Job Description

TITLE	FERTILITY NURSE / MIDWIFE	**GRADE:**	**8**
FUNCTION/AREA	BOURN HALL CLINIC NURSING		
REPORTING TO	REGIONAL LEAD NURSE / SENIOR FERTILITY NURSE SPECIALIST		

PURPOSE OF THE ROLE

To 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: Regional Lead Nurse, Senior Nurses, Chief Executive, Directors, Patient Services, Business Support Services staff and staff at all Bourn Hall Clinics sites

EXTERNALLY: Patients, relatives, visitors, GP's, Infertility Counsellors, Satellite Unit Personnel, Anaesthetists, Operating Department Practitioners, Oncology Units, External Consultants

KEY TASKS & RESPONSIBILITIES

- To support the Regional Lead / Senior Nurse in achieving the appropriate clinic objectives, and in maintaining an excellent standard of care throughout the Nursing Function.
- To develop a full and comprehensive understanding of the fertility services offered by Bourn Hall Clinic and the role of the Fertility Nurse / Midwife.
- To provide expert specialist advice and support to patients following their referral, diagnosis and throughout their treatment.
- To adhere to the Bourn Hall Clinic working practices and to understand the requirements of the HFEA and CQC.
- To understand the use of appropriate patient consents for all treatments and to ensure that these are completed correctly and timely.
- To undergo and actively participate in personal performance appraisals in accordance with the clinic's policy.
- To support the Nursing Function in the achievement of objectives.

MANAGEMENT/LEADERSHIP

- To assist with the day-to-day management of clinical activity in all areas of the Nursing Function ensuring appropriate input to patient's treatment with awareness of staffing levels and skill mix.
- To recognise the skills required in order to support the day to day management of each nursing area.
- To take some responsibility in supporting the development of a specific task or project which may be allocated within the role, dependant on own skills and experience.

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 clinical tasks under supervision, 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 accurate and legible patient treatment records.
- To understand all elements of consent taking and recognise individual responsibility in ensuring all appropriate patient consents are completed correctly and timely.
- To be responsible for maintaining full registration with NMC.
- To become conversant with and adhere to the Human Fertilisation and Embryology Authority Code of Practice.
- To maintain own personal and professional development in accordance with PREP requirements, attending mandatory study/training sessions as required.
- To undergo and actively participate in personal performance appraisals and competency reviews in accordance with the Bourn Hall Clinic Performance Appraisal SOP.

AUTONOMY & AUTHORITY

To develop appropriate autonomy for decision making within the parameters of approved procedures, with guidance from senior staff.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

- To develop a good understanding of issues facing patients undergoing fertility treatment and the role of the practitioner during these treatments.
- To learn to provide expert specialist advice and support to patients following diagnosis and throughout their treatment.
- To use and understand the application of the Bourn Hall Clinic database system.
- To read and apply all appropriate Bourn Hall Clinic Nursing SOPs.
- To consider undertaking additional specific competencies in order to progress to a higher grade.
- To keep up to date with current literature and research in the specialty.
- To develop an understanding of the different treatments available at Bourn Hall Clinics.
- To develop an understanding of all appropriate consent forms (HFEA and BHC) used within BHC.
- To develop an understanding of the charging arrangements for all treatments offered by Bourn Hall Clinics, and the necessary paperwork that requires completion, to ensure the Accounts Department may prepare the relevant invoices for the patients.
- To gain knowledge of and develop a basic understanding of all Bourn Hall Clinic activities and an awareness of the business environment.
- To gain knowledge of and develop an understanding of the Clinic’s annual financial and business objectives.

PROBLEM SOLVING

- To be attentive in all areas worked and to report any problems to a more senior member of the management team.
- To be aware of opportunities within the role that enables a solution oriented approach to problem solving.

NATURE & AREA OF IMPACT

To learn to actively participate in the nursing meetings.

INTERPERSONAL SKILLS

- To work as part of a multidisciplinary team providing support to patients and colleagues across all clinic 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.

SPECIAL PROJECTS

To participate in any special projects as and when required.

CANDIDATES PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Good basic education.
- Fully qualified trained nurse or registered midwife, preferably with a minimum of two years post registration experience, with experience or an interest in the field of Women's Health.
- Basic Life Support essential.
- Willingness to learn new clinical skills.
- Advanced Life Support an advantage.

LANGUAGES

Excellent command of both written and spoken English.

SKILLS & COMPETENCIES

- The ability to work as part of a multidisciplinary team and communicate well at all levels.
- A calm and flexible approach.
- Empathetic approach to patients.
- Able to demonstrate an awareness of the importance of diplomacy, accuracy and attention to detail.

APPROVALS			
JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	