Job Title: IVF Sister Lead

Location/Base: Holly House Hospital

Dept.: Outpatient Department

Reporting to: Outpatient Manager

Accountable to: Director of Nursing & Clinical Services

1. **JOB PURPOSE:**

Plan and organise the daily requirements of the clinics ensuring safe and efficient care.
Provide professional leadership for the IVF team.
Ensure implementation of hospital policies and procedures.
Ensure the best use of all staffing resources to achieve a safe and efficient service.
Assist and support the IVF consultant in her clinics.
Manage and plan team rota, cover of annual leave, ensuring that the service is run smoothly.
Plan and organise patient treatment pathways.
Be aware of and comply with the NMC Codes of Professional Conduct, EC directives NICE guidance and recommendations from the Department of Health.
To participate in designated Committees/Working Parties within the hospital as required.

2. **KEY ACCOUNTABILITIES**

**CLINICAL**

- To demonstrate advanced clinical practice appropriate to the designated area of responsibility.
- To act as a resource of clinical information for the IVF team.
- To work closely with Consultants for the achievement of effective patient management.
- To promote reflective practice and learning in order to ensure that nursing care is researched based, appropriate and responsive to patient needs.
- To ensure that all nursing care documentation is based upon the chosen, appropriate model for care, is individualised to each patient’s needs and is kept updated and reviewed.
- To monitor and ensure patient satisfaction with direct and indirect nursing care.
- To optimise continuity of care through effective, updated care planning and promote the philosophy of total and holistic patient care,

**EDUCATIONAL**

- To identify and be responsive to the clinical and professional education requirements of the nursing team.
- To participate in the development of nursing policies and practice guidelines with the Outpatient Manager.

- To contribute to the ongoing nursing education programme and to assist in the induction programmes for new staff.

- To contribute, support and participate in the development of the nursing service at Holly House Hospital.

**MANAGERIAL**

- To demonstrate effective and efficient resource management, responding to the needs of the department, in relation to:
  (a) Staff Manpower
  (b) Equipment
  (c) Environment
  (d) Supplies

- To be conversant with the annual nursing budget and monthly departmental performance reviews.

- To work closely with other departments for the provision of an efficient and cost effective service.

- To participate in the appraisal process, identifying training and development needs for junior staff, whilst assisting them to identify clear and achievable objectives.

- To maintain the safe custody of all medications and controlled drugs.

- Maintain accurate patient records, completing documentation to ensure seamless multidisciplinary communication.

**PROFESSIONAL**

- To set, maintain and monitor standards of care in the Outpatient department.

- To ensure that patient confidentiality is maintained at all times.

- To be responsible for the pastoral needs of the nursing staff and ensure that the necessary support or counselling is implemented, where required.
Qualifications/Key Selection Criteria

Essential

Excellent written and verbal communication skills.
Flexibility and adaptability to meet the changing needs of the business
Excellent customer service skills
Excellent computer skills to meet the requirements of the job role.
Relevant post registration courses preferably management course.

Behavioural requirements

Professionalism

Demonstrate honesty, integrity and ethics in the workplace

Personal

Be positive and even tempered in the workplace

Leadership

Evidence of ability to work effectively in a team environment and independently as required

Personal & Professional Development

Be open and honest, act with integrity and uphold the reputation of your profession, always working within the guidance of the Code of Conduct.
Demonstrate a good work ethic that includes punctuality, integrity, respect of others and a commitment to developing professional practice
Demonstrate accountability for own professional development to ensure continuous improvement in clinical standards

Communication and Teamwork

Make the care of people your first concern, treating them as individuals and respecting their dignity.

Professional Skills

Deliver a high standard of individualised patient care, being sensitive to patients needs for respect, dignity and privacy
Provide a high standard of practice and holistic care at all times

Quality Governance and Continuous Improvement

Promote best clinical practice in line with Aspen Healthcare policies and procedures
Ensure a culture of continuous clinical improvement is fostered in the workplace, completing audits and implementing action plans as appropriate.
3. **SUPPLEMENTARY INFORMATION**

**Our Values**
We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

‘Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
- Investing in Excellence – Working to be the best
- Always with Integrity – Respected, admired and reliable

**Code of conduct**

- I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- I will always be honest and act with integrity.
- I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- I will show my commitment to working as a team member with all my colleagues and the wider community.
- I will take responsibility for my own learning and development.
- If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

**Equality & Diversity**
Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

**Health & Safety at Work**
You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

**Statutory & Mandatory Training**
You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager’s support at the earliest opportunity.

**Infection Prevention & Control**

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

**Confidentiality**

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

**Information Security**

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

**Whistleblowing - Raising Concerns**

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company’s business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns
Data Protection
All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility
Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies’ facilities.

Safeguarding the Welfare of Children and Vulnerable Adults
Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role.

For all posts requiring professional registration
You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities
You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review
The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.
**IVF SISTER LEAD**

**PERSON SPECIFICATION**

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<th><strong>Educational qualifications:</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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<td>Registered nurse</td>
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<td>Minimum O levels</td>
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<th><strong>Specific training/skills/knowledge required:</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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<tr>
<td>training and broad working knowledge in IVF to plan patient treatment pathways</td>
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<td>Self motivated and has the ability to make things happen</td>
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<td>strong leadership qualities and ability to effect change proactively</td>
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<td>must possess excellent interpersonal skills and ability to work independently</td>
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<th><strong>Experience</strong></th>
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<td>minimum 6 years experience working in IVF settings</td>
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<td>experience in gynaecology</td>
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<th><strong>General temperament:</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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<td>remain calm under pressure and ability to make good decisions.</td>
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<td>Should have good sense of humour</td>
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