

Job Framework



Purpose:

Reporting to the Clinical Lead and responsible to the Centre Manager the main purpose of this role is to provide appropriate and effective nursing care, as determined by the client within the Marie Stopes philosophy of minimal intervention.

Job Title:	Location:	Reporting to:	Probationary Period:
Family Planning & Sexual Health nurse	Reading	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
Consultation & Clinical	
<ul style="list-style-type: none"> promote and increase the rate of contraception provision at Marie Stopes Reading accurate assessments to establish medical history, sexual and social history and re-assess at follow-up visits provide accurate information on all contraceptive methods to enable the client to make informed choices (essential) discuss sexual health with regard to STI (Inc. HIV) testing and treatment (desirable) pregnancy testing when necessary; use appropriate care pathway accurate completion of electronic/computerised notes, registers and other necessary paperwork discussion, information giving and ability to carry out screening for STI's, to interpret results and manage treatment (Desirable) perform HIV point of care (POC) test and venepuncture carry out Cervical smears in accordance with the latest protocols, and interpret test results (desirable) referral of further services as required 	<ul style="list-style-type: none"> increased contraception provision in line with or exceeding organisational targets and average performances. audits, questionnaires, errors reporting, incidents satisfaction reports complaints, questionnaires protocols CRS/booking system audit, appraisals protocols/standards, audits results, complaints, audits increased client base, targets, complaints, incidents report complaints/audits

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- work clinically within Medical and Surgical TOP service; inc preparation of treatment suite, assisting surgeon/anaesthetist; administration of Medical abortion to clients.
- performing insertions and removal of Implanon (IUD/IUS also desirable)
- emergency contraception consultations, liaising with doctors (desirable)
- supply and administer drugs as required to clients (using Patient Group Directives/Nurse Prescriber)

- competencies, audits, satisfaction results.
- complaints, audits, incidents, competencies
- protocols
- competencies, guidelines, protocols, audits, standards

Drugs, Equipment and Environment

- ensure timely and accurate prescription of drugs
- maintain and control the storage of equipment and materials to ensure the safety of clients and colleagues
- manage services stock levels
- perform the daily checking and maintenance of routine, emergency and environmental equipment ensuring that all checks are carried out to a satisfactory standard and recorded
- record all specimens and inform clients of results as appropriate

- zero errors/incidents and complaints
- risk assessments/audits
- good stock/cost controls in place, overhead costs are met
- audits
- error reports, audits, appraisals

Correspondence with external parties

- contact clients within specified time frames
- deal with incoming phone/email enquiries
- liaise with doctors and other personal to co-ordinate results and recalls
- liaise with lab and Call centre regarding results

- satisfaction report, complaints/KPI
- complaints
- complaints, questionnaires, audits, service numbers
- complaints, Audits

Reporting

- produce reports for monitoring the service provision
- undertake audits
- manage notes

- audits, KPI
- timely reporting/KPI
- complaints

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Other

- provide ideas and support for enhancing services and systems, including undertaking marketing activities
 - regular updating of own knowledge, development and undertaking training/learning activities
 - assist in orientation and teaching of new and existing team members
 - increase nursing/HCA terms' knowledge on contraception, by coordinating one-to-one or group training
 - ensure targets are met
 - present centres results to the team/Support Office
 - attend meetings in-house/PCTs/Support Office/Other
 - manage lists to ensure client volumes and income is optimum
 - participation in performance review
 - any other duties to support and enhance the service as directed by the Clinical Lead or Centre Manager
- appraisal
 - appraisal
 - confident and competent team, increase in figures/targets KPI
 - KPIs
 - increased knowledge of team, reach KPI
 - engagement, win more contracts, own development
 - established clientele/lists Increased Income, Client satisfaction report, KPIs
 - competencies, audits, appraisals
 - as appropriate

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Skills and Experience

Qualifications:

- RGN
- family planning qualification (essential)
- insertion of all LARC contraceptive methods or working towards this (essential)
- CASH qualification/equivalent (desirable)
- Nurse Prescriber (desirable)
- Ability to undertake Cervical Cytology Smears (desirable)
- GCSE standard English Language, GCSE Mathematics or equivalent

Experience:

- post registration experience
- gynaecological experience
- family Planning experience
- sexual Health, STI management, experience (desirable)

Skills:

- ability to work autonomously. A self starter who can lead this service clinically. Who can also can be highly influential in it's business development and marketing
- able to work with men, women and young people
- ability to work as part of a team and liaise with people of all levels
- excellent communication skills
- able to share information through one-to-one training, team meetings and presentations
- pro-active approach
- always delivers to a high standard and within timeframes

Attitude / Motivation:

- drive and enthusiasm, friendly, helpful and professional
- flexible approach, responsive to change and ideas, adapt/create new systems, reliable, responsible
- a sense of humour and the ability to remain calm in a pressured environment
- sensitivity to individual client needs, empathic, non judgemental
- good communicator; able to convey information in a clear, simple and warm manner over the telephone and face to face
- complies with Data Protection Act 1998 - keeps information confidential
- good attention to detail and organised