Portsmouth Hospitals University NHS Trust

Job Description

Title: Nurse Hysteroscopist

Band: 8a

Staff Group: Nursing

Reports to: Gynaecology Matron

Job Purpose:

The post holder will manage a defined caseload and provide highly specialist nursing support, advice, education and care. They will retain responsibility for assessing care needs and for developing, implementing and evaluating programmes of care, including setting standards and supporting evidence-based practice within hysteroscopy.

The Nurse Hysteroscopist will independently assess, diagnose and manage women referred to the hysteroscopy clinic in accordance with national, regional and local protocols. The post holder will audit service performance against relevant national guidance, including BSGE, NICE and RCOG guidance.

Key Responsibilities

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

Clinical quality and safety

• Hold continuing responsibility for a defined caseload, assessing need and developing, implementing and evaluating highly specialist programmes of care in line with hysteroscopy protocols.

• Independently undertake complete episodes of care, including history-taking, examination, hysteroscopy, ordering and interpreting investigations, diagnosis, treatment and planning, follow-up and discharge.

• Make autonomous clinical judgements guided by BSGE, NICE and RCOG guidance, escalating or liaising with medical colleagues where required.

• Communicate complex and sensitive information compassionately, support informed choice and written consent, overcome barriers to understanding and act as the patient's advocate.

• Maintain accredited clinical competence, advanced technical skills and safe practice, including infection prevention, environmental safety, risk management and accurate clinical documentation.

• Where appropriately qualified and authorised, supply, administer or prescribe medicines in accordance with Trust policy, patient group directions, local formularies and the British National Formulary.

Service development and improvement

• Lead clinical audit, research and improvement activity; compare local performance with national standards; agree action plans; and implement and evaluate changes in practice.

• Lead the development and review of specialty policies, protocols, patient information and care pathways, promoting innovation and user involvement.

• Work with Managers, Consultants and specialist colleagues to develop the service and deliver activity in accordance with the agreed job plan.

Management and leadership

• Provide credible clinical leadership and specialist advice across professional and organisational boundaries, supporting a cohesive multi-disciplinary team.

• Promote and manage change, contribute to performance metrics and investigations, and maintain effective local, regional and national communication networks.

• Organise clinic profiles to reflect demand and, with the Gynaecology Matron, ensure clinics are appropriately staffed and operate safely and effectively.

• Line-manage direct reports where applicable, including recruitment, appraisal, performance review, revalidation support and continuing professional development planning.

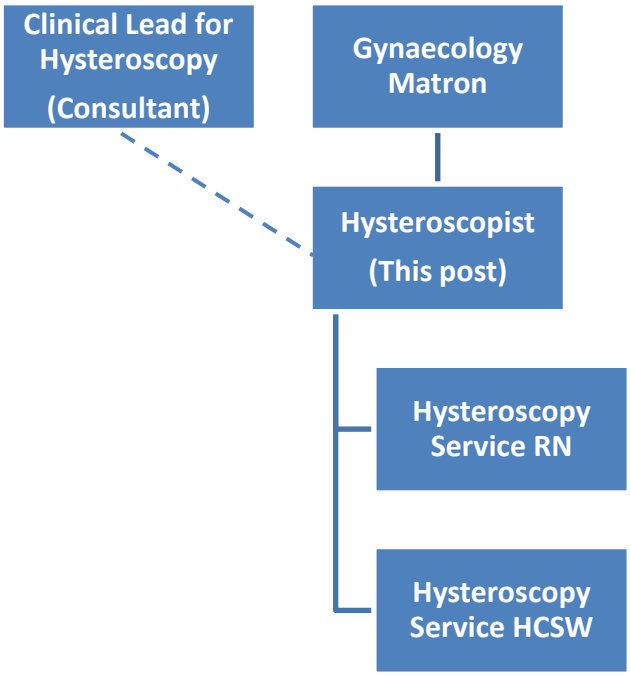
Education, research and professional development

• Lead and contribute to education and training for nurses, medical staff, learners, patients and other professional groups; provide mentorship, clinical supervision and revalidation support where appropriate.

• Maintain professional registration, mandatory training and continuing professional development, and disseminate evidence, audit and research through presentations or publication.

• Use resources effectively and economically, maintain accurate information systems and service data, and promote sustainability.

Organisational Chart



Other

Key relationships: Directorate management and clinical teams; multi-disciplinary teams; gynaecology clinical leads, medical, nursing and administrative teams; commissioning organisations; GP practices; and regional and national teams.

A flexible approach is required to meet service needs. The role involves prolonged standing and sitting, frequent periods of concentration, exposure to bodily fluids and the management of distressing or emotional situations. The post holder must comply with occupational health, COSHH, infection prevention, information governance, confidentiality, equality, safeguarding and health and safety requirements.

Job Plan / Week (indicative – role may be shaped to selected candidate and service need)

6 x Half day clinics (with cope for 1 more)

Patient Administration (Half day)

1 x MDT (attendance)

Service leadership – administration (Half Day)

Training, development and research – (as agreed with Clinical Lead)





Person Specification

Qualifications

Essential

• Current appropriate NMC registration.

• Active BSGE/RCOG accredited hysteroscopist.

• Supporting Learning in Clinical Practice qualification or equivalent.

• Degree or equivalent level of education or experience.

Desirable

• Leadership or management development qualification.

• Non-medical prescribing qualification.

• Master's-level study or equivalent in a health-related subject.

• Teaching and assessing or post-registration specialist qualification.

• Contraception or sexual health experience or qualification.

Experience

Essential

• Significant post-registration experience, including Band 7 experience in a relevant clinical specialty and substantial gynaecology and hysteroscopy experience.

• Evidence of ongoing competence through accredited competency frameworks, including a minimum of 150 examinations in the 12 months before application, assessed by a nominated consultant mentor who is a clinical lead in hysteroscopy.

• Experience of assessment, care planning and evaluation; MDT and cross-boundary working; policy development; clinical audit or research; change management; innovation; senior outpatient practice; mentoring and staff development.

Desirable

• Project management experience.

• Evidence of completed audits.

• Management development training.

Skills & Knowledge

Essential

• Excellent interpersonal, communication, report-writing and presentation skills, including the ability to communicate complex or distressing information compassionately.

• Clinical credibility, advanced specialist and analytical skills, sound clinical judgement and the ability to work autonomously and within a team.

• Strong organisation, prioritisation, delegation, leadership, teaching and change-management skills.

• In-depth knowledge of hysteroscopy procedures and investigations, histopathology, microbiology, diagnostic and screening tools, information governance, research and audit, relevant national guidance and NHS priorities.

• Computer literacy, including word processing, spreadsheets and presentation software; ability to maintain databases, analyse data and prepare written reports.

• Ability to fulfil the physical, mental and emotional requirements of the role, with reasonable adjustments where necessary, and flexibility to meet service needs.

Desirable

• Advanced communication course or equivalent experience, including experience of breaking bad news.

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: