

Last reviewed:



**North Middlesex  
University Hospital**  
NHS Trust

# Candidate Pack

## For

### Specialist Nurse Sonographer



Our  
**values**



North Middlesex University Hospital NHS Trust is a medium sized District General Hospital based in Edmonton in Enfield, North London. We serve a diverse multicultural population largely from the London boroughs of Enfield and Haringey. Many of our patients live in wards that are within the 5% most deprived in the UK and a large proportion of our patients were born abroad. This makes it both a fascinating and a challenging hospital to work in.

Over the last decade we have rebuilt almost all of the hospital and now have facilities that we are proud to work in. We employ over 3,500 staff, more than half of whom live locally. We encourage apprenticeships from the local community and work closely with our local Health Watch.

We are primarily an emergency led hospital with more than 90% of our bed days being used for patients admitted via our emergency and ambulatory units. As well as offering everything you would expect from a major acute hospital we have a number of tertiary services treating patients with HIV and Sickle Cell Disease and a large cancer and radiotherapy service. We also run our local community Sexual Health Clinics.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our priorities:

### 1. **Providing Outstanding Care**

We will provide:

- Excellent outcomes for patients
- Excellent experiences for patients and staff
- Excellent value for money

### 2. **Partnering with Others**

We will work closely with our system partners to integrate health and care and broader public services, and guide you towards the best services for you.

### 3. **Keeping Healthy**

We will use every opportunity we have to promote wellbeing, providing information and education for our community.



## Additional Information

### Location

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust,

- our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity
- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

## Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- A equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

## Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

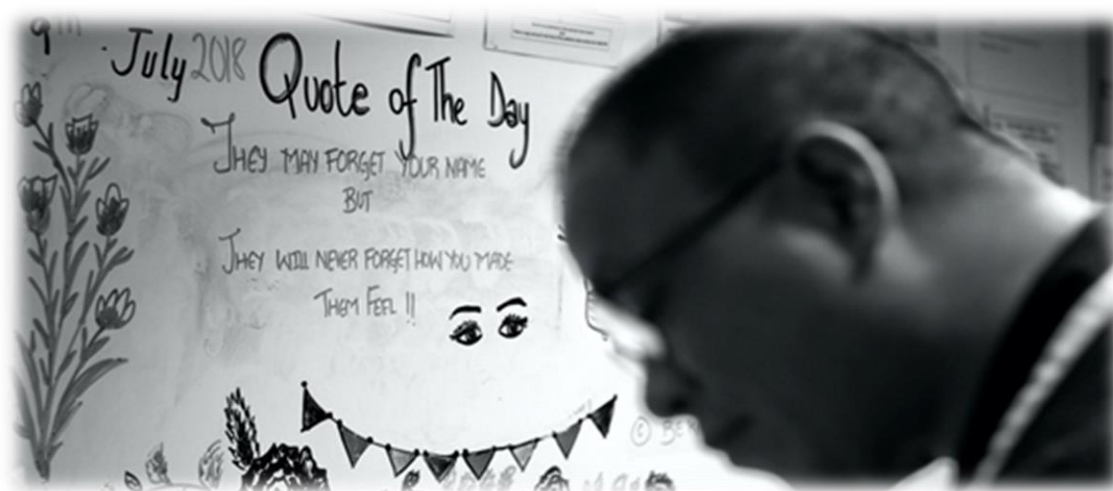
## Road Access and Public Transport

Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

## Follow us on social media





## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 3,500 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> </ul> <p>We are always looking for opportunities to develop all our staff and our services</p>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

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These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

### Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



Our  
**values**



## Job Description

**Position: Specialist Nurse Sonographer**

**Salary/Band: Band 7**

**Location: North Middlesex University Hospital NHS Trust**

**Hours: Full Time – 30 hours**

**Responsible to: Matron**

**Accountable to: Associate Director of Midwifery**

### Key working relationships

Safeguarding team including Social Workers and Gp's  
Practice Development Nurse  
Operational Service managers  
Nursing staff  
Obs & Gynae doctors  
Health Care Support Workers  
Ward Clerks  
Domestic staff  
Clinical Governance team

The North Middlesex University Hospital NHS Trust serves the boroughs of Enfield, Haringey and also draws patients from Barnet and Waltham Forest and beyond, this is a catchment area of around one million residents and covers a highly diverse population with affluent wards as well as areas of complex deprivation and serious health need.

The maternity unit opened in November 2013 has some of the best facilities in the UK including:

- a new modern eight-bed, midwife-led birth centre with four birthing pools
- a 14-bed consultant-led unit with senior consultant obstetric cover
- two dedicated operating theatres with recovery suites and high dependency care facilities
- a modern neonatal unit with 28 neonatal cots
- a modern maternity day unit
- a dedicated 24/7 maternity triage area
- a spacious outpatient area for antenatal gynaecological and scanning appointments
- A dedicated Women Ambulatory Day Unit (WADU)
- 30 bedded ward for inpatient antenatal and postnatal mothers and babies

### Job summary

- To act as an autonomous nurse Sonographer, within the Women Ambulatory Day Unit.
- To assist the Obs & Gynae in delivering patient care and managing WADU referrals.
- To be an excellent clinical role model and to act as an advanced specialist resource to all members of the team.

- To assess, perform ultrasound investigations, plan and implement management plans and safely discharge, completing all necessary records and follow up care when necessary.
- To communicate effectively with the multi-disciplinary team.
- To oversee the effective safe running of the unit on a day to day basis working with the matron, nursing staff and the multidisciplinary team.

#### 4. ORGANISATION CHART

**Matron – Gynaecology Services**

**Lead Nurse – WADU**

**WADU Specialist Nurse Sonographer**

#### 5. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

##### Clinical Duties

- To provide a high standard of nursing care for the patients and families.
- To plan, assess, implement and evaluate pathways for individual patients, and to assist other staff in this area.
- To advise on the promotion of health and the prevention of illness with specific reference to women's health needs.
- To ensure an on-going welcoming, caring and safe environment is provided for the women using WADU.
- To develop and maintain clinical skills and knowledge necessary to provide holistic, evidence based nursing care.
- Communicate proactively with all staff on the clinical condition and treatment plans of patients and ensure accurate documentation is maintained.
- To act as an advocate for the women ensuring the provision of appropriate information and support services.
- To provide information, advice, counselling and support to women and their families.
- The post includes taking telephone enquiries from patients and to act upon the information given.
- To initiate emergency treatment where necessary and to co-ordinate the process.
- To liaise and refer to appropriate health care professionals when necessary.
- To break bad news and counsel and support women undergoing miscarriage and early pregnancy conditions.
- To be fully conversant with all drugs used in WADU and to maintain relevant drug administration training as necessary
- To ensure clinical practice is evidence based or peer reviewed "best practice".



- To use the Patient IT Systems Careflow and View Point in accordance with Trust policy and procedure.
- Working within the multidisciplinary team, supporting effective communication between all members of the multidisciplinary team, other departments, patients and partners.
- To ensure that prescribed treatments are carried out in line with agreed protocol, and to recognise and communicate to the Gynae Obstetric and Nursing lead, situations that may be detrimental to the health and wellbeing of an individual in the WADU setting.
- To ensure overall quality of care is given, by being familiar with agreed standards of care.
- To assist in ensuring the safety of the department, actively participating in clinical audit, clinical risk and quality issues, including reporting of critical incidents on datix, including drafting reports/responses on complex to highly complex clinical incidents.

**Managerial:**

- To support members of the WADU Nurse & Health Care Assistant team to ensure that all women receive appropriate care.
- Day to day supervision of the nurses, supporting development and appraisals
- Ensure the provision of appropriate supervision and support to junior doctors and medical students and learners in the department.
- To assist in ensuring that allocated resources are managed effectively and efficiently. This includes effective utilisation of time and equipment.
- To ensure the safety of the unit, including reporting of critical incidents

**Professional:**

- To demonstrate a professional approach to work, and act in accordance with the NMC Code of Professional Conduct at all times.
- To have knowledge of and adhere to Trust policy and professional standards. To assist in ensuring that team members do likewise.
- To maintain confidentiality surrounding the patient's admission and treatment at all times.
- To ensure documentation is complete and up to date, in line with NMC and Trust guidelines.
- To meet revalidation requirements. To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments in conjunction with your preceptor and team leader.
- Revalidation preparation in line with NMC guidance and requirement

**Educational:**

- To actively assist in the practical training of learners and junior doctors and medical students at every opportunity which may include delivering specialist topics, providing research and examples.
- To work in co-operation with the university in order to provide uniformity and promotion of professional standards. To participate in informal teaching.
- To supervise and orientate learners and new staff, when requested.
- To maintain professional registration and to meet one's own development needs as outlined by annual appraisal.

## 6. COMMUNICATIONS & WORKING RELATIONSHIPS

- To communicate complex information to patients in a sensitive and understanding manner.
- To establish a rapport with patient and carers and an awareness of the individual patient needs, ensuring these are communicated to the multi-disciplinary team.
- Provide expert professional advice to other professionals, multi-disciplinary teams, patients, carers and relatives.
- Promote patient/ carer equality, diversity and rights.
- On occasion develop and deliver training on specialist subject.

## 7. MOST CHALLENGING PART OF THE JOB

- Ability to overcome any problems that may arise within the clinic environment, acting promptly and ensuring the smooth running of the service whilst prioritising patient care and safety.
- To be flexible and able to cover clinical shifts at short notice.
- Frequent exposure to and involved in distressing situations.
- Provide support to patients who are anxious and upset.
- Communicate highly sensitive distressing complex information to patients, sometimes where there are barriers to understanding.

## 8. OTHER

- The Post holder must comply with all NMUH Policies and Procedures.
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in NMUH premises.
- This job description is subject to the Terms and Conditions of service of the North Middlesex University NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

### Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

### Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

## Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

## Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

## Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

## Smoking Policy

The Trust provides a smoke free work environment.

## Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

## Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

## Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

## Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

## Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

**Person Specification**

**POST:**

**DEPARTMENT:**

ATTRIBUTES/ SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<p>On the NMC register Current registration Basic Life Support Updated in Safeguarding Adults and Child protection PgC Medical Imaging - Gynaecology Professional knowledge acquired through degree diploma supplemented by specialist training/experience, courses to masters level or equivalent Evidence of on-going dynamic continuing professional development to demonstrate clinical competencies.</p>	<p>RGN  PGC Medical Imaging – Gynaecology.  Evidence of on-going dynamic continuing professional development to demonstrate clinical competencies</p>	Application / Interview
Skills and abilities	<p>Excellent interpersonal, communication and motivational skills. Able to speak and write English to a high standard. Ability to use IT systems and programmes to a high level.</p>	Previous experience of	Application / Interview
Experience	<p>Substantial post qualification experience plus evidence of undertaking regular CPD Advanced specialist skills and abilities for the unit.</p>	<p>AF/IV  Previous experience of working in Emergency Gynae services.  Participate in audit cycle</p>	Application / Interview
Values	Demonstrable ability to meet Trust values		Interview/ assessment