

## **London Gynaecology**

### **Job Spec: Lead Nurse**

#### **About Us**

London Gynaecology is a leading private Gynaecology Practice, based at three locations: The Portland Hospital, one of London's leading private hospitals, our independent clinic in the City of London and our new clinic on Harley Street. With over 20 consultants & GPs, the practice is busy and dynamic and sees in excess of 1200 patients each month.

Our Ethos is to give expert advice and care and to always be accessible at the entire stage of the patient pathway. We are committed to ensuring that our service matches the needs of our patients.

Our Mission is to provide high quality personalised healthcare at every stage of the patient pathway, ensuring the best possible outcomes for our patients relating to their gynaecological and reproductive health. We aim to provide a safe framework for doctors to deliver expert care, using state-of-the-art medical equipment and facilities.

Our Values are:

- Honesty, dignity and respect
- Services that meet the patients' need
- Access and accessibility
- Transparent pricing
- Robust, safe processes and policies
- Innovation

We believe it is important to treat every patient and colleague with honesty and integrity and as an equal with dignity and respect. We are a team, the wellbeing of our staff is paramount and we treat each other with respect and kindness. We are therefore looking for someone to join our organisation who embodies these values, is a team-player and will go above and beyond to deliver excellent patient service.

#### **The Role**

This is a unique opportunity for a passionate, dedicated and experienced nurse to join a dynamic and friendly team who are dedicated to providing first class patient care. The ideal candidate will have substantial experience working in a gynaecology setting. Special consideration will also be given to applicants with experience in pre- and post-operative care of gynaecological patients. The applicant must be able to work in a flexible, dynamic,

enthusiastic and proactive way whilst demonstrating exceptional communication skills and high personal standards.

In return we will offer an excellent competitive salary with outstanding staff benefits and training. London Gynaecology is a growing practice and you will have an opportunity for career progression within the company. This will be a permanent / full time role (35 hours per week).

### **Job Purpose**

The Lead Nurse role is a dual responsibility position encompassing both Leadership and Clinical Governance:

- **Leadership:**
  - Provide leadership for the Healthcare Assistant (HCA) team, ensuring a positive, collaborative team environment.
  - Oversee operations at clinics when on-site, promoting the delivery of safe, effective and exemplary patient care throughout the practice.
  - Lead and manage the HCA team, including scheduling, supervision, and staff development.
  - Participate in senior management meetings to ensure alignment and communication of initiatives and learnings across the organisation.
  
- **Clinical Governance:**
  - Manage the clinical governance work within the organisation, ensuring compliance with all relevant legislation, CQC standards, and best practice guidelines.
  - Maintain and improve the quality of patient care by overseeing systems and processes, such as audits, incident reporting, risk assessments, and clinical policies, ensuring recommendations are implemented.
  - Support the preparation for and management of CQC inspections.
  - It is expected this position will be the CQC Registered Manager for central London sites.

### **Key Responsibilities**

- Compilation and management of clinic policies and procedures. Maintain compliance with relevant legislation and best practice guidelines and reflective of organisational ways.
- Manage audit and risk assessment compliance. Make recommendations for incremental audits as necessary to address gaps or enhance service delivery.
- Ensure recommendations from audits and risk assessments are implemented effectively.
- Actively provide and promote safe, effective nursing care for patients
- Organise and manage the HCA team, including creating staff rotas and allocating daily tasks, appraisals, performance evaluation and development.
- Assist the HCA team as necessary in all aspects of relevant nursing care for patients – including phlebotomy, dressings, suture removal or wound inspections.
- Collaborate with HR for staff recruitment and training.
- Investigate organisational incidents.
- Act as a liaison for concerns, complaints, or discrepancies, ensuring accurate documentation and escalation to appropriate parties as necessary.
- Maintain professional development and ensure nursing competencies are up to date
- Ensure compliance with infection control protocols and maintain patient and staff safety
- Provision nurse-led services for patients; including nurse-led clinics and injections/vaccinations.

### **Experience, Required Qualities and Skills**

- Registered General Nurse on the live register of the NMC and suitably qualified and experienced in private healthcare
- At least 3 years post-registration experience with management responsibilities
- Extensive knowledge of CQC regulations within the private clinical sector and has experience in CQC inspection preparations
- Phlebotomy experience is essential
- Excellent standard of nursing skills
- Good organisational skills
- Excellent verbal and written communication with experience of audit processes and compilation of audit reports
- Team player with the ability to use own initiative and prioritise tasks
- Maintain a very high standard of confidentiality adhering to GDPR and Data Protection legislation
- Awareness of Infection Control protocols and safety of staff and patients

- Experience and understanding of risk assessments

### **Benefits**

- 25 days annual leave + bank holidays per year
- Private Pension
- Private Healthcare
- Social Events
- Access to healthcare appointments

### **Salary**

- Competitive ; dependent on experience

This is an exciting opportunity to join our nursing team with excellent promotional opportunities as we continue to expand and develop our services delivered within London Gynaecology.

If you are interested in joining and expanding your skills and knowledge within a superb, purpose-built clinic – please apply now.