

# Job Framework, Registered Nurse



**Purpose:**

Reporting to the Clinical Lead, the main purpose of this role is to provide excellence in care, as determined by the client, within the Marie Stopes philosophy of minimal intervention.

Job Title:	Location:	Reporting to:	Probationary Period:
Registered Nurse	MS West London	Clinical Lead	6 months

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
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## Consultation

<ul style="list-style-type: none"> <li>admission of clients</li> <li>undertaking pre-operative pregnancy and vasectomy consultations, including providing information on operational procedures, anaesthesia, contraception, STI and aftercare</li> <li>consenting clients</li> <li>pregnancy testing</li> <li>chlamydia / STI Screening</li> <li>blood testing and ultrasound scanning (training provided)</li> <li>completion of electronic records, consent, registers</li> <li>maintenance of client confidentiality and DATA protection</li> </ul>	<ul style="list-style-type: none"> <li>CRS audit / Client Satisfaction Reports</li> <li>CRS audit / Client Satisfaction Reports</li> <li>CRS audit / Client Satisfaction Reports</li> <li>CRS audit / Client Satisfaction Reports</li> <li>key performance indicator</li> <li>competency</li> <li>CRS audit / Client Satisfaction Reports</li> <li>security audit</li> </ul>
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## Admission to Discharge

<ul style="list-style-type: none"> <li>checking details on client notes and alerting surgeon/anaesthetist to any 'significant conditions'</li> <li>escorting clients into treatment room and supporting them through the procedure</li> <li>take a lead on maintenance of timely throughput for clients in liaison with the surgeon and anaesthetist</li> </ul>	<ul style="list-style-type: none"> <li>CRS audit / Client Satisfaction Reports</li> <li>Client Satisfaction reports/ Complaints reports</li> <li>Client Flow Audit</li> </ul>
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| <ul style="list-style-type: none"> <li>• maintain client safety</li> <li>• administer “vocal local “as required</li> <li>• completion of electronic records</li> <li>• preparation and cleaning of all clinical areas pre and post treatment</li> <li>• disposal of foetal and other clinical/hazardous waste</li> <li>• maintenance of Health and Safety Standards &amp; COSHH Regulations</li> <li>• recovery of clients and monitoring observations following treatment</li> <li>• escorting clients into Recovery Lounge</li> <li>• monitoring observations and blood loss</li> <li>• ensure clients have received and completed a satisfaction survey questionnaire before discharge</li> <li>• ensuring clients are informed about aftercare prior to discharge</li> <li>• providing confidential telephone advice for clients with post-operative problems following discharge</li> <li>• completion of all paperwork for discharge by the reception team</li> <li>• early recognition of possible post-op complications and ensuring appropriate follow up care</li> </ul> | <ul style="list-style-type: none"> <li>• client satisfaction reports/ complaints reports/ incidents reports</li> <li>• client satisfaction reports</li> <li>• CRS Audit</li> <li>• client satisfaction reports/ infection prevention audit</li> <li>• infection prevention audit</li> <li>• health and safety audit</li> <li>• incidents reports</li> <li>• client satisfaction reports</li> <li>• CRS audit/ incidents reports</li> <li>• KPI</li> <li>• client satisfaction reports</li> <li>• client satisfaction reports</li> <li>• CRS Audit</li> <li>• incident reports</li> </ul> |
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## Drugs, Equipment and Environment

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| <ul style="list-style-type: none"> <li>• administration of drugs to clients, following NMC guidelines &amp; MSI Policy and procedure</li> <li>• checking of stock levels and participating in the ordering of stores as directed by the Clinical Supervisor</li> <li>• assisting in the daily checking and maintenance of routine, emergency and environmental equipment ensuring that all checks are carried out to a satisfactory standard and recorded</li> </ul> | <ul style="list-style-type: none"> <li>• observation/incident report</li> <li>• KPI</li> <li>• audit</li> </ul> |
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- follow Infection Control policies and procedures

- infection prevention audit

## Supervision and Training

- supervision of unqualified team members
- participation in training and development
- mentorship and coaching for new and existing team members
- participation in appraisal and clinical supervision
- attendance at mandatory training
- participate in the Audit and action planning process

- incident report
- appraisal
- appraisal
- appraisal
- training records
- appraisal

## Communication and Interpersonal Skills

- retain a professional and non judgemental approach at all times
- work as part of a team offering support to colleagues as required
- to work autonomously as required
- promote high levels of customer services through own practice and that of others

- client satisfaction report/  
complaint report
- appraisal
- appraisal
- client satisfaction report /  
complaint reports

## Other duties

- running operating lists and maintaining staffing levels during the absence of the Clinical Lead on a rotational basis
- achieving the Key Targets for the Centre and MSI
- ensure a timely and seamless service for the clients (client flow)
- participation in the running of the EMA Centres, as required, to cover absence and annual leave
- any other duties as directed by the Centre Manager or Clinical Lead

- audits / client flow
- KPI
- client flow audit
- appraisal
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## Skills and Experience

### Qualifications:

- English Language and Mathematics to GCSE standard or equivalent
- RN level 1 or 2

### Experience:

- post registration experience
- accident and emergency experience (desirable)
- theatre experience (desirable)
- gynaecology (desirable)
- family planning (desirable)

### Skills:

- ability to work without close supervision
- ability to work as part of a team and liaise with people at all levels
- excellent listening and communication skills
- IT skills including Microsoft Word and Excel

### Attitude / Motivation:

- flexibility
- drive and enthusiasm
- ability to remain calm in a pressurised environment
- sensitivity to individual client needs
- confidentiality
- friendly, helpful, warm and caring manner
- reliable
- non judgemental
- willingness to take up training opportunities
- keenness to develop personal learning
- willingness to participate in the training and orientation of others
- pro choice on abortion
- positive attitude to organisational change