TITLE | FERTILITY NURSE ASSISTANT
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GRADE: | 7

FUNCTION/AREA | BOURN HALL CLINIC NURSING

REPORTING TO | LEAD NURSE

PURPOSE OF THE ROLE

To assist in the provision of the best possible care and support given to all patients who attend Bourn Hall Clinics in accordance with the philosophy of the Bourn Hall Clinic Group.

MAIN INTERFACES

INTERNALLY: Directors, Business Support Services staff and all staff at Bourn Hall Clinics.

EXTERNALLY: Patients, relatives, visitors, Transport/Satellite Unit Personnel, Anaesthetists, Operating Department Practitioners.

KEY TASKS AND RESPONSIBILITIES

- To provide support and assistance to the nursing staff in all areas of the Bourn Hall Clinic Nursing Function.
- To support the Nursing Function in achieving the appropriate clinic objectives and in the introduction of specific projects or practices.
- To provide and maintain an excellent standard of care within the Nursing Function.
- To be able to work in all areas of the clinic. (Other than Embryology)
- To support the trained nurses in conducting all appropriate nurse/patient discussions.
- Responsible for HFEA reporting for pregnancy outcomes/early outcomes and registrations.
- To assist with the running of the clinic patient support group when appropriate.
- Responsible for ordering and maintaining stock levels in clinical areas eg theatre/procedure rooms/outpatients.
- Phlebotomy.
- To take part in the weekend on call roster where applicable.
- To work as part of the nursing team and support the Lead Nurse in the day to day running of the clinical activities.
- To support the Nursing Function in the achievement of objectives.

MANAGEMENT/LEADERSHIP

- To take some responsibility for the development of a specific task or project; which may be allocated within the role dependent on skills and experience.
- To act as a positive role model to all new staff, assisting the nursing staff with training of new members of staff.
- Able to act as a mentor for new staff.
ACCOUNTABILITY AREA

- To ensure the highest standard of care is given to all patients in their care, maintaining patient confidentiality at all times.
- To perform all general/clinical tasks within own areas of expertise and experience.
- To ensure all care is given in accordance with agreed Bourn Hall Clinic Standard Operating Procedures.
- To maintain own personal and professional development records, attending mandatory study/training sessions as required.
- To undergo and actively participate in personal performance appraisals in accordance with the clinic’s policy.

AUTONOMY & AUTHORITY

To assist in monitoring the patients and to report any adverse reactions or problems to a trained member of the nursing staff.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

- To have an in-depth understanding of the tasks permitted within the role, and to be able to perform these tasks with confidence, willingness and accuracy.
- To develop an understanding of issues facing patients undergoing fertility treatment.
- To develop an understanding and use of the Bourn Hall Clinic database system.
- To read and apply all appropriate Bourn Hall Clinic SOPs.
- To develop an understanding of the different treatment types available at Bourn Hall Clinics including funded and self funded patients.
- To have an understanding of the support required for the qualified nursing staff in each of the nursing functions, and to be able to provide the required support according to developed skills and experience.
- To have knowledge and understanding of Bourn Hall Clinics annual goals and objectives.

PROBLEM SOLVING

- To be attentive in all areas worked, and to report any problems to a member of the nursing staff.
- To provide input within the remit of expertise, to problem solving within any area of the Nursing Function.

NATURE & AREA OF IMPACT

To promote an air of confidence, confidentiality, discretion and courtesy with all patients, relatives and visitors.

INTERPERSONAL SKILLS

- To work as part of a multidisciplinary team providing support to patients and colleagues across all functions.
- To demonstrate an empathetic approach in understanding the patients' problems and anxieties throughout their treatment process.
- To develop the ability to communicate effectively at all levels.
- To develop the ability to instil a sense of confidence in the patients being treated.
- To develop a calm approach when working in all areas of the clinic, with a good attention to detail.
SPECIAL PROJECTS

To assist the nursing staff as and when appropriate, with any specific projects.

CANDIDATE’S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Previous experience within a service environment would be beneficial.
- Responsible, caring personality.
- High degree of confidentiality.
- Willingness to learn new skills.

LANGUAGES

Excellent command of both written and spoken English.

SKILLS & COMPETENCIES

- The ability to work as an effective part of a multidisciplinary team and communicate well at all levels.
- Have a calm and flexible approach.
- Able to work methodically and accurately to published procedures.

APPROVALS

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