

Dear

FREEDOM OF INFORMATION – FERTILITY STAFFING

I write in response to your request for information in relation to fertility staffing.

Question:

1. Workforce composition

- The number of staff working in fertility nursing/practitioner roles within your IVF or assisted conception service
- A breakdown of these staff by professional registration:
 - a. Registered Nurse (RN)
 - b. Registered Midwife (RM)
 - c. Dual RN/RM (if applicable)

Answer:

a.	18
b.	0
c.	0

Question:

2. Role requirements

- For fertility nursing/practitioner roles within IVF/assisted conception services, does your Trust require applicants to be:
 - a. Registered Nurses only
 - b. Registered Midwives only
 - c. Either RN or RM
 - d. A copy of the most recent job description(s) and person specification(s) for these roles

Answer:

a.	Yes
b.	No
c.	No
d.	See enclosed

Headquarters
Mainpoint
102 West Port
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE
Chief Executive Professor Caroline Hiscox
*Lothian NHS Board is the common
name of Lothian Health Board*

Question:

3. Scope of practice

- a. Are there any duties within these roles that are undertaken by Registered Nurses but not by Registered Midwives?
- b. If yes, please outline which duties and the rationale for this distinction

Answer:

a.	N/A
b.	-

Question:

4. Training and competency

- a. Do you provide additional training for staff entering fertility roles from either a nursing or midwifery background?
- b. If so, are there any differences in training pathways between the two groups?

Answer:

a.	Yes
b.	N/A

Question:

5. Workforce approach

- Any information, policy, or guidance your Trust uses when deciding whether to employ Registered Nurses, Registered Midwives, or both within IVF/assisted conception services

Answer:

None

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.



If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive
Enc.

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **Staff Nurse Band 5**

Responsible to): Senior Charge Nurse ‘

Department(s): Edinburgh Fertility and Reproductive Endocrine Centre

Directorate: Reproductive Health

Operating Division: Lothian University Hospital

Job Reference: U-WC-RPR-EFR-NUR3

No of Job Holders:

Last Update: February 2017

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the ward manager or deputy take charge of the clinical area to ensure effective operation of the department.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

3. DIMENSIONS

Primary Post:

The post holder will work within the Edinburgh Fertility and Reproductive Endocrine Centre based on the RIE Little France site.

The service provides comprehensive fertility care for couples in Edinburgh and the Borders. It operates in conjunction with other users such as Lothian Health Board, primary care and other stakeholders to ensure consistent standards of fertility care are applied throughout Scotland

The post holder's primary post will be within an outpatient setting with day case activity including a day case theatre and 6 recovery beds. The nursing compliment is 14 Registered nurses and 6 non registered nurses

In the absence of the Charge Nurse/Senior Staff Nurse the post holder has management responsibility for the department

The post holder will have junior staff reporting to them (registered/non registered nurses and learners who will also require supervision)

This is an exposure prone post therefore Hepatitis B immunity is required

The post holder may be required to work within any of the Lothian Acute Services pertaining to their field and specialty. (The acute areas include: Royal Infirmary of Edinburgh, Little France, Western General Hospital, St John's Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building).

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to remain within the financial resource allocated.

4. ORGANISATIONAL POSITION

Head of Midwifery and Nursing Women's Services (Chief Midwife)



Clinical Nurse/Midwifery Manager



Charge Nurse



Senior Staff Nurses



Staff Nurses This post



Clinical Support Workers/ Clerical Staff

5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within the speciality of fertility and reproductive problems/conditions meeting the identified physical and psychosocial needs. Ensuring the highest standard of patient care and management.

To offer fertility investigations and treatment (Level 2 & 3 Services)

Provide fertility service, which is agreed by the management and finance and is delivered within the agreed resource management

NHS Lothian University Hospital Division promotes the highest standards of patient care and management

6. KEY RESULT AREAS

Professional

Practice at all times within the Human Fertilisation & Embryology Authority, Nursing and Midwifery Council Code of Professional Conduct and ISO 15189.

Develop the role by using evidence-based practice and continuously improve own knowledge, following NMC code of conduct and Revalidation guidelines.

Clinical

Practice at all times within the Code of Practice of Human Fertilisation and Embryology Act and keep up to date with the development of new techniques

Carry out Audit as required by Lothian University Hospital division, the ISO 15189 and the Human Fertilisation and Embryology Authority.

Ensure individualised care plans are in place for all patients in the designated clinical area.

Teach and guide patients in their understanding of their treatment regime so that they can provide informed consent and be involved with decisions

Initiate health promotion activities relevant to the patients within the clinical area

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the department, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Ensure effective communication processes are in place to meet the needs of patients, relatives and other members of the multidisciplinary team.

In support of the department manager ensure that all nursing staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both clients and staff.

Comply with policies and protocols that deal with child protection and vulnerable adults

Propose and develop policies/procedures in collaboration with the Charge Nurse and working practices within clinical area and ensure they are implemented.

Responsible for ensuring the agreed standard of patient care is delivered during span of duty and is monitored through participating in clinical audit.

Where relevant be involved in research programmes within the clinical area and disseminate findings of relevance to the multidisciplinary team.

Responsible for the assessment of care needs and the development, implementation and evaluation of care plans for patients to ensure delivery of a high standard of care.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Organise own workload to ensure that the interests of patients/clients are met and seek advice and support as appropriate.

Develop and maintain a sound knowledge base and practice relevant to the clinical setting.

Managerial

In the absence of the Charge Nurse / Senior Staff Nurse, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.

Lead, supervise and assess junior staff/learners ensuring competencies are met whilst providing care to clients

Maintain departmental stock levels, through ordering of stores, ensuring the economical use of all resources.

Ensure patients property and valuables that are received by the department for safekeeping are secured and processed as division policy.

Ensure payment has been received from appropriate clients prior to commencement of their treatment. .

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.

Education

Undertake teaching of registered and non-registered nursing staff, including pre and post registration students, and participate in the implementation of staff personal development plans to facilitate ongoing development.

Demonstrate a commitment to personal continuing professional development, and actively participate in Performance Review/appraisal.

Teach health promotion options relevant to the client group.

Lead motivate develop and support the nursing team, utilising mentorship, objective setting and eKSF/PDP, enabling education needs of nursing staff are met.

Demonstrate awareness in current developments in clinical practice, and participate in education programmes for new and junior members of staff) including expansion of clinical skills through supervision and competency assessment.

7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

Generic	<u>Specialised</u>	<u>Very Specialised</u>
Couches	Hoists – Encore, Maxi/Arjo	Liquid nitrogen vessels
Fridge	Suction Equipment (checking and cleaning)	Incubators

		Embryoscope
Ice Machine	Humidified Therapy	Centrifuges
Nursing Call System	Oxygen Points (cleaning)	Embryo freezing equipment
Fire Equipment	Glucometers	
Telephone/facsimile	Monitoring equipment for Blood Pressure and Temperature	
Pat Slides	Venepuncture	
Supreme 104 Water Boiler	Urinalysis testing	
Computer/printers	Ultrasound scanner	
Electric beds	Anaesthetic Machines	
Raised Toilet Seats	Autoclave equipment	
Wheelchairs	Pregnancy testing	
Trolleys	Pulse Oximeter	
Drip Stands	Cardiac monitor	
Weighing scales/Height Measurement Tool	BP monitor	
Telephone		
Sanitising Units (Bed Pan Washers)		

7b. SYSTEMS

Maintenance of patient records
MedTrack system
Local patient administration system-Filemaker
DATIX Intranet - reporting incidents
Apex Laboratory System – results of specimens
Internet and Intranet – work and personal use
HFEA documentation – PRISM
IDEAS
Quality Management System (Q Pulse)

8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the, the services within the division, legislation and performance indicators set by the Scottish Government Department of Health. The outcome of this will benefit the quality of the service to the patient.

The post holder will be responsible to the department manager who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Ward Manager or Deputy however the Staff Nurse will have responsibility for managing defined workload within professional guidelines.

The Post holder will delegate/allocate work to the team in the absence of more senior staff.

9. DECISIONS AND JUDGEMENTS

The post holder is expected to make clinical and professional autonomous decisions on a daily basis.

Provide clinical and professional advice to the multidisciplinary team.

Analysis and assessment of clients condition/treatment and results to establish and determine care pathways including assisting with:

Allocation of donor eggs and sperm (Gametes) – involving co-ordinating the waiting list and allocating the appropriate Oocyte donor to recipient

Co-ordination of the Pre Genetic Diagnosis (PGD) programme

Care pathway for transgender patients wishing to store gametes prior to transitioning

Work within ones own limitations

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of client patient care within existing resources in a complex dynamic clinical area. Maintaining a quality service.

Work within the regulations of the Human Fertilisation and Embryology Authority

Maintain up-to-date clinical skills and knowledge.

Motivate and empower junior staff.

Address the equality and diversity needs of clients and staff.

In the absence of the Charge Nurse/Senior Staff Nurse take charge of the clinical area to ensure the effective operation of the ward/department.

Accountability for carrying out HFEA licensed treatment, projects and administration

Assisting with the management of waiting lists - NHS Lothian and self-funding

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The post holder will be expected to communicate and liaise with the clients, external organisations and the multidisciplinary team involved in the provision of care.

Communicate with the Senior Nurse/Ward Manager regarding patient condition, workload issues and

personal development.

Communicate with other relevant departments which will include Engie, NHS Lothian Estates Department, Supplies, Employee relations, Fire Officer, Infection Control, Education Departments, Health and Safety and Risk Management regarding issues in clinical area and personal development.

External:

Social Services Counselling Services

Community Health Practitioners regarding client care.

Human Fertilisation and Embryology Authority

Support groups.

Direct press enquiries to press officer where appropriate.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills: constant

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters.

Removal of sutures / clips.

3-lead ECGs.

Intravenous cannulae / venepuncture.

Intravenous additives.

Blood Glucose monitoring.

Basic life support.

Semi-automatic Defibrillator.

Advanced maintenance of patient's airway (ambu-bagging).

HFEA administration including HFEA documentation, welfare of child issues and consent.

Artificial insemination Intra Uterine and cervical including the handling of Cryogenic Gametes.

Conscious sedation and monitoring of sedated/post op patients

Ultrasound scanning

Dummy transfer

Cervical Screening

Scrubbing for theatre

Pregnancy testing

Post Coital testing

Auto claving

Physical Demands: constant

Patient movement with use of mechanical aides,

Push trolley's, wheelchairs.

Stand/walking for the majority of shift.

Activities of daily living.

Ergonomics.

Mental Demands: constant

Concentration required when checking documents/patient notes/consent forms and calculating drug dosages, whilst subject to frequent interruptions from client/team members.

Concentration required when observing patient behaviours which may be unpredictable.

Time management.
 Communication difficulties (multicultural, language barriers, hearing impaired and visually impaired,)
 Developed leadership skills.
 Developed responsibility skills.
 Teaching health education to patients of treatments and techniques.
 Analysis of results a decision making
 Recruitment consent and assisting with research.

Emotional Demands: constant

Communicating with distressed/anxious/aggressive clients
 Communicating complex issues with the multidisciplinary team.
 Caring for patients following receipt of bad news, and facilitating the grieving process.
 Personal / interpersonal stressors.
 Spiritual.
 Counselling skills including pre treatment sessions.

Working Conditions: constant

Exposure to body fluids several times each shift.
 Exposure to verbal aggression high frequency.
 Temperature / air quality of working environment.
 Ergonomics
 Liquid nitrogen and vessels
 Embryo freezing

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

First Level Registered Nurse (adult).
 Evidence of further education/Continuous Professional Development e.g. Advanced Practitioner Course or CPD module in speciality.
 Experience in the field of assisted conception and general infertility treatment desirable but not essential as training will be given.
 Evidence of team working skills with ability to work using own initiative.
 Effective listening and interpersonal skills.
 Time management skills/ability to prioritise workload.
 IT skills

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

NHS Lothian

Post: Staff Nurse Band 5

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Understands and demonstrates the NHS Lothian's values of: quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes		A/I
Qualifications and Training	Qualified Adult Nurse NMC Registered Evidence of continuing professional development	Evidence of study at degree level	A/I
Experience and Knowledge	Motivated to work in the speciality Understanding of clinical governance/quality management Understanding of the role of the HFEA	Demonstrates a good level of knowledge and understanding in the area of fertility, assisted conception and reproductive endocrine Demonstrates good knowledge and understanding of the role and remit of the HFEA Visit to EFC or phoned to enquire about the post	A/I
Skills and/or Abilities	Well developed written and verbal communication skills Decision making within limitations of experience. Venepuncture Computer literate	Exposure and experience in information technology/Quality management	A/I



Specific Job Requirements	<p>Able to work effectively within a team situation and autonomously</p> <p>Motivated and committed to further development of skills and knowledge.</p> <p>Demonstrates ability to work to deadlines with frequent interruptions and unpredictable work patterns.</p> <p>Calm approach/manner</p> <p>Flexible, reliable and adaptable</p> <p>Demonstrate attention to detail</p> <p>Able to trouble shoot and problem solve</p> <p>Sound communication skills both verbal and non-verbal</p> <p>Self Motivated</p> <p>Positive Attitude</p> <p>Relevant supporting statement, reasons why wishes to work in specialty</p>	Able to be flexible with days/hours.	I
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Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References

