

# Registered Nurse



## Job Framework

<b>Job Title</b>	Registered Nurse	<b>Cost Centre</b>	
<b>Location</b>	MSI UK Centres	<b>No. of Direct Reports</b>	0
<b>Reporting to</b>	Clinical Operations Manager	<b>Budget (Y/N)</b>	N
		<b>Responsibilities</b>	

### The Function

Marie Stopes UK is a reproductive health charity, best known for its abortion services which help 70,000 women a year. Our network of welcoming clinics and local community services, together with a 24 hour confidential helpline work, provide high quality, safe, accessible and compassionate advice, care and support for the women and men who need us. 95% of our services are commissioned by the NHS.

Our clinic network is growing as part of our strategy to be the charity of choice for the women and men who turn to us for help, and for our funders. Our influence is growing too, as we work to increase public and political understanding of the issues women and men face in making reproductive choices.

We're looking for people who share our drive to provide the best quality care to everyone who needs our services to join our committed teams of clinical, management and support staff.

We're proud to be champions for reproductive choice, and we work hard every day to make a reality of women's rights to decide whether and when to have children.

### The Role

Reporting to the Clinical Operations Manager, 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.

### Key Responsibilities

#### Consultation

- Admission of clients
- Undertaking pre-operative pregnancy and vasectomy consultations, including providing information on operational procedures, anesthesia, contraception, STI and aftercare
- Consenting clients
- Pregnancy testing
- Chlamydia / STI Screening
- Blood testing and ultrasound scanning (training provided)
- Completion of electronic records, consent, registers
- Maintenance of client confidentiality and DATA protection

#### Admission to Discharge

- Checking details on client notes and alerting surgeon/anesthetist to any 'significant conditions'

# Registered Nurse



- Escorting clients into treatment room and supporting them through the procedure
- Take a lead on maintenance of timely throughput for clients in liaison with the surgeon and Anesthetist
- Maintain client safety
- Administer “vocal local “as required
- Completion of electronic records
- Preparation and cleaning of all clinical areas pre and post treatment
- Disposal of fetal and other clinical/hazardous waste
- Maintenance of Health and Safety Standards & COSHH Regulations
- Recovery of clients and monitoring observations following treatment
- Escorting clients into Recovery Lounge

## **(Admission to Discharge Continued)**

- Monitoring observations and blood loss
- Ensure clients have received and completed a satisfaction survey questionnaire before discharge
- Ensuring clients are informed about aftercare prior to discharge
- Providing confidential telephone advice for clients with post-operative problems following discharge
- Completion of all paperwork for discharge by the reception team
- Early recognition of possible post-op complications and ensuring appropriate follow up care

## **Drugs, Equipment and Environment**

- Administration of drugs to clients, following NMC guidelines & MSI Policy and procedure
- Checking of stock levels and participating in the ordering of stores as directed by the Clinical Supervisor/Clinical Operations Manager
- 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
- Follow Infection Control policies and procedures

## **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

# Registered Nurse



## Other Duties

- Running operating lists and maintaining staffing levels during the absence of the Clinical Supervisor/Clinical Operations Manager 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 EMU Centres, as required, to cover absence and annual leave
- Ensure Safeguarding concerns are identified and appropriate action is taken

## Experience

- Post registration experience
- Accident and emergency experience (desirable)
- Theatre experience (desirable)
- Gynaecology (desirable)
- Family planning (desirable)

## Qualifications and Training

- English Language and Mathematics to GCSE standard or equivalent
- RN level 1 or 2
- Current ILS certificate
- Hold in date Intermediate Life Support Certificate

## Personal Attributes

### Skills

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

### Attitude/Motivation

- Flexible, driven and proactive
- Ability to remain calm in a pressurised environment
- Sensitivity to individual client needs, confidentiality
- Friendly, helpful, warm and caring manner
- Reliable and non-judgmental
- 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

# Registered Nurse



- Positive attitude to organisational change
- Uphold and actively demonstrate behaviours that align with organisational values and behaviours

## MSI Behaviours and Values

### Team Member Behaviours

#### Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

#### Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate
- You are courageous in challenging others and taking appropriate managed risks.

#### Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective
- You manage your career development including keeping your knowledge and skills up to date.

#### Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.

#### Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team
- You articulate a vision of the future which inspires and excites others.

### MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.