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| TITLE | SPECIALIST FERTILITY NURSE/MIDWIFE | **GRADE:** |  |
| **FUNCTION/AREA** | BOURN HALL CLINIC NURSING | | |
| **REPORTING TO** | NURSING DEVELOPMENT DIRECTOR | | |

## PURPOSE OF THE ROLE

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| 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**

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| **INTERNALLY**: Chief Executive, Directors, Senior Management team, Regional Leads, Patient Services, Business Support Services staff, staff at all Bourn Hall Clinics. |
| **EXTERNALLY**: Patients, partners, visitors, General Practitioners, Infertility Counsellors, Satellite Clinic Personnel, External Consultants and NHS services at Queen Elizabeth Hospital King’s Lynn. |

**KEY TASKS & RESPONSIBILITIES**

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| * To support and maintain the co-ordination of the Level 2 service at BHC King’s Lynn clinic. * To maintain excellent communication and liaison with the Nursing Development Director and Clinical Regional Leads. * To establish and maintain excellent communication and liaison with all staff at BHC Norwich and Cambridge with regards to Level 2 service. * To assist in the supervision of the Patient Pathway for all Level 2 patients undertaking all or part of their treatment at King’s Lynn. * To assist in the supervision and referral of Level 2 patients to Level 3, undertaking the completion of all appropriate screening and the understanding of the necessary criteria. * To support the Nursing Development Director and Regional Lead Nurses in the management of the nursing staff at BHC King’s Lynn. * To supervise and delegate the day-to-day clinical activity at BHC King’s Lynn, ensuring appropriate input to patient’s treatment with awareness of staffing levels and skill mix. * To be able to manage appropriate Level 2 clinics at BH Norwich when required. * To ensure the highest possible standards of care are given and maintained by all the nursing staff. * To act as an effective mentor and role model and to recognise the need for appropriate delegation and support for each member of the nursing team. * To collaborate with the Nursing Development Director and Regional Lead Nurses in ensuring that all Kings Lynn nursing staff complete and participate in their individual performance appraisal and competency reviews. * To ensure the nursing function at BHC King’s Lynn is compliant with the requirements of the HFEA and CQC. * To support the Nursing Function in the achievement of Bourn Hall Clinic objectives and the introduction of specific projects and objectives. * To assist the Regional Leads in the monitoring and management of appropriate Level 3 patients and understand the consent and management requirements required within this service. * To promote a 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 if 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**

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| * To be responsible for the day-to-day management of BHC King’s Lynn. * To provide strong leadership skills, and act as an effective role model, delegating appropriately and encouraging staff to develop and advance their skills. * To demonstrate the ability to effectively lead and motivate a small 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. * To assist in the co-ordination of appropriate Level 2 clinics at BH Norwich. |

**ACCOUNTABILITY AREA**

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| * To ensure the Bourn Hall Clinic nursing team provide the highest standard of care to all patients, always maintaining patient confidentiality. * To ensure compliance to: * The Human Fertilisation and Embryology Authority (HFEA) Code of Practice and Standards. * 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 all necessary clinical tasks within own areas of expertise and experience required to manage the Level 2 service, including undertaking ultrasound scanning and accurate interpretation. * To ensure the maintenance by nursing staff, of accurate and legible patient treatment records. * To ensure that all appropriate patient consents are completed correctly and in a timely manner. * To be responsible for maintaining full registration with NMC. * To maintain own personal and professional development in accordance with revalidation requirements, attending mandatory and voluntary study/training sessions as required. * To undergo and actively participate in personal performance appraisals and competence reviews in accordance with the BHC Performance Appraisal and Competency SOP. |

**AUTONOMY & AUTHORITY**

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| * To be responsible for the professional conduct of local nursing staff in collaboration with Nursing Development Director and Regional Lead Nurses. * In consultation with the appropriate Clinical Staff and Nursing Development Director, to assist in the writing and review of the Level 2 protocols and related instruction sheets, 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 and Infection Control regulations are complied with. * To ensure all appropriate internal clinic audits are completed and reported appropriately. * To demonstrate and delegate autonomy for accurate decision making within the parameters of the approved policies and procedures. * To conduct appropriate annual staff appraisals. * Play an active supporting role in the recruitment and retention of appropriate local staff. |

**FUNCTIONAL** **KNOWLEDGE/BUSINESS EXPERTISE**

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| * Excellent understanding of issues facing patients referred for Level 2 investigations and treatment. * Excellent understanding of issues facing patients undergoing fertility treatment, and the role of the Fertility Nurse / Midwife Specialist during these treatments. * Be able to provide relevant, expert, specialist advice and support to all staff and patients as and when required. * To have a complete understanding of the appropriate NHS ‘Choose and Book’ system used in the referral of patients to the Level 2 service. * To understand the criteria required to access both Level 2 and Level 3 NHS service provision. * To liaise with Patient Services at BHN in the assessment of the citizenship of all Level 2 referrals. * To understand and maintain access to all appropriate NHS Level 2 results, and handle results with proficiency and confidentiality. * To understand and implement appropriate Patient Pathway for NHS and self-funding patients for both Level 2 and Level 3 patients seen at BHC. * Maintain competency to carry out advanced specialist clinical procedures e.g., Ultrasound scanning, 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 an 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 understanding of Bourn Hall Clinic’s annual financial and business objectives. |

**PROBLEM SOLVING**

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| * To be attentive in all areas worked and be able to identify any problems. To discuss such problems with the Nursing Development Director, other Regional Leads, or an alternative member of the medical/nursing team to assist in resolving the issue. * To be aware of opportunities within the role that enables a solution-oriented approach to problem solving. * To keep Quality Assurance/Nursing Development Director informed of any incidents, non-conformities or complaints and collaborate in finding an appropriate resolution. |

**NATURE & AREA OF IMPACT**

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| To be responsible for the day-to-day management of the nursing function at BHC King’s Lynn, 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. |

**INTERPERSONAL SKILLS**

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| * To work as part of a multidisciplinary team providing support to colleagues and patients across all functions. * To be able to assist in addressing and managing professional or disciplinary issues at BHC King’s Lynn with sensitivity and responsibility, and to recognise when to liaise with Human Resources and/or Nursing Development Director or appropriate Regional Leads. * 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**

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| To participate in special projects for the Bourn Hall Group or assigned clinic as and when required. |

**CANDIDATE’S PROFILE**

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| EDUCATION/PROFESSIONAL EXPERIENCE  * Fully qualified trained nurse or midwife, with a minimum of four years post registration experience together with a minimum of two years experience within the field of Women’s Health and/or Assisted Conception. * Experience of trans-vaginal and abdominal ultrasound. * Line management experience. * Basic Life Support essential. * Intermediate or Advanced Life Support training desirable. * A willingness to learn new clinical skills. * Experience in management of Level 2 fertility patients desirable.  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 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. |

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| **APPROVALS** | | | |
| JOB HOLDER: |  | DATE: |  |
| LINE MANAGER: |  | DATE: |  |