STAFF NURSE - ASSISTED CONCEPTION SERVICE
Assisted Conception Service
Glasgow Royal Infirmary

Job Reference: 0000056645N
Closing Date: 07 June 2019

www.nhsggc.org.uk
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.337 billion per year. It serves a population of 1.14 million people and employs 39,286 staff.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- Agenda for Change pay bands and points
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Please note from Monday 20th May 2019 we will be contacting all applicants via email please ensure you provide an email address that we can use for this purpose. Candidates are asked to note that any invitations to interview will be sent to you by this method. Please check your junk/spam mailbox regularly as some of our emails may not be recognised by your email account provider.

Recruitment Services
Women & Children’s Directorate

1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Nurse Band 5</th>
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</thead>
<tbody>
<tr>
<td>Responsible to:</td>
<td>Senior Charge Nurse</td>
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<tr>
<td>Department:</td>
<td>Assisted Conception Service</td>
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<tr>
<td>Directorate:</td>
<td>Women &amp; Children’s</td>
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<tr>
<td>Operating Division:</td>
<td>Acute Services</td>
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2. JOB PURPOSE

As part of the multi-disciplinary team, the post holder will have responsibility for the assessment of care needs, the development of programmes of care and/or implementation and evaluation of these care programmes. Ensuring the delivery of high quality care to patients within the Assisted Conception Service.

3. DIMENSIONS

The Women and Children’s Services Directorate sits within the Acute Services Division of NHS Greater Glasgow & Clyde. The Directorate is subdivided into Obstetrics and Gynaecology Services and Neonatology and Hospital Paediatrics. The Assisted Conception Service provides fertility treatment for patients within the West of Scotland and also provides the national Pre Genetic Diagnosis service.

4. ORGANISATIONAL POSITION
5. ROLE OF DEPARTMENT (HOSPITAL)

Within Gynaecology Services the postholder will provide nursing care to General Gynaecology and Gynaecology Oncology patients.

The post holder will participate in:
- The setting, implementation and evaluation of standards of nursing practice.
- May be required to supervise qualified and unqualified staff.
- Ensure effective day to day management of other resources including supplies, pharmacy and equipment.

The post holder reports to the Senior Charge Nurse and is responsible for providing clinical guidance, professional management, work review and formal appraisal of performance ensuring care delivery is in accordance with national and local guidelines.

6. MAIN DUTIES / RESPONSIBILITIES

Clinical:
- Assess patient needs, plan/implement and evaluate evidence based programmes of care, utilising all available resources taking into consideration the lifestyle, gender and cultural background and involvement with patient, family, carers and significant others.
- Create a culture where clinical practice is proactive and responsive to changing health
care needs of the patient.
- Maintain patient records in line with NMC guidelines for records and record keeping.
- 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.
- Provide evidence-based information to patients and their families to facilitate informed choices and establish informed consent.

**Professional:**

- Practice within legal and ethical framework as established by Nursing Midwifery Council (NMC) and national legislation, policy, guidelines and procedures.
- Work within the NHS GG&C, Health & Safety Policy and guidelines and Executive (HSE) legislation.
- Empower patients to take responsibility for their health, well being and future lifestyle by practising in an open, transparent and inclusive manner; thereby ensuring patients have the relevant information to participate in decisions about their care.
- Promote and support innovation in clinical practice.
- Adhere to the organisational Infection Control Policies and procedures and acts as a role model in maintenance of a safe environment.

**Education and Research/Training:**

- Contribute to the provision of an appropriate learning environment in line with NES Quality Placement Standards.
- Contribute to the clinical appraisal of pre-registration nurses.
- Demonstrate own professional development.
- Participate in the orientation and training programme for nursing staff.
- Participate in research aimed at developing evidence based care within the field of Gynaecology infertility with the ultimate aim of improving patient care.
- Develop the role by using evidence-based practice and continuously improve own knowledge following PREP guidelines and through Personal Development Plans (PDPs).

**Organisational / Managerial:**

- Organise own time and that of junior staff and learners.
- Participate in the multidisciplinary team meeting where patients’ results are monitored, interpreted and treatment plans are developed.
- Responsible for ensuring the maintenance of adequate stock levels and equipment within the fertility unit.
- Contribute to the recruitment and selection process.

**7. SYSTEMS AND EQUIPMENT**

- Responsible for ensuring that all staff are aware of and trained to meet responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
- Responsible for inputting information into electronic patient record where applicable and also in patient’s written records. They will comply with Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff complies with policy. Comply with the Human Fertilisation
and Embryology Authority regulations.

- Promote and maximise the use of Information Technology to benefit personal development and patient care.

### Patient Records:

- Maintenance of hard copy / written patient records
- Electronic Nursing Assessment Documentation & electronic care planning.
- TrakCare – admission, discharge and transfer logs.
- Clinical Portal – access to up to date letters and clinical results.
- Discharge planning documentation.

### Clinical assessment tools:

- Glasgow Coma Scale
- Waterlow risk assessment
- Pressure area care / SSKIN bundle
- Active Care Review tool
- Electronic NAD
- NEWS charts
- Moving & Handling risk assessment
- Cannard falls risk assessment
- Bed rail assessments
- Datix incident reporting / risk assessment of Health & Safety issues
- Wound care charts
- Fluid and Drug prescription charts

### 8. DECISIONS AND JUDGEMENTS

- Use initiative and has the ability to act independently in clinical practice, within the sphere of existing knowledge and skills.
- In the absence of the Charge Nurse makes judgements as to the staffing levels required and patient flow in accordance with workload requirements.
- Has the ability to challenge the decisions made by others if they do not comply with local policy or are not in the best interest of the patient.
- Exercise the ability to challenge any interaction which fails to deliver a quality service to external and internal customers.
- Performance is monitored on an ongoing basis and is appraised annually.

### 9. COMMUNICATION AND RELATIONSHIPS

- Engage in effective communication with patients, relatives and visitors.
- Demonstrate effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area; this includes communication with external agencies.
- Provide support, empathy and reassurance in the delivery of patient care.
- Contribute to a supportive environment in the interest of staff morale.
- Occasionally communicating with difficult personalities within the MDT in order to enable effective patient management.

### 10. PHYSICAL DEMANDS OF THE JOB

- Moving and handling of patients from self caring to total dependence
- Moving and handling of equipment in the department
- Walks/stands for most of the shift
- Exposure to bodily fluids/therapeutic products.
- Assist with or undertakes Exposure Prone Procedures in defined areas therefore requiring appropriate Occupational Health Screening and clearance.

### 11. MOST CHALLENGING / DIFFICULT PART OF THE JOB
- Performing mentally challenging tasks whilst being constantly interrupted by outside influences such as other staff members or patient relatives whilst on the phone.
- Achieving a balance between the demands of direct patient care within existing resources.
- Dealing with verbally abusive patients and members of the public.
- Providing counselling for patients receiving bad news, including prognosis of cancer, poor semen analysis, poor treatment outcomes and completion of treatment or ineligibility for treatment.
- Caring for patients / relatives during and immediately after receipt of bad news.
- Supporting families while providing end of life care.
- Participating in developing and motivating a team in a challenging clinical environment.
- Dealing with situations that arise for which the post holder has limited experience or knowledge.

### 12. EDUCATION, TRAINING AND EXPERIENCE REQUIRED FOR THE JOB
- Registered Nurse on the NMC register
- Evidence of continued professional development
- Ability to fulfil criteria in job description

### 13. KNOWLEDGE, TRAINING AND EXPERIENCE
- Registered Nurse on the NMC Register
Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title: **Staff Nurse - Assisted Conception Service**
Job reference number: 0000056645N
Closing date: 07 June 2019
Vacancy enquiries to: For information specific to the role, contact: Joanne McNabb, 0141 211 4162

Agenda for Change band: **Band 5**

Salary: Please refer to Agenda for Change Payscale on the following page. All values are per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.

Hours: **37.50 hours per week**

Base: **Glasgow Royal Infirmary**

Contract type: **Permanent**

Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.

Superannuation: All employees are automatically enrolled into the Scottish Public Pensions Agency.

Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.

Equal opportunities: NHS Greater Glasgow and Clyde is an equal opportunities employer.
The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).
Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitae (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)

The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.

The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

**Part D (Equal Opportunities)**
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

**Data Protection legislation**
The information supplied by your application will only be processed by authorised NHS Greater Glasgow and Clyde personnel involved in relevant stages of the recruitment process. Applications submitted via the NHS Scotland Application form will be imported into the NHS Greater Glasgow and Clyde recruitment system. The information you provide will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes. NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful, your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk.

If you want to know more about the NHS Scotland, visit www.show.scot.nhs.uk.

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
Employee benefits
We offer all our staff excellent benefits including;
• NHS Superannuation pension scheme,
• Child Care Vouchers,
• Bursaries to support education and training,
• Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
• Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit www.healthservicediscounts.com.

Further information
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde
Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net