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| Job Title | Fertility CNS |
| Equivalent band | Band 7 |
| Area | KEVII Outpatients |
| Accountable To | Director Of Nursing/ Matron |
| Reports To | Fertility Senior CNS |
| Direct Reports | None |
| Hours | Part time 22.5 Per Week  Usual Mon – Fri |
| Key Working Relationships: | Consultants, Patients And Relatives, Ward Staff, Allied Health Professional, Hotel Services, Front of House, Stores, Catering, Medical Teams, Governance Team, Infection Control Team, Heads Of Departments. |

**Job Summary**

As a member of the team of King Edward VII’s Hospital, there is an expectation to provide the highest level of patient care at all times. You will ensure that an effective outstanding service is given to all patients and that the maintenance of high clinical standards is achieved in accordance with the Hospital’s values and current policies and procedures.

To manage, coordinate and accept overall responsibility for the nursing aspects of the Fertility Service having the necessary clinical and fertility knowledge and skills.

**Job Role**

***Professional***

1. To be aware and comply with the NMC Code of Professional Conduct and EC Directives.
2. To be aware and comply with the hospital policies and procedures
3. To be aware of current trends and developments maintaining professional awareness of new procedures and terminology.
4. To act in such a way as to promote King Edward VII’s Hospital and Fertility Services
5. To liaises and co-operate with all other wards, department and personnel.
6. To be responsible for and accountable for the quality of care provided to patients by the Fertility Service.

***Clinical***

1. To undertake Nurse Consultations
2. To undertake ultrasound scans – baseline, follicle tracking, and early pregnancy/viability scans
3. Provide patients with advice and support as necessary, throughout their treatment.
4. To provide evidence-based medical and nursing practice, applying accepted and validated research.
5. To ensure the rights, confidentiality and privacy of the patient are protected at all times.
6. To act as point of contact between Fertility Service (satellite clinic) and the approved HFEA-licensed third party providers
7. To be responsible for coordinating the Egg Donation Programmes in conjunction with overseas and UK-based providers
8. Provide patients with clear and concise information prior to commencement of their treatment plan.
9. To ensure that all records are kept in a clear, accurate and legible manner and that all entries are signed and dated in accordance with the HFEA’s Code of Practice.
10. To keep complete the computerised database and provide all required documentation to the HFEA-licensed third parties within agreed timeframes.
11. To be available out of hours using an on-call telephone as required.
12. Take an active role in drafting, and approving nursing policies, setting, monitoring and maintaining standards of care in line with national guidelines.
13. Ensure that agreed policies are followed, using performance improvement to rectify issue or raising concerns as appropriate.
14. To ensure appropriate infection control policies and procedures are in place and are followed by staff.
15. Follow King Edward VII’s Hospital’s purchase ordering system and ensure adequate supplies for the fertility service are maintained in accordance with budgets. Work with the management team to ensure value for money from nursing suppliers and participate in supplier negotiation.
16. To be responsible for ensuring quality management systems are in place within the fertility service to include document control and review, auditing, risk management, evaluation, competency assessment, patient satisfaction, adverse event monitoring. To represent the fertility service as required at Hospital meetings.

***Managerial***

1. To be aware of the Hospital’s fire regulations and emergency procedures including resuscitation
2. To ensure compliance with mandatory staff training study days
3. To participate in the training programme for new staff within the Hospital and continuous professional development
4. To give nursing advice to other colleagues as and when required
5. To keep informed of current research and developments in peri-operative and IVF nursing practice
6. To be an active member of the Hospital’s team and contribute to the business development direction of the Fertility Service together with Hospital Management.

***Education***

1. To undertake mandatory Hospital in-service training, with the prescribed period, e.g. Health & Safety training
2. To participate in annual performance reviews, appraisals and have a personal development plan.
3. To adhere to the terms and conditions of employment as stated in the employment contract.
4. To attend, and participate, in staff meetings as required.
5. To be approachable, friendly and work as part of a multi-disciplinary team.

***Human Resources***

1. To assist with the orientation of new staff
2. To assist with the development of new staff, assessing practice when necessary.

All employees are required to acquaint themselves with and adhere to health, safety and fire regulations.

**THIS JOB DESCRIPTION IS NOT RESTRICTIVE AND MAY NEED TO BE MODIFIED TO MEET THE NEEDS OF KING EDWARD VII’s HOSPITAL**

**PERSON SPECIFICATION**

**REGISTERED NURSE – FERTILITY NURSE SOECIALIST**

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| **CATEGORY** |  | **CRITERIA** |
| **EDUCATIONAL** | Essential | Registered Nurse (NMC) |
| Evidence of Education to Level 7 in Fertility |
| Willingness to engage in continuing professional development activities related to fertility |
|  | Desirable | To Complete Independent Nurse Prescribing module |
| **EXPERIENCE** | Essential | Experience working in fertility/IVF |
| Currently working in fertility /IVF environment. |
| Ability to assess, plan & prioritise workload, make appropriate decisions, delegate and meet deadlines |
| **SKILLS** | Essential | Ability to work as part of a multidisciplinary team |
| Ability to express themselves clearly & cogently both verbally & in writing in English to all members of the team. |
| Good interpersonal skills |
| Advanced practical fertility nurse skills (Ultrasound scanning) |
| Phlebotomy skills |
| Ability to work independently to develop protocols and procedures |
| Ability to work well under pressure |
|  | Desirable | Good administrative and IT skills |
| **PERSONAL QUALITIES** | Essential | Demonstrates flexibility, caring attitude & adaptability |
| Flexibility concerning working shift patterns |
| Demonstrates a commitment to own professional development. |
| Ability to empathise with patients/relatives from wide ranging social/cultural backgrounds |