



Position Description

Fertility Nurse

Position Details

Employee Name	
Position	Fertility Nurse
Main Location(s)	Fertility Clinic
Reports to	Nurse Team Leader
Direct Reports	None
Key Internal Relationships	Doctors Nurse Team Laboratory Team Colleagues Business Support Team
Key External Relationships	Patients Patient's families and partners General public / visitors Health service providers (ie: radiology, laboratory)

Our Organisation

Fertility Associates has experienced sustained success and growth within New Zealand as the leading provider of fertility medicine.

Our people and patients are our priority. Having talented, engaged and passionate people demonstrating care, responsiveness and excellence will result in positive patient experiences, and a workplace that we can all be proud of.

Your role is critical in our ability to deliver fertility services that brings hope for our patients, that is world-leading, and enables growth for our people and business.

Position Purpose

The main purpose of your role is key to ensuring quality support and communication through the patient pathway. FA Nurses work collaboratively to provide timely, proficient, patient-centered services for all patients, supporting the FA physicians' treatment plan. FA Nurses collaborate with physicians, embryologists and multidisciplinary team members providing physical and psychological support to patients undergoing investigation and treatment for infertility with FA.

Contribution to our Values

CARE is demonstrated by:

- Understanding and respecting the differing needs of patients for support, communication and information.
- Acting with compassion and diligence at all times
- Being a strong team player and working towards success for patients

RESPONSIVENESS is supported/demonstrated by:

- Adapting communication, education and support to individual patient profiles and needs
- Working positively through the challenges patients and team members face
- Keeping informed, learning from others, and sharing best practice

EXCELLENCE is supported/demonstrated by:

- Looking for ways to improve service
- Continuous focus on achieving high standards

Key Accountabilities	
Consistent high performance of Nursing Tasks	Expected Outcomes
<ul style="list-style-type: none"> Perform tasks according to documented procedures and protocols, observing the principles of infection control and good nursing practice, including: <ul style="list-style-type: none"> collection of blood samples preparation of theatre oocyte pick up inseminations collection of Post Coital Test samples dispensing drugs monitor and care for the sedated patient post-procedure patient care obstetric, gynae and fertility clinic support Monitor stock levels as required; including information sheets/documents, consumables, drugs, housekeeping supplies. Prioritise workload including clerical, billing and cleaning/maintenance tasks 	<ul style="list-style-type: none"> Consistent, high levels of competence in all nursing tasks is maintained. Good quality samples collected, correctly labelled. Adequate supplies for theatre procedures available. Optimum quality eggs retrieved. Correct drugs dispensed in appropriate quantity and all documentation completed Patient safety is maintained at all times. Pre-consultation checks completed and documented. Required equipment, drugs, consumables, documents available as necessary. Daily tasks completed efficiently. Work areas clean and tidy after use. Electronic and written documentation complete and accurate.
Patient Care	Expected Outcomes
<ul style="list-style-type: none"> Assess patient, collate and document patient information (Day 1), and where appropriate past treatment(s), to plan treatment in conjunction with other members of the patient care team. Find out what patients' needs are in terms of frequency and type of communication and support and build a communication plan for them. Participate in evaluation and interpretation of laboratory and radiology data to manage individual treatment plans. Document patient instructions appropriately. Provide timely daily treatment instructions and advice to patients. Follow up and chase up where necessary. Provide instructions, education, information, and advice (counselling) to patients covering all aspects of FA's service and provide appropriate written information. Make appropriate use of other clinic team members to ensure patients are fully informed of and understand treatment choices. Provide support to patients throughout treatment, including follow-up contact as appropriate. 	<ul style="list-style-type: none"> High levels of patient satisfaction - feedback and survey. Documentation of patient information required for treatment planning is complete and accurate - including written and electronic records. Treatment plans follow FA group protocols. Appropriate advice and authorisation sought for decisions outside of guidelines. Written and electronic documentation is complete and accurate. Patients are accurately informed and understand treatment information. Informed consent is given by patients in an appropriate timeframe.
Communication & Teamwork	Expected Outcomes
<ul style="list-style-type: none"> Work co-operatively and constructively with other team members to achieve objectives. Quickly builds effective, respectful working relationships with key stakeholders. 	<ul style="list-style-type: none"> Key stakeholders such as colleagues and patients feel respected, heard, and valued. Team engagement scores in communication and teamwork measures are high. Is clearly valued as a member of the team.

<ul style="list-style-type: none"> • Goes the extra mile to assist others - proactively helps and supports colleagues. • Communicates directly, honestly and respectfully. Avoids gossiping. • Actively seeks feedback to improve and gives constructive, respectful feedback to others. 	<ul style="list-style-type: none"> • Key stakeholders recognise, respect and value how you contribute to the team. • Team performance is high, targets are met, and key measures are on track.
<p>Compliance & Continuous Improvement</p>	<p>• Expected Outcomes</p>
<ul style="list-style-type: none"> • Contribute to the continuous improvement of processes/protocols within FA • Follow the company safety policies for personal and patient safety. • Seek and use performance feedback to improve own performance • Will bring things to others attention/ raise issues of concern. • Supports colleagues - sharing knowledge and experience to help them do things better/more efficiently. • Raise/report/escalate compliance issues or risks using the appropriate channels. 	<ul style="list-style-type: none"> • Incidents that may impact on the safety, wellbeing, or effectiveness of our people or business are reported in a timely manner. • Incident and quality reporting seen as process for improvement not 'blame'. • Comfortable asking questions, providing feedback, critique and new ideas. • All allocated training and compliance tasks are completed within given timeframes. • Compliance issues, complaints and corrective actions are identified, resolved, and reduce in frequency.
<p>Initiative, Accountability & Positive Attitude</p>	<p>• Expected Outcomes</p>
<ul style="list-style-type: none"> • Proactive rather than reactive. Able to avoid mistakes that could/should be anticipated. • Effectively plans and prioritises work in accordance with company and team goals/plans/objectives. • Well prepared and organized. Is punctual and responsive to the workload of others. • Displays optimism and perseveres in the face of setbacks/hurdles. • Actively sets learning/development goals and drives own learning outcomes. 	<ul style="list-style-type: none"> • Achieves accuracy targets. • Finishes all allocated work efficiently and on time. • Works well without supervision. • Positive feedback from patients and colleagues. • Displays a helpful and courteous manner. • Willingly shares learning. • Collaborates with leadership to create learning/development plans and commits to achieving set goals.

Qualifications / Experience / Skills	
Formal Qualifications	<ul style="list-style-type: none"> Registered Nurse with NZ recognised qualification
Experience	<p>Desired level of experience in a similar role:</p> <p><input type="checkbox"/> Entry (0-1 Years)</p> <p><input checked="" type="checkbox"/> Mid (1-5 Years)</p> <p><input type="checkbox"/> Senior (5+ Years)</p> <p>Experience in the following is <u>required</u>:</p> <ul style="list-style-type: none"> Must be self-managing Exceptional customer service skills – can communicate warmly and effectively even with patients Office systems Excellent computer skills using the Microsoft suite Sound data entry skills and excellent attention to detail <p>Experience in the following is <u>desirable</u>:</p> <ul style="list-style-type: none"> Medtech or other medical database Is familiar with fertility issues Knowledge of relevant legislations Has worked in healthcare
Certifications / Licence Pre-requisites	<ul style="list-style-type: none"> Registered Nurse
Technical / Legislative Knowledge Required	<ul style="list-style-type: none"> N/A
Systems / IT Platforms	<p>Standard business tools:</p> <p><input checked="" type="checkbox"/> MS Word (Intermediate)</p> <p><input checked="" type="checkbox"/> MS Outlook (Intermediate)</p> <p><input checked="" type="checkbox"/> MS Excel (Intermediate)</p> <p>Other position specific requirements:</p> <ul style="list-style-type: none"> N/A

Review & Approval

Last Reviewed By:	AP, AO, MPL	Date:	December 23, 2021
Approved By:	AP	Date:	December 23, 2021