice based on current and scientific base knowledge.

Act as counsellor and advisor on early pregnancy and gynaecology care to other areas within the trust.

To provide direct supervision and training of nurses, midwives, gynaecologists, obstetricians, trainee sonographers.

To participate in the process of operational policies review annually in accordance with RCOG and BMUS guidelines.

5. General

- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures.
- There will be many occasions when the Fertility nurse has to deal with distressed patients or members of the public who may manifest as distraught or angry individuals.
- The postholder is expected to wear uniform in accordance with the BHRT Uniform Policy.

6. Personal development

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be

identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

7 Mandatory Trust responsibilities

Amending the job description

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data protection

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust’s fair processing notice on its [intranet](#) and [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

Leaders’ agreement

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust ‘Leaders’ Agreement’.

Policies and procedures

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also

expected to be aware of our Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Safeguarding children and vulnerable adults

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust's Safeguarding Adult and Children Procedures.

Health and safety

Employees must be aware of the responsibilities placed on them by the Health and Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

Sustainable development and our health and wellbeing

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to "continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments."

All staff are required to support the Trust's Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

Infection control

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

Smoke free

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours, and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes heart and lung disease, and is harmful to young children. However, disposable or rechargeable e-cigarettes ("vaping") may be used outside hospital buildings.

General

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

Equal opportunities policy

Our Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by our Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

Date: Updated July 22

Prepared By: (Manager): LC/SL

Person Specification: Early Pregnancy Specialist Nurse Band 7

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
Education/ Qualifications	<p>NMC Registered Nurse</p> <p>Qualifications in ultrasound scanning in early pregnancy.</p> <p>1st degree or evidence to demonstrate working to this level.</p>		
Skills/ Abilities	<p>Relevant specialist clinical skills in Gynaecology</p> <p>Ability to demonstrate Trust values.</p> <p>Proactive forward-thinking approach</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to work under pressure.</p> <p>Self-motivated and innovative</p> <p>Flexible and adaptable</p> <p>The ability to maintain standards, initiate and develop evidence-based practice.</p> <p>Demonstrate empathy and sympathetic approach to women who have had a Pregnancy Loss</p> <p>Computer literate</p> <p>Able to develop good</p>	<p>Counselling skills</p> <p>Established organisational and leadership skills.</p> <p>Ability to establish effective communication with patients and colleagues.</p> <p>Innovative, able to problem-solve and make autonomous decisions.</p> <p>Teaching skills in informal and formal situations</p> <p>Ability to work without supervision.</p> <p>Ability to work as part of a team</p>	

	interpersonal relationships with all members of the multi-disciplinary team.		
Experience	Recent gynae experience. Proven management and leadership experience	Evidence of other post graduate study Evidence of research and audit	
Knowledge	Knowledge/understanding of confidentiality issues. Expert knowledge of gynaecology specialist field and treatments Knowledge of health promotion activities and strategies Understands the meaning of child protection and highlights concerns as required. Awareness of current related research and relevant professional issues Awareness of quality issues, standards, and audit Knowledge and understanding of health care needs in a multi-cultural society.		
Personal Qualities	Assertive Approachable Listening skills Communication skills Attention to detail. Calm Able to deal with stressful situations. Work independently. Be able to break bad news. Acknowledge own limitations Empathy		

	<p>Sharing knowledge with others Motivated to further personal and professional development</p> <p>Ability to work flexibly to meet the needs of the service</p>		
--	--	--	--