

GCRM – Job Description

JOB TITLE Staff Grade Doctor

LINE MANAGER Medical Director

JOB PURPOSE

Co-ordination, management and delivery of patient care before, during and after treatment at GCRM, whilst maintaining and promoting highest standards of care and communication.

SPECIFIC RESPONSIBILITIES

These include:

General

1. To be completely confidential in all matters pertaining to GCRM and adhere to the guidelines of the governing body. *(Including reporting treatment cycles)*
2. To become competent at using the patient database system.
3. To become skilled at trans-vaginal ultrasound scanning. *(Including ovarian assessment scans, follicle tracking scans and early pregnancy scans)*

Theatre Procedures

1. To become skilled at intra-uterine -insemination.
2. To become skilled at embryo transfers.
3. To become skilled at egg collections.

Information Provision

1. To become fully aware of the GCRM treatment protocols and treatment management, and to understand the quality management system.
2. To understand the use of ovarian reserve testing and the meaning of each result.
3. Conduct consultations to obtain patient history and advise on fertility treatment options.
4. Following treatment, to advise patients about further options and in early pregnancy.
5. To become competent at explaining the treatment process to patients, whilst being able to conduct consent appointments for all areas of fertility treatment.
6. Document patient records as appropriate.

Quality Management

7. To complete audits in line with the ISO 9001 requirements.
8. To adhere to GCRM's Health and safety policies.

9. Liaising with the GCRM Quality Manager in all matters pertaining to GCRM quality management system.
10. Taking an active role in developing new research and development proposals.
11. Undertaking any other duties or responsibilities as may be determined by GCRM following consultation between GCRM and the post holder.

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED

The Staff Grade should have:

- A medical degree recognised by the GMC. The candidates must have Full GMC Registration.
- Experience in infertility is desirable.
- MRCOG or equivalent is desirable.
- CCT in Obstetrics & Gynaecology is desirable.

The Staff Grade must learn the skills, knowledge and experience detailed below:

- An understanding of the biology and scientific evidence underpinning clinical practice
- An understanding of the work of related disciplines
- An understanding of prevailing legislation
- An understanding of, and ability to apply, quality assurance and monitoring of performance
- The ability to communicate effectively with colleagues, patients and other disciplines

EXPECTED COMMITMENT

It is expected that the individual fulfilling these functions would commit to 37.5 hours per week. There will be a requirement for weekend and evening commitments. The Staff Grade will be expected to take part in the on-call rotas.

- Works full-time (37.5 hrs/week),
- Responsible for patient emergency on-call in rotation
- Included in weekend rotation