

Isle of Man
Public Service
Careers



Registered Nurse - Obstetrics and Gynaecology

Integrated Woman Children & Families

Job Information

Working together for the Isle of Man



ISLE OF MAN – MANX CARE

JOB DESCRIPTION

Job Title:	Registered Nurse
Location:	Gynaecological Services, Women and Children’s Care Group
Accountable to:	Care Group Manager
Reports to:	Sister/Charge Nurse or Department Manager
Pay Band:	5
Job Reference No:	0005v4/JE/16

**Organisation Chart:
(attached)**



JOB PURPOSE

As a member of a multidisciplinary team the post holder will have responsibility for the nursing assessment of patient care needs and the development, implementation and evaluation of programmes of care.

In the absence of the Senior Sister/Charge Nurse Sister you will effectively and efficiently manage the resources available to care for patients on the shift.

Supervise junior Registered Nurses (RNs) and Health Care Assistants (HCAs).

Keeps records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures.



KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Registered Nurse with current NMC Registration.
- Maintain and improve professional knowledge, skills and competence to ensure the delivery of evidence based practice in line with the Nursing and Midwifery Council (NMC).
- Attend and participate in a personal review interview and identify own educational and training needs and incorporate them within the needs of the Care Group and the Organisation.
- Following appropriate training will be able to provide extended practices such as venepuncture, IV drug administration, assisting in Out Patient Treatment clinics in Colposcopy, Hysteroscopy, Urogynaecology, Procedure and Percutaneous Tibial Nerve Stimulation.
- Ability to educate, supervise and assess junior RNs and HCAs.
- Attend, demonstrate and maintain competency in mandatory training subjects.
- Maintain a professional portfolio in accordance with Post Registration Education and Practice (PREP) requirements as defined by NMC (2002).
- Be familiar with and adhere to Manx Care and Care Group policies and procedures relevant to your post.
- Demonstrate effective use of time of self and others.
- Effective listening and interpersonal skills such as when dealing with relatives, healthcare professionals and during assessment of patients.
- Ability to work using own initiative.
- Ability to work in a team, may take charge of a nursing team.

MAIN DUTIES & RESPONSIBILITIES

- Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of nursing care.
- Organise own workload to ensure that the interests of patients are paramount.
- Must not, by act or omission, endanger the safety of themselves or others and must report all untoward occurrences and incidents.
- Responsible for maintaining patient healthcare records to agreed standards in line with professional and organisational guidelines.
- Supervise junior staff/students who are providing care to patients.
- Maintain professional registration.
- Adhere to the NMC Code of Conduct and associated guidelines.



CLINICAL

- Responsible and accountable for the assessment, planning, implementation and evaluation of the care needs for patients ensuring safe practice and maintaining high standards of care.
- Incorporate health education and health promotion within clinical practice through providing verbal and written information to patients/relatives/carers.
- To maintain effective communication with patients/relatives/carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.
- Contribute to the effective discharge planning of patients through taking the lead for the nursing care.
- Keeps records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures

PROFESSIONAL

At all times:

- Adhere to the Nursing and Midwifery Council Code of Conduct and associated guidelines.
- Work within the agreed ward/Care Group philosophy.
- Work within Manx Care policies and procedures.
- Act as a professional role model to patients/relatives/carers/staff/general public.
- Act in such a manner as to promote and safeguard the interests and wellbeing of patients.
- Maintain professional registration in line with NMC requirements.
- Contribute to the supervisory and peer review processes.
- Participate in Individual Performance Review procedures, to enable continuous professional, personal and service development.
- Maintain full and accurate clinical records and be aware of the legal implications of these documents.
- Establish and maintain effective communication channels with all members of the multi professional team.
- Dress and conduct should be of a standard that promotes patient and public confidence in the ability of the individual and the service as a whole.

TRAINING, EDUCATION & RESEARCH

- Contribute to the induction and ongoing/continuous professional development of Registered Nurses and Health Care Assistants e.g. supervise clinical practice, observe and assess competency of practice.
- Contribute to the writing of shared guidelines/protocols for care.
- Identify, collect and participate in the evaluation of information to support multi-disciplinary decision-making.



- Undertake clinical audit in line with National/ organisational audit tools.
- Under direction and supervision participate in clinical trials in accordance with the procedure of the trial.

PLANNING & ORGANISATIONAL SKILLS

- Organise own workload and workload of junior RN's, student nurses and HCA's to ensure that the needs of patients are met.
- Undertake transfer and discharge planning involving and co-ordinating other services such as Social services, District Nurses, Health Visitors.
- Plan, organise and co-ordinate straight forward activities such as:
 - Ensuring safe staffing levels on a shift basis
 - Staff breaks
 - Staff movement
- Support the planning and co-ordination of care for a group of patients.

COMMUNICATION

On a daily basis:

- Provide and receive sensitive and confidential information by telephone, written, electronically and verbally from all healthcare professionals regarding patient care.
- Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients/carers/relatives/visitors and healthcare professionals with internal departments and external agencies, e.g. Transfer of Care Co-ordinator, Social Services regarding patient discharge.
- Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients/carers/relatives/visitors who may be distressed/ potentially angry/confrontational.
- To maintain effective two-way communication with patients/relatives/carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.

MANAGERIAL/LEADERSHIP

- Supervise junior RNs, student nurses and HCAs and act as a source of advice to ensure their Learning objectives are met such as nursing procedures.
- Contribute towards preceptorship/mentorship of new staff and students in line with professional/organisational guidelines.
- In the absence of the Senior Sister/Charge Nurse or Sister/Charge Nurse, ensure safe staffing levels in order that patient needs are met.
- Request bank staff with authorisation of Senior Management.



CLINICAL GOVERNANCE

- Assist in the maintenance and monitoring of an acceptable environment for patients, reporting and taking appropriate action on hazards and faulty equipment.
- Comply with and participate in the Manx Care framework of Clinical Governance within your own ward/department, seeking advice or guidance where necessary.
- Be aware of and comply with policies, procedures and guidelines. This will include the identification of risk (clinical, health and safety and security).
- Record and report all incidents/complaints involving staff, patients or visitors and assist in any investigation as required in accordance with the Manx Care Complaints Procedure.
- Comply with the need for patient confidentiality, including requirements of the Data Protection Act.
- Undertake and action as necessary risk assessment in accordance with Statutory guidance and hospital policy and procedures such as COSHH, moving and handling, Malnutrition Universal Screening Tool (MUST).
- Maintain appropriate knowledge about and involvement in, agreed strategies and programmes to continuously improve the standards of clinical care through:
 - Patient and user involvement
 - Risk and complaint management
 - Clinical effectiveness and audit programmes
 - Continuous professional development

SYSTEMS & EQUIPMENT

- Ensure accuracy is maintained in the ordering, storage and administration of medications in accordance with local hospital policy.
- Maintain departmental stock levels, through ordering of stores, ensuring economic use of all resources.
- Expected to co-operate with management to maintain safe systems and safe workplaces.
- Have knowledge of all equipment used in area.
- Ensure equipment or instruments used have been properly checked, left clean and ready for use in accordance with the Infection Control Manual/hospital policies.
- Report and take action on faulty equipment.
- Examples of equipment and machinery used:
 - Very specialised
(Urodynamic Testing Equipment, Colposcopy Equipment Hysteroscopy Equipment, Thermachoice Machine Electrosurgical Diathermy Equipment Percutaneous tibial nerve stimulation)
 - Specialised
(Bladder Scanner)
 - Generic
(IV Infusion pumps, Syringe Drivers, Vital Sign Monitors, Glucometer, Bath Hoist ,Defibrillator, Electronic Beds, Portable Suction, Moving & Handling Aids)



- Maintenance of patient records.
- Working knowledge of IT systems, e.g. PAS / PACS, Basic Word Processing.
- Ensure own time sheet is completed.

DECISIONS & JUDGEMENTS

- Assess, plan, prioritise, implement and evaluate nursing interventions to meet patient needs both independently and taking into account input from other members of the multidisciplinary team.
- Assess and evaluate patient condition to establish any change, report and act accordingly.
- Analysis of patient condition and subsequent planning of programmes of care, taking action as required.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all Manx Care policies relating to safeguarding.

CARE

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.



JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's name (please print):

Job Holder's signature:

Date:

Line Manager's name (please print):

Line Manager's signature:

Date:



JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

Physical Effort

- Physical skills and dexterity for clinical procedures such as: wound dressings, preparation of specialized equipment and preparation and administration of IV and IM drugs on a daily basis.
- Walks/stands for long periods of time on every shift, both transferring patients to theatre and in treatment clinics.
- Kneels/crouches/bends/stretchches to perform specific tasks, such as dressings; catheterization; medicine rounds on every shift.
- Movement of patients with the use of movement aids such as hoists, slide sheets daily.
- Movement of equipment such as wheelchairs, patient trolleys, patient beds daily.

Mental Effort

Concentration required when undertaking:

- Complicated drug calculations on a daily basis.
- Administering Intravenous infusions / blood transfusion on a daily basis.
- Daily admission and discharge of patients such as:
 - Obtaining patient history
 - Recording observations
 - Compiling nursing records
- Daily prioritise and manage patient caseload / care
- Will be expected, when experienced, to carry out several tasks at one time switching tasks throughout the shift.
- Subject to regular interruptions and demands from patients/carers/relatives/staff.
- Concentration required when observing patient behaviour which may be unpredictable.

Emotional Effort

- Frequently responds to emergency situations such as patient collapse, cardiac arrest.
- Expected to care for terminally ill patients.
- Support and care of patients/relatives following unwelcome diagnosis/prognosis.



- Communicating with and supporting distressed/anxious/worried patients/carers/relatives/staff.
- Responds to the emotional, physical and ethical issues surrounding miscarriage and Termination of Pregnancy.
- Manages delivery of foetus before 20 weeks gestation during Top and makes arrangements for cremation/disposal of foetus.

Working Conditions

- Exposure to:
 - body fluids/excreta daily
 - hazardous substances such as cleaning fluids daily
 - unpleasant odours daily
 - infectious illness/conditions regularly
 - sharps, e.g. needles, syringes daily
 - potential hostility/verbal/physical aggression occasionally
- Disposal of clinical waste daily.
- Frequent use of a visual display unit, e.g. to access patient blood results, patient information.

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print):

Job Holder's Signature:

Date:

Line Manager's Name (please print):

Line Manager's Signature:

Date:



ISLE OF MAN – MANX CARE

Womens, Childrens and Out Patients Care Group

Registered Nurse

PERSON SPECIFICATION

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	Registered Nurse with current NMC Registration	Mentor/preceptorship training Ability to teach and assess	CV Interview Pre-employment Checks	
KNOWLEDGE & EXPERIENCE	Understanding of professional accountability Evidence of continuing professional education Current professional profile Awareness of the current issues in nursing	Computer skills	Interview CV Portfolio	
SKILLS & ABILITIES	Effective communicator	Innovative practitioner	Interview	



	Supportive team member Ability to assist with the implementation of change		CV Portfolio	
PERSONAL ATTRIBUTES	Professional role model Motivated Flexible to meet the needs of the role		Interview	
OTHER RELEVANT REQUIREMENTS	A keen interest in the speciality A commitment towards quality in nursing Evidence of involvement in quality issues Satisfactory police check	Able to work effectively under pressure Full, valid Driving Licence and access to own vehicle	Interview Portfolio Pre-employment Checks	