**JOB DESCRIPTION**

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| **Job Title:** | **Urogynaecology Specialist Nurse** |
| **Department:** | **Urogynaecology** |
| **Division:** |  |
| **Band:** | Add Band grade /?Development role |
| **Hours:** | XX hours per week |
| **Responsible to:** | Add job titles |
| **Accountable to:** | Add job titles |
| **Responsible for:** | Add job titles or teams |
| **Base:** | Add hospital site |
| **Disclosure and Barring Service Required:** | Yes Standard / Yes Enhanced / No |
| **Job Summary:** | The purpose of the post is to contribute to a specialist urogynaecology nursing service for women with pelvic floor and bladder dysfunction alongside the existing Urogynaecology Nursing staff, Urogynaecology Consultants, and the rest of the multidisciplinary team.   * Develop clinical expertise in all aspects of care for urogynaecology patients * Together with the Urogynaecology Consultants and members of the immediate urogynaecology clinical team, effectively co-ordinate and deliver an expert nursing service within the specialist area with a view to managing their own nurse-led outpatient (including vaginal pessary bladder retraining, patient education/catheter care, TWOC, PTNS, bladder instillations, management of prolapse & medication reviews), urodynamic diagnostic clinics & flexible cystoscopies (following appropriate training and assessment) and in collaboration with the urogynaecology team advise on appropriate treatment plan. * Ensure a positive impact on the experience of patients and carers * Develop evidence based clinical nursing practice in line with current research and guidelines |
| **Key working relationships** | Internally the post-holder will develop effective working relationships with:   * PLEASE STATE LINE MANAGER * Urogynaecology Consultants * Proactive participation in Urogynaecology MDT meetings * Service manager for Womens Health and their team * Gynaecology Sister-in-charge and clinical team within Gynaecology Out Patients * Clinical Co-ordinator for Urogynaecology * Specialist Nurses & medical teams across other gynaecology specialities * Specialist adjunct services, including Gynaecology Scanning, pelvic floor physiotherapists and allied specialties i.e.- Colorectal, Neurology, Urology & Care of the Elderly Maternity & birth reflection services   Externally this includes   * Community Continence Services * General Practitioners * Regional Specialist Urogynaecology Nurses. * Other NHS Trust Hospitals * Relevant patient charities / patient information services / patient   advocacy groups. |
| **Key Result Areas:** | * Evidence of consistent and sustained improvement in standards of practice and care in urogynaecology care * Evidence of staff and personal development to meet urogynaecology patients’ needs. * Evidence of contribution to the effectiveness and efficiency of care * Evidence of sustainable improvement in meeting National and Trust targets e.g. 18 week & 6 week pathways * Improved patient experience including a positive Friends and Family result |
| **Date of last review:** |  |

1. **DEPARTMENT ORGANISATION STRUCTURE CHART**

Amend structure chart as required

1. **MAIN DUTIES AND RESPONSIBILITIES OF THE POST:**

**Clinical Responsibilities**

Work alongside the Urogynaecology consultants and immediate members of the Urogynaecology team to

* Provide clinical expertise, specialist advice and support to women across Urogynaecology Nursing Services, ensuring that the provision of excellent evidence-based nursing care is maintained.
* Identify changing health care needs at all stages of pelvic floor and bladder dysfunction, liaising as necessary with other members of the healthcare team
* Support a client case-load, ensuring continuity of a high standard of evidence-based nursing care, from point of referral through to conservative treatment and/or post-operative management and discharge.
* Be able to deliver nurse-led care in an outpatient setting for women attending for:-
  + pelvic organ prolapse management including the use of vaginal pessaries
  + assessment & review of post-operative patients
  + assessment & review of women undergoing sacro-neuromodulation if available
  + supra pubic/urethral catheters or requiring self-catheterisation.
  + review of other urogynaecology interventions including drug therapy.
  + providing on-going emotional support and patient / carer education and advice
  + outpatient procedures such as flexible cystoscopy, Botulinum Toxin A, urethral bulking
* Following appropriate training, provide, perform and interpret nurse-led diagnostic investigations e.g. urodynamics and ensure that appointments are triaged according to urgency in line with UKCS minimum standards / ICS Good Urodynamics practice.
* Document all diagnostic findings within patients notes and work within the Trust’s policy on Information governance
* To understand and communicate to the patient her diagnosis and treatment options following investigation
* Generate and dictate letters to referring clinicians outlining assessment, results of investigations, treatment and management plans on all patients attending both nurse-led and diagnostic clinics.
* Ensure accurate and timely input of data onto urogynaecology BSUG database so that robust information is collected and reported and used to improve and provide better care.
* Ensure that nursing care is patient focused and that the patient’s privacy and dignity are maintained at all times.
* Acts as contact, when required, answering patient concerns and queries, reassuring and counselling patients where appropriate. This includes new referrals, those under investigation; and following conservative, surgical and associated treatments.
* Maintain accurate records of all referred patients, ensuring relevant information and outcomes are documented in the patient’s notes in accordance with the Trust policy and professional standards
* Assist management of urogynaecology/urodynamic waiting times according to complexity of cases referred.
* Communicate independently with patients, carers and other health and social care providers actively involving them in their consultation, procedures, treatment, follow-up and referral to other associated disciplines if required (e.g Physiotherapy, colorectal services)
* Be actively involved in maintaining a clinically and physically safe environment for patients, relatives and staff, in accordance with the Trusts current risk management policy.
* Provide advice to support ward and maternity staff when caring for patients with urogynaecology needs, ensuring all aspects of the plan of care are understood and carried out in accordance with present standards and protocols.
* Provide care for women with urogynaecological complications during pregnancy/following birth including those with bladder distension injuries requiring catheterization
* Support the MDT process
* Practice within agreed local, national and international guidelines – such as the NMC Code of Conduct, Trust Policy, NICE and British Society Urogynaecology (BSUG)
* Work with the urogynaecology clinical team on the development of appropriate patient group directives to facilitate/enhance the discharge process.
* Attend and be an active member of the local and regional multi-disciplinary team (MDT) meetings caring for women with complex urogynaecological conditions.
* Check diagnostic equipment and devices are functioning and services maintained.
* Be competent in the safe use and maintenance of specific equipment and devices used within the sphere of responsibility and speciality.
* Alongside the Lead Nurse assist with cost efficiency of stock items, ordering non-stock items, supply and delivery of the stocks required for urogynaecology and urodynamic clinics.
* Ensure the clinical environment meets Health and Safety policy.
* Ensure best practice in Infection Prevention and Control.
* Promote excellent communication and support to all clerical staff working to support and provide urogynaecological services
* Actively involve service users in providing feedback of their experience of the current service and suggestions for improvements.

**Education, Training and Development**

* Maintain own registration with the Nursing and Midwifery Council (NMC) with recognised revalidation process
* Maintain own personal and professional development including in areas specific to urogynaecology, attending mandatory study sessions as required.
* Maintain and update Trust mandatory training as appropriate.
* Maintain and expand knowledge base in respect of on-going developments and best practice in urogynaecology. This will include acquiring and/or maintaining:
  + own continuous certification and accreditation in urodynamics with the United Kingdom Continence Society (UKCS)
  + specialist knowledge and care of women with a vaginal pessary device for pelvic organ prolapse
  + knowledge and care of women undergoing outpatient procedures (flexible cystoscopy, Botox, Bulkamid)
  + knowledge and care of women undergoing Sacral Nerve Neuromodulation (SNS), Posterior Tibial Nerve Stimulation (PTNS)
* Assist and maintain evidence-based quality standards that are regularly audited and participate in appropriate changes in practice.
* Provide written health information for patients with specialist urogynaecology conditions including disease, investigation, treatment, management and on-going care.

* Provide education and support for visiting junior doctors and nurses within the Trust and Care Commissioning Group, community staff that care for specialist urogynaecology patients through evidence-based practice.
* Contribute to informal and formal teaching of all visiting staff e.g. nurses, GP trainees, specialist registrars, midwives through evidence-based practice.
* Ensure user involvement in the development of urogynaecology specialist services through the use of surveys, audit and attendance at relevant meetings
* Provide patients and their carers, with information and advice associated with specialist urogynaecology diagnosis and treatment, ensuring the best level of understanding and self-care as appropriate.
* Act as a mentor for students and other junior staff ensuring learning is appropriate with education needs
* Present cases at multidisciplinary team meetings taking full advantage of the opportunity of learning outcomes

**Service improvement**

* Assist in the collection of PROM’s to evaluate services and involvement of PPI to evaluate and develop nurse led and urogynae services
* Support the urogynaecology service in the continuing operational and strategic development of specialist services within Urogynaecology. This includes out-patient flexible cystoscopy and associated treatments (BOTOX, urethral bulking) and SNS/PTNS.
* Assist in the continuing development of the urogynaecology service and the implementation of the NICE guidelines on women with urinary incontinence, best practice in urodynamics and RCOG/ BSUG guidelines.
* Disseminate patient data including post-operative findings through the national urogynaecology BSUG database to present a performance audit within the department
* Support the unit on obtaining and maintaining unit accreditation for Urogynaecology (BSUG)
* Initiate and participate in management of change to broaden activities, standards and communication links through Acute Trust and Primary Care.
* Actively contribute to any relevant initiatives within the care group and provide support to senior colleagues and head of nursing
* Utilise and maintain information systems to aid required audit and to provide regular activity analysis reports.
* Contribute to effective and efficient working to ensure a good quality patient experience.
* Manage and participate in specific projects as required.

**Communications and Engagement**

* Promote excellent communication both verbal and written, and support to all clerical staff working to support and provide urogynaecological services
* Liaise with other health and social care professionals to ensure co-coordinated, on-going care, e.g. district nurse team, GPs; ward staff. This would include making appropriate referrals.
* Act as a point of contact within the Trust for urogynaecology within Women’s Health.
* Maintain accurate records of all referred patients, ensuring relevant information and outcomes are documented in the patient’s notes in accordance with the Trust policy and professional standards.
* Take an active role in the Gynaecology Specialist Nurse and Women’s Health Services.
* Be a pivotal member of the multi-disciplinary team caring for women with complex urogynaecological conditions.
* Network with the Trust specialist nurses, Nurse Consultants and Advance Nurse Practitioners to enhance patient experience and share/improve own practice.

**General responsibilities**

* Manage time effectively, creating a balance between clinical and managerial duties.
* Ensure the formal reporting and recoding of adverse incidents (DATIX), complaints or unusual occurrences in line with Trust policy and where possible, take remedial action to prevent re-occurrence.
* To contribute to investigations into specific incidents or complaints as requested.
* Ensure best practice in Infection Prevention and Control.
* Ensure the clinical environment meets Health and Safety policy.
* Be familiar with the process of checking diagnostic equipment and devices are functioning and services maintained.
* Assist in the training and competency of all relevant staff in the use and safe use and maintenance of specific equipment and devices used within the sphere of responsibility and speciality.
* Ensures stock levels are maintained. Assist in the orders of specialist supplies and urogynaecological and urodynamic equipment.
* Ensure cost efficiency of stock items, ordering non-stock items, supply and delivery of the stocks required for urogynaecology and urodynamic clinics.
* Be actively involved in maintaining a safe environment for patients, relatives and staff in accordance to Risk Management policies.
* Attend and proactively participate in relevant specialist nurse forums at Trust level
* Use IT skills to maintain accurate and concise records of the clinical service, compiling statistical information that will profile the service and inform future strategic development.
* Undertake regular individual performance review and agree personal development plans in line with service objectives.
* Ensure safe storage and administration of medicines in accordance with the Trust policy and practice.

**PERSON SPECIFICATION**

**POST TITLE: Urogynaecology Nurse Specialist**

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| **Factors** | **Essential** | **Desirable** |
| **Attitude, Behaviour and Values** | * Always puts patients first * Customer service focus * Willing and able to take personal responsibility * Demonstrates passion for excellence * Seeks out and takes opportunities for improving the service offered * Takes pride in their work and their team * Flexible in their attitudes and behaviours to support team working and delivery of objectives * Respects, values and cares for others * Supports learning and development of self and others * Supports and promotes equality and diversity |  |
| **Qualifications and Further Training** | * First level Registered General Nurse * First degree or equivalent. * Willingness to undertake further personal professional development / training * Post basic qualification in an area relevant to gynaecology and/or urology; continence) | * Recognised Urodynamics course |
| **Experience** | * Should have demonstrable experience in set area or associated area * Knowledge, skills and competency gained through a minimum of 3 years of experience working at senior nurse level * Exposure to either urology, continence or gynaecology nursing * Evidence of teaching experience | * Urogynaecology Nursing * Continuity of care, taking responsibility and managing patients at different time points through their journey * Evidence of developing nursing practice within a clinical outpatient setting. * Experience in implementing policy and procedures. * Management of Vaginal pessary devices * Urodynamic testing |
| **Knowledge** | * NHS Constitution * Trust vision, values and strategic objectives * Understanding of current NHS issues and initiatives * Understanding of the NMC code of professional * Interest in urogynaecology nursing | * Specialist urogynaecology nursing |
| **Skills** | Must be able to demonstrate, in relation to patients, visitors, colleagues and other individuals connected with the Trust and NHS:   * Knowledge & awareness of diversity and human rights as appropriate to your role * Ability to communicate effectively to ensure high standards of care, treatment, service or support as appropriate to your role, * Ability to understand an individual’s communication, physical & emotional needs; recognise their needs and preferences * Ability to provide a customer focussed service * Clinical management skills * Ability to work alone and as part of a team. * Communication/ interpersonal skills * Computer literacy |  |
| **Other requirements** | * Able to demonstrate that you are honest, reliable and trustworthy * Ability to work under pressure * Ability to prioritise * Ability to be flexible to meet the needs of the team, the service and the Trust * Professional and reliable in attendance * Treat patients, visitors, colleagues with respect * Ability to travel between Trust sites |  |