

Job Description

Post: Nurses with expertise in IVF

Introduction.

Al Ain Fertility Clinic

This is a new clinic placed in Al Ain, Abu Dhabi, and the expected date to start its activity is June/2014. The promoter is the Abu Dhabi Police Medical Services, from the Ministry of Interior.

Our aim is to offer the latest knowledge and technology to our patients in Al Ain, and other places in UAE. We will have a genetic laboratory for PGD, in association with Reprogenetics. NJ, USA.

Job Duties

Primary Objectives

- To assist doctors to coordinate patient's treatments/relationships
- To provide support to doctors and embryologists when required
- To have a close contact with patients
- To Educate patients on individual treatment plans, medication instruction (schedule, dosage and administration), anticipatory guidance, clarification of physician instructions
- To Assure quality care by adhering to therapeutic standards

Primary Responsibilities

1. To Coordinate patient's treatments and/or procedures, such as In Vitro Fertilization (IVF), Intrauterine Insemination (IUI), etc
2. To manage patient's waiting lists, maintenance and scheduling cycles. ie. Schedules Embryo Transfers, Embryo Retrievals, Frozen Eggs Cycles, and Intrauterine Insemination.
3. Assess patients: plan and implementation of care.
4. The nurse takes the client through the whole IVF treatment process step by step. She will repeat everything that she has told to make sure that the client understands everything that is going on.
5. The nurse must understand the basics of embryology, andrology, endocrinology, gynecology, obstetrics, genetics, information technology, and of course psychology. They are the most important bridge between highly technical information and physician prescriptions and their patients' ability to understand and implement the treatment.
6. The Nurse always involved in initial consultation and performs transvaginal scanning, when having a proper training
7. To be included in a rota system to cover weekends when needed
8. The nurse is the person who will check blood test and ultrasound appointments. She will be the client's first port of call if anything goes wrong during the treatment – like breaking a vial of medicine, like having unusual pain when client shouldn't. The nurses offer solace and advice when unusual things happen during the treatment process.
9. The nurse executes treatment plans that fertility doctors formulate with couples starting at the initial visit.

10. The nurse instructs patients on how to administer the fertility medications, including how to administer subcutaneous and intramuscular injections. For many patients, this is the first time they have had to give injections to themselves. Understandably, this can create a certain level of anxiety, which nurses will skillfully help to reduce.
11. The nurse should ensure that all necessary documents e.g. marriage certificate, passport copy and latest photo should be in the file or scan in the system as per Health Authority requirements before IVF procedures, no necessary documents means no procedures.
12. The Nurse should check the files before the IVF or Gyne procedures that all consents sign by the couple and to ensure the couple that they understand the procedures.
13. The Nurse will do inventory once a week and maintains, monitors adequate stock control of supplies and drugs in the department.
14. The Nurse should make it sure that the patient after any procedures, e.g. egg collection and embryo transfer that the patient should have a discharge instructions.

Skills

1. Communication:

- Communication is a fundamental process ensures continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the health care team. A key responsibility will be to utilize a variety of strategies to communicate effectively with patients and those involved in their care.

2. Professional development:

- Knowledge, training and experience acquired, required for assessing and interpreting specialist acute and other patient conditions e.g. O.H.S.S. and appropriate action.
- Takes responsibility, with colleagues, for the teaching of qualified and unqualified staff.
- To take responsibility for own personal and professional growth and for maintaining a record of professional development experiences.
- Acts as an effective role model.

3. Clinical practice and decision making:

- Demonstrates specialist skills and knowledge in clinical practice pertaining to fertility, in particular treatment scheduling, nurse consultation to include health education and health promotion.
- Performs scanning to an agreeable standard at Nurse led Clinics. To be responsible for own time management, to ensure effective and efficient time management to cover own specialist workload.

- Accountable for own professional actions, when giving advice at nurse consultations therefore having freedom to act autonomously.
- Perform all duties and responsibilities in accordance with the relevant legislation, in particular the Human Fertilization & Embryology.

4. Adheres to hospital policies in relation to:

- Reporting of accidents/incidents involving patients, visitors or staff, Health and Safety at work policy, Fire prevention policy, Reporting of sick leave/Absenteeism, Confidentiality, Hospital disaster Plan.
- Control of infection, COSHH Guidelines, DHSS Guidelines for medicines.

5. Teamwork:

- To liaise with medical, scientific, nursing and administration staff In conjunction with the multidisciplinary team, is aware of the need for and the implications of change and is an effective change agent
- Using reflective practice contributes to the development of specialist practice and service enhancement by undertaking / assisting in research or audit.
- Participate in focus groups e.g. Risk Management, quality and Audit group.
- Liaises with fertility network support groups.

6. Quality of Care:

- Participates in the provision of up-to-date, accurate and relevant health education using evidence based practice.
- Participates in audit and quality programs: To maintain the delivery of a high quality standard of care, keeping abreast of professional and technological developments relevant to the field.
- The health and safety within the department is implemented according to unit and Trust policy and that every effort is made to identify and minimize potential risks/hazards.

7. General Responsibilities

- All Employees are required to promote and support the mission and vision of the service for which they are responsible and: At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.
- Adhere to equal opportunities and good relations policies throughout the course of their employment.
- **The “ Cleanliness matters is everyone’s responsibility, not just the cleaners”** Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

- Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:
- Cleaning hands either with soap and water or a hand sanitizer at the appropriate times (WHO, 5 moments“);
- Using the correct „7 step“ hand hygiene technique; · Being bare below the elbows“ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual; Wearing the correct Personal Protective Equipment (PPE); Ensuring correct handling and disposal of waste (including sharps) and laundry; Ensuring all medical devices (equipment) are decontaminated appropriately , ie, cleaned, disinfected and/or sterilized.

Salary

- job offer includes a free-tax salary, to be negotiated, depending on candidates, in the neighborhood of 3,000 euros/month
- Housing
- 1 economy class return flight tickets to origin country for you and your family per year
- health insurance for you and your family
- malpractice insurance

Closing date: 15/April/2014

Contact to:

Nayla:

Nayla.aafc@gmail.com

Dr. Peramo:

bperamo@me.com