

Job Description

TITLE	LEAD NURSE	GRADE:	12
FUNCTION/AREA	NURSING FUNCTION		
REPORTING TO	CHIEF EXECUTIVE		

PURPOSE OF THE ROLE

To organise and ensure the best possible care and assistance is given to all those who attend Bourn Hall Clinics in accordance with the Bourn Hall Clinic philosophy.

MAIN INTERFACES

INTERNALLY: Chief Executive, Regional Leads, Senior Nurses, Directors, Patient Services, Business Support Services staff and staff at all Bourn Hall Clinic sites.

EXTERNALLY: Patients, relatives, visitors, General Practitioners, Infertility Counsellors, Satellite Unit Personnel, Anaesthetists, Operating Department Practitioners, Oncology Units, External Consultants.

KEY TASKS & RESPONSIBILITIES

- To support the achievement of Bourn Hall Clinic objectives at Group, Clinic and departmental level.
- To establish a strong collaborative and co-operative relationship within the Nursing function between all Bourn Hall Clinics.
- To maintain excellent collaboration with other functions; particularly Medical, Embryology and Patient Services.
- As a member of the appropriate Bourn Hall operational management team, to be responsible for the day to day running of the units and to recommend future developments.
- To supervise and support the nursing staff across the identified clinics, working regularly at each site.
- To oversee and delegate the day-to-day clinical activity at each identified clinic, ensuring appropriate input to patient's treatment with awareness of staffing levels and skill mix.
- To work closely with the Senior Nurses at each identified clinic, establishing excellent lines of communication and supporting the development of their individual roles.
- To act as an effective role model and to recognise the need for appropriate delegation and support for each member of the nursing team at each identified clinic.
- To ensure that the highest possible standards of care are given and maintained by all the nursing staff.
- To ensure the nursing function is compliant with the requirements of the HFEA and CQC.
- To ensure that each member of the nursing staff complete all appropriate competency documents and keep up to date with Workbench tasks.
- To ensure that all nursing staff complete and participate in their individual performance appraisal and competency reviews.

KEY TASKS & RESPONSIBILITIES (continued)

- To promote an harmonious and close working partnership between all Bourn Hall Clinic units by understanding the staffing requirements of all other units and participate in providing appropriate nursing support in such units when required.
- To recognise appropriate responsibility for the development or introduction of a specific task or project approved by Bourn Hall Clinic, and delegate to staff accordingly.

MANAGEMENT/LEADERSHIP

- Responsible for the management of the nursing staff at each of the identified clinics.
- To provide strong management and leadership skills, and act as an effective role model, delegating appropriately and encouraging staff to develop and advance their skills.
- To establish regular one to one discussions with the Senior Nurses at each identified clinic.
- To establish regular Nurses' meetings at each identified clinic.
- To supervise the training and development of junior staff including all mandatory training.
- To introduce/manage agreed new changes/systems within the Nursing function.
- To ensure any changes to working practices are disseminated effectively and efficiently to all appropriate nursing staff.
- To appropriately deploy nursing staff and physical resources, within recognised financial limits.
- To demonstrate the ability to effectively lead and motivate a team of staff within the clinical environment.
- To take a pro-active role in the management of change, and support staff through times of change.
- To supervise or act as mentor/supervisor for new staff members within the Nursing function.

ACCOUNTABILITY AREA

- Accountable to the Chief Executive.
- To ensure Bourn Hall Clinic nursing staff provide the highest standard of care to all patients, maintaining patient confidentiality at all times.
- To ensure compliance to:
 - The Human Fertilisation and Embryology Authority (HFEA) Code of Practice and Standards; including accurate completion of all appropriate patient consents.
 - The Care Quality Commission (CQC).
 - The NMC Code of Professional Conduct, working within and accepting responsibility for maintaining agreed levels of competence.
 - Bourn Hall Clinic policies and procedures.
- To undertake and maintain appropriate training in order to undertake the role of the Registered Manager within specified clinics – fulfilling CQC requirements.
- To liaise with the Safeguarding Officer on all matters regarding the Safeguarding of Adults and Children within specified clinics.
- To undertake the lead nursing role in HFEA/ CQC inspections at specific clinics.
- To ensure the accurate and timely completion of all patient treatment records (IDEAS and written forms) by the nursing staff.
- To ensure all appropriate patient consents are completed accurately and timely.
- To assist when necessary, in the performance of clinical tasks within own areas of expertise and experience.
- To be responsible for maintaining full registration with NMC: to maintain own personal and professional development and meet the requirements for continuing Revalidation.
- To act as the 'Confirmer' regarding the ongoing Revalidation of identified nursing staff.

AUTONOMY & AUTHORITY

- To be responsible for the professional conduct of all nursing staff, and to take appropriate measures to address any issues.
- In consultation with the other Regional Lead Nurses and Nursing Development Director, to regularly review all nursing policies and protocols and delegate where necessary, their modification, to ensure the highest possible standards of care are administered.
- To ensure that these policies and procedures are adhered to.
- To ensure that Health and Safety regulations are complied with.
- To demonstrate and delegate autonomy for accurate decision making within the parameters of the approved policies and procedures.
- To delegate the management of the daily, monitoring meetings; demonstrating support to the nurses and liaising with the medical staff as necessary.
- To ensure that the balance of patient case-load activity is established and maintained at each identified clinic.
- To be responsible with Human Resources for the recruitment and retention of nursing staff at identified clinics.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

- Excellent understanding of issues facing patients undergoing fertility treatment, and the role of each member of the nursing team during these treatments.
- Be able to provide relevant, expert, specialist advice and support to all staff and patients as and when required.
- Maintain competency to carry out advanced specialist clinical procedures e.g. ultrasound scanning, IUIs, embryo transfers, patient consultations, organising specific patient screening tests or procedures as and when appropriate and dependent on skills.
- To keep up to date with current literature and research in the specialty.
- To use and understand the application of the Bourn Hall Clinic database system.
- To have a complete knowledge and understanding of the financial expenditure/budget for the unit and Nursing function, and to work within these constraints.
- To have a complete understanding of the different types of treatment available at Bourn Hall Clinics for both funded and self funded patients.
- To be fully aware of all the treatment costs and the procedures in place to ensure accurate cost information is provided to both patients and Accounts staff.
- To have knowledge and understanding of all Bourn Hall Clinics activities and an awareness of the business environment.
- To have knowledge and full understanding of the assigned Clinic's annual financial and business objectives.

PROBLEM SOLVING

- To be attentive in all areas worked and be able to identify any obvious problems. To discuss such problems with relevant management colleagues and assist in resolving them.
- To be aware of opportunities within the role which enable a solution oriented approach to problem solving.
- To keep Quality Assurance/Management informed of any incidents or complaints and collaborate in finding an appropriate resolution.

NATURE & AREA OF IMPACT

To be responsible for the day to day management of the nursing staff at the identified clinics, ensuring the highest possible standards of patient care are maintained, and all decisions made by the nurses are within the parameters of Bourn Hall Clinic policies and procedures.
To be responsible for the day to day running of the identified clinics with collaboration with Management colleagues.

INTERPERSONAL SKILLS

- To work as part of a multidisciplinary team providing support to colleagues and patients across all functions.
- To be able to address and manage professional or disciplinary issues within the function with sensitivity and responsibility, and to recognise when to liaise with Human Resources.
- To demonstrate an empathetic approach in understanding patients' problems and anxieties throughout their treatment.
- To have the ability to communicate effectively at all levels.
- To have the ability to instil a sense of confidence in both staff, and patients undergoing treatment.
- To demonstrate well developed leadership skills and the ability to 'see the bigger picture'.

SPECIAL PROJECTS

To participate in special projects at identified clinics or for the Bourn Hall Group at any of the clinic sites.

CANDIDATE'S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Fully qualified trained nurse, with a minimum of six years post registration experience together with a minimum of three years experience within the field of Women's Health and Assisted Conception.
- Experience of trans-vaginal and abdominal ultrasound.
- Experience of strong staff management is essential; supported with evidence of appropriate training.
- Basic Life Support essential.
- Advanced Life Support training desirable.
- A willingness to learn new clinical skills.

LANGUAGES

Excellent command of both written and spoken English.

SKILLS & COMPETENCIES

- The ability to successfully manage a team of staff who maintain the highest level of standards of care and professionalism.
- The ability to work as part of a multidisciplinary team, manage a team of staff and communicate well at all levels.
- To have a calm and flexible approach, and able to demonstrate an awareness of the importance of diplomacy, accuracy and attention to detail.
- A team player, working collaboratively with nursing colleagues and Leads from other functions to ensure the smooth running of the clinics and the best patient outcome/experience.
- Openness to new ideas and the ability to implement protocols, procedures and management initiatives with nursing and other colleagues.
- Willing and able to travel to any Bourn Hall Clinic sites.

APPROVALS

JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	