

# Job Requirements

Job Ref No: OCC008



Job Title	Reporting to	Responsible for
<input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Midwife Practitioner	<input type="checkbox"/> Treatment Unit Manager <input type="checkbox"/> Lead Nurse / Lead Midwife <input type="checkbox"/> Clinical Nurse Manager <input type="checkbox"/> Ward Manager <input type="checkbox"/> Consultation Centre Manager	-

This is an outline job description, intended to give the post holder an appreciation of the role and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

## Job Purpose

To provide abortion and Sexual Health information, pre-treatment assessment and treatment to clients in a supportive manner, in accordance with NMC Guidelines for Professional Practice, the Abortion Act 1967, the Health & Social Care Act 2008, and bpas' client-centred approach, Policies, Procedures and Quality Standards.

## Principle Duties and Responsibilities

### 1. Key Responsibilities

- 1.1. To carry out point of care testing, including pregnancy tests and venepuncture if necessary, and to give results to clients
- 1.2. To assess the gestation of the pregnancy by ultra sound scanning
- 1.3. To establish that the client is sure of her decision to request a termination and ensure that the reason complies with the terms of the Abortion Act
- 1.4. To obtain full medical history from the client and identify clinical factors which may place the client at risk
- 1.5. To obtain advice and guidance from the clinic and/or client's medical practitioner if there is a medical condition which may impact on the client's treatment
- 1.6. To discuss and confirm treatment options with the client if applicable
- 1.7. To appropriately check the client's consent for treatment
- 1.8. To discuss, inform and confirm the client's future choice of contraception, and provide/fit where relevant
- 1.9. To provide information on STI testing, undertake tests where necessary and provide results
- 1.10. To ensure that specimens are labelled and dispatched promptly and safely to the Laboratory
- 1.11. To make arrangements for the admission of clients notifying any specific requirements (medical or physical) where necessary and complete all referral documentation
- 1.12. To complete administrative and clinical tasks relating to the admission and discharge of clients from the Unit
- 1.13. To explain procedures, answer queries, check and complete documentation with clients throughout their care pathway

- 1.14. To carefully check for and implement any procedure indicated on Client Case Notes as appropriate, including administering medication for Medical Abortion procedures or cervical preparation
- 1.15. To assess care needs and implement and evaluate programmes of care which meet the client's physical and emotional needs
- 1.16. To act as advocate to clients ensuring that adequate instructions and information are given to ensure effective continuing care
- 1.17. Where appropriate, to carry out comprehensive observations and to implement emergency procedures as necessary
- 1.18. To explain post operative care to client and any special instructions/information
- 1.19. To ensure throughout the pathway that the client is sure of her decision to continue with a termination

## 2. Additional Responsibilities

- 2.1. To carry out post treatment check ups by assessing the physical condition of the client and discussing any concerns raised by the client
- 2.2. To complete relevant paperwork and in the event of post treatment problems, make appropriate arrangements with the clinic or refer to an NHS agency if necessary
- 2.3. To deliver high standards of care in accordance with NMC Guidelines for Professional Practice, and to promote the safety and well-being of clients at all times
- 2.4. To understand clients individual needs and maintain a helpful, courteous approach to clients, visitors and colleagues.
- 2.5. To maintain and respect the privacy, dignity and confidentiality of clients at all times.
- 2.6. To provide comfort, support and reassurance to clients in times of anxiety and distress.
- 2.7. To administer drugs according to **bpas'** policy and NMC rules and ensure the safe keeping of drugs at all times
- 2.8. To understand and refer to the **bpas** Clinical Guidelines where appropriate
- 2.9. To complete client case notes accurately and in full, ensuring that all handwriting is legible and documentation is clearly signed. Provide accurate, current, comprehensive and concise information concerning the client
- 2.10. To maintain client confidentiality and security
- 2.11. To participate in clinical audit systems and research programmes
- 2.12. Awareness of the services and requirements of commissioning organisations
- 2.13. To maintain good communications within area of responsibility and within all areas of the Unit to provide a unified approach to client care
- 2.14. To monitor and assist in maintaining stock levels, including storing, replenishing and ordering
- 2.15. To assist with the setting up and cleaning down of the work areas
- 2.16. To report any incident, complaint or hazard to the Unit Manager
- 2.17. Midwives at units providing a late medical abortion service will also be required to care for women undergoing Medical terminations of pregnancy for gestations up to 24 weeks.

## 3. Educational Responsibilities

- 3.1. To assist in providing an environment conducive to learning in which staff are able to develop
- 3.2. To assist in the orientation of new staff, including Bank and Agency staff, to the Unit
- 3.3. To maintain an up to date knowledge of appropriate clinical practice

- 3.4. To attend training relevant to your role, as provided
- 3.5. To undertake continuing professional development (and other activities such as Midwife supervision) as required by your professional body, e.g. NMC.
- 3.6. To supervise qualified and unqualified staff on occasion
- 3.7. To contribute towards the development and progression of standards

**4. General Duties**

- 4.1. To maintain the professional image of **bpas** at all times when engaged in **bpas** business
- 4.2. To adhere to the Information Governance requirements of **bpas**, to treat all information as confidential and abide by the Data Protection Act.
- 4.3. Comply with the policies of the organisation including **bpas** health, safety & environment.
- 4.4. Adhere to **bpas** Infection Control Policies and make every effort to maintain high standards of Infection Control at all times (recognising that Infection Control is everyone’s responsibility, whether clinical or non-clinical)
- 4.5. To take responsibility to safeguard young people and to protect vulnerable adults.
- 4.6. To demonstrate personal commitment and contribution to effective teamwork across the full range of **bpas** activities including the maintenance of effective liaison with internal and external key people and organisations
- 4.7. To be committed to equality of opportunity and valuing diversity and ensure this is integrated into all activity
- 4.8. To attend training relevant to your role, as provided, and to actively and continuously review all work related activities and suggest areas for improvement
- 4.9. To undertake any other tasks which are commensurate with the level and responsibilities of the post

	Agreed by Manager / Employer	Agreed by Job holder
Signature		
Print Name		
Date		

Date of last review: May 2012

## Person Specification

*(‘Desirable’ Criteria are marked in Italics)*

### Education / Qualifications / Training

- Registered Nurse level 1 / Registered Midwife (practising), provided that the candidate is able to maintain their Midwifery supervision requirements
- *Contraception skills*
- *Ultrasound scanning skills*
- *Counselling skills*

### Experience

- General Nursing experience
- Completion of client documentation
- Working to guidelines, policies & procedures
- *Assessment of Fraser/Gillick competence*
- *Gynaecological nursing experience or relevant speciality i.e. sexual health, contraception*
- *Experience of nurse admissions and discharges*
- *Practice nurse experience*
- *Venepuncture*
- *Consent to treatment*

### Knowledge

- Abortion Act (training given)
- Health & Safety and COSHH requirements
- Infection control
- Child Protection (training given)
- *Contraception*
- *Sexual health*
- *Abortion procedures and clinical guidelines*
- *Incident reporting*
- *Ultrasound scanning*
- *Counselling*

### Skills

- Excellent interpersonal & communication skills
- Listening skills
- Accurate administrative competence
- Attention to detail

### Disposition / Temperament

- Non-judgmental
- Friendly
- Professional
- Team player
- Commitment to client-led service
- Able to maintain strict confidentiality

### Physical Characteristics

- Clear speaking voice
- Smart appearance

### General

- Prepared to be vaccinated against Hepatitis B
- Able to travel to other sites for training
- Commitment to a woman’s right to choose abortion
- *Able to work additional hours as necessary*