

## Job Description

<b>Job Title</b>	<b>Clinical Nurse/Midwife Specialist in Early Pregnancy care</b>
<b>Band</b>	7
<b>Managerial Reporting Responsibility</b>	Lead Nurse Gynaecology
<b>Professional Reporting Responsibility</b>	Matron for Gynaecology
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>▪ An expert practitioner, providing leadership, management and education to enhance the care for women with complications in early pregnancy and conditions regardless of location within the Trust.</li> <li>▪ To manage a clinical caseload including performing and interpreting early pregnancy ultrasound scans</li> <li>▪ To be able to demonstrate advanced communication skills. Communicating with women, families and other healthcare professionals.</li> <li>▪ To provide safe, effective, compassionate women centred care. To make a positive difference to the experience of women and their partners and/or family at a vulnerable and stressful time.</li> </ul> <p>To provide support and counselling to women experiencing early pregnancy loss and be able to demonstrate evidence based use of all management options.</p> <ul style="list-style-type: none"> <li>▪ To act as the womens' advocate empowering women, as individuals, to make the right choices in managing pregnancy loss.</li> <li>▪ Develop and maintain collaborative working with both internal and external professionals. Ensuring delivery of best care.</li> <li>▪ To be responsible for the development and monitoring of standards and policies of clinical practice within the designated area.</li> <li>▪ To ensure service delivery meets national standards</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To be professionally and legally responsible and accountable for all aspects of own work including the management of patients in your care.</li> <li>▪ To ensure that accurate, legible records of patient care are kept and that are consistent with Trust professional and service guidelines.</li> </ul>
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## PRINCIPLE RESPONSIBILITIES

### Managerial

1. Be responsible for the standard of nursing care delivered in work area. Display evidence that staff provide holistic, evidence-based, patient-centred care. Demonstrate that patients are involved in both decisions affecting their care and well-being and in service development. Practice in accordance with the professional, ethical and legal codes of the Nursing and Midwifery Council, and Trust's protocols and guidelines. Be accountable for own practice and for the delegation of care he/she gives to more junior colleagues, support workers and students.
2. Manage people and financial resources to ensure the effective operation of the team for which he/she is responsible. Work with the Lead nurse to ensure effective skill-mix and appropriate caseload management at all times.
3. Allocate work and assess performance of the team members objectively against set criteria/competencies. Be responsible for ensuring that individual Performance Review and Personal Development Plans are completed for each staff member. Provide clear feedback to team members in a way that is conducive to maintaining and improving performance. Work closely with the Human Resources Department as appropriate.
4. Demonstrate excellent personal communication. Establish and maintain effective two-way communication channels with individuals and groups. Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed.
5. Be responsible for the standards of cleanliness in the clinical area and for a well-maintained Ward/Department environment.
6. Be responsible for ensuring the clinical area practices within Data Protection/Confidentiality/Caldicott principles.
7. Actively promote diversity, including race diversity, both in the delivery of the Directorate's services and in the recruitment, management and development of staff within the clinical area. Generate and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
8. Promote interdisciplinary working, with outcomes aimed at the best interest of patients.
9. Co-ordinate services – triage, appointments and referrals to other services.

10. Service evaluation, including womens' views on the service. To collect and analyse data to demonstrate service effectiveness and to create own audit and research data.

### **Clinical and Technical**

1. Practices in accordance with the professional, ethical and legal codes of the Nursing and Midwifery Council and Trust's protocols and guidelines. Is accountable for own practice and for the delegation of care he/she gives to more junior colleagues, support workers and students
2. Demonstrates ability to assess, plan, implement and evaluate the needs of patients/families and carers. Demonstrates concise, accurate, timely record keeping. Supports more junior staff and students to deliver high standards of effective, patient centred-care. Displays good analytical ability and sound decision making in changing clinical situations. Develops insight into evidence underpinning care.
3. Have the ability to work independently as an autonomous practitioner as well as part of the multidisciplinary team and be organised in the practice environment.
4. Be able to undertake consultations independently, including assessment, history taking, physical and psychological assessment. Be competent in use of and interpreting diagnostic skills such as speculum examination, venepuncture and cannulation and understanding ultrasound reports. Develops own clinical, technical and interpersonal skills, and critical thinking ability to become a competent practitioner.
5. Facilitate nurse-led clinics, face-to-face and telephone services. To create and evaluate clinical management plans for individuals.

### **Teaching and Training**

1. Assists in the promotion/development and maintenance of a culture within the clinical environment, which challenges and questions practice and promotes the quality of thinking amongst practitioners. Conduct audits and consider research opportunities to enhance practice.
2. Responsible for mentoring and development of junior health care professionals within the Early Pregnancy Service
3. Works with team to develop effective and appropriate teaching, training and development for patients and colleagues. Contribute to educational and nursing audits and the subsequent implementation of action plans.
4. Information technology skills to incorporate use of databases, protocols, audit. Awareness of the impact of social media on womens knowledge and/or expectations.
5. To raise awareness within primary and acute care, to work with relevant support groups in order to highlight the needs of women dealing with early pregnancy complications and/or acute gynaecological emergencies.

## ROLE RESPONSIBILITIES

1. Participates in Clinical Governance to maintain and improve standards of patient care. Work as a role model in placing the patient's experience at the core of service delivery. Assist in the monitoring and auditing of the quality of care through a range of strategies, including risk management incident reporting, complaints, research and effectiveness monitoring and clinical audit. Ensure own actions promote quality and alert others to quality issues. Contributes to the development of the service.
2. Demonstrates commitment to the vision and objectives of the clinical area. Work with the directorate team, Lead Nurse, Ward Sister/Charge Nurse in effectively managing the allocated financial resources within allocated budget. Demonstrate understanding of the importance of ensuring effective skill-mix and appropriate caseload management at all times.
3. Assists in the monitoring and maintenance of the health, safety and security of self and others in work area. Assists in the identification and assessment risks in work activities. Help to developing strategies to manage these effectively. Work within risk management/Occupational Health legislation and Trust procedures and ensure that colleague for whom the post-holder is responsible works within the same.
4. Takes responsibility for own continuing professional development and performance, maintaining own portfolio in accordance with re-registration requirements. Is able to identify own development needs in relation to current practice and future plans, setting personal development objectives.

***This job description is not exhaustive and will be subject to periodic review in association with the post-holder.***

**PERSON SPECIFICATION -**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Registered Nurse (Adult) Current NMC registration. Safeguarding Training (level 2). Recognised teaching/assessing qualification (e.g. ENB 998, C&G 730 or equivalent). Educated to 1st degree level and commitment to masters level study Evidence of further academic/personal development. CASE accredited training in early pregnancy ultrasound	Safeguarding level 3 Masters level study
<b>Experience</b>	Extensive experience in early pregnancy care Able to demonstrate advanced communication skills Knowledge and understanding of clinical governance processes Knowledge of audit process and understanding of quality assurance activities. Evidence of leadership/management Experience of implementing effective change into a clinical setting	.
<b>Management and leadership style.</b>	Good insight and ability to handle constructive feedback. Proven ability to work in partnership with others. Demonstrates tenacity in dealing with issues. Demonstrates the ability to influence and hold clinical colleagues to account. Can demonstrate ability to act in accordance with the Trust's leadership model and is willing to develop skills in accordance with this model as required. Able to maintain leadership standards especially when working in a challenging and busy environment. Proven ability of problem solving and conflict resolution. Ability to work under pressure and set priorities to achieve service objectives. Knowledge and understanding of professional and ethical issues. High level of presentation and training skills. Knowledge and understanding of clinical governance gained from experience of working with such systems. Knowledge of audit process and understanding of quality assurance activities. Computer literacy to support this role.	Has a clear vision for the future of early pregnancy services, developed in the context of credible past experience, personal beliefs and the Trust's strategy.
<b>Specialist knowledge, skills and</b>	Extensive knowledge in Early pregnancy care including management options and associated side effects. Able to undertake consultations independently including history	

<b>abilities</b>	<p>taking, physical and psychological assessments and implement management plans, know when to refer on if outside scope of practice</p> <p>Competent in early pregnancy ultrasound and able to interpret results</p> <p>Be competent in the use of and interpreting of diagnostic skills such as speculum examination (including removal of pregnancy tissue from the cervix).</p> <p>Competent in venepuncture and cannulation</p> <p>Demonstrates empathy and compassion</p>	
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## POLICIES AND PROCEDURES

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

### Confidentiality

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

### Equality of Opportunity and Diversity

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

### Fire

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

### Health and Safety at Work Act

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to cooperate with the Trust to ensure that statutory and departmental safety regulations are followed.

**Medical Questionnaire**

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

**Smoking Policy**

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

**Infection Control**

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code, and for clinical staff, aseptic technique.
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates.