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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Registered Nurse |
| **Reports to** | Clinical Nurse Manager |
| **Band** | 5 |
| **National Job Profile used** |  |
| **Department/Directorate** | Cherrybrook, Yarty ward, Yeo ward  Cancer Services  Specialist Division |

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| **JOB PURPOSE** | |
| To be responsible for the standards of patient care and services within the team, ensuring that nursing practice and patient services are in line with NMC Codes, statutory and Trust requirements.  To safely deliver SACT treatments to patients in line with Trust guidelines both within inpatient wards, Cherrybrook Unit and in the Outreach locations.  To work together as a team, providing psychological, physical, social and spiritual support to patients receiving treatment | |
| **KEY WORKING RELATIONSHIPS** |  |
| Lead Cancer Nurse  Clinical Matron  Clinical Nurse Manager (CNM)  Assistant Practitioners  Healthcare Assistants  Specialist Nurses  Oncology staff  Haematology staff  Medical colleagues  Allied Healthcare Professionals | |
| **ORGANISATIONAL CHART** | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| **Care Management:**  To assess, plan, deliver and evaluate the individual care requirements of patients using the designated nursing model and processes.  To provide supervision and instructions to support staff, AP and HCA’s as appropriate  To assist with the development and use of appropriate nursing models and care delivery systems which achieve the patient care philosophy of the ward/unit.  To perform venepuncture and cannulation according to Trust Policy.  To be proficient in the care of central lines according to Trust Policy.  To administer SACT treatments according to the Trust Systemic Anti-Cancer Therapy Policy.  To respond to telephone queries and support calls from patients  To liaise with Oncology and Haematology in patient areas when transfer of patients is required.  **Quality Management:**  To assist with the implementation and maintenance of standards monitoring systems.  Contribute and assist with discussions and implementation of improvement to patient services  To assist with the implementation of improvements to working methods and practices within the unit  Participate and contribute to changes and improvements within the Directorate and Trust.  **Financial Management:**  To assist with the monitoring of resources to ensure they are within budgetary limits.  Assist with the analysis of staffing requirements against workload activity.  Contribute to the allocation and distribution of staffing in order to provide efficient labour utilisation within budgetary limits.  Develop financial awareness within the team so that individual staff contribute to the efficient use of resources.  **Information Management:**  Assist with the collection, recording and storage of information.  Contribute to the analysis and use of relevant information in decision making, problem solving and care management.  **Staff Management:**  Contribute to the recruitment and selection of nursing and other staff.  Provide instruction and information to the team and individuals.  Assist with monitoring staff performance against objectives set with them.  Assist with the assessment of skills and competencies of staff and students nurses  Supervise, develop and coach individual staff so that they function effectively within the roles and responsibilities as laid down by the Trust’s Vision for Nursing.  Maintain systems of workload allocation which are equitable and within the competence and capabilities of individual staff and teams.  Develop own management skills and competence.  **Professional Development:**  To provide clinical leadership within the ward/unit.  To assist nurses within the team to develop their professional knowledge and skills and to transfer these into their nursing practice.  Working towards completion of the UKONS passport.  Attendance at a recognised chemotherapy course.  To develop own knowledge and practice.  To practice according to NMC Codes and standards.  **Other:**  To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.  To contribute to and work within a safe working environment.  If staff member has a current driving licence to contribute driving the van to Outreach locations.  The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection. | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| Demonstrate effective communication with colleagues and members of the MDT.  Develop an ability to listen to patients concerns and provide clear information to support their needs  Signpost to other healthcare professionals where required including CNS teams, FORCE and allied healthcare professionals | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | |
| Develop the necessary skills to work in the role of triage nurse – liaising with patients, Consultants and pharmacy to ensure safe and timely delivery of SACT treatments for patients attending the Cherrybrook Unit.  Proficiency in reviewing Chemocare to identify treatments that need authorisation  Develop necessary skills to effectively complete a telephone clinic list | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| Effectively plan and prepare for work allocated to the team  Close liaison with nurse in charge and other healthcare workers in the team  Demonstrate colleague support | |
| **PATIENT/CLIENT CARE** | |
| Assess individual care requirements of patients using the designated assessment tool  Develop competency in venepuncture and cannulation to Trust Policy  Develop competency in the care of central lines  To administer SACT treatments according to the Trust Systemic Anti-Cancer Therapy Policy.  To respond to telephone queries and support calls from patients  To liaise with Oncology and Haematology in patient areas when transfer of patients is required  Provide advice in the management of symptoms relating to SACT treatments  Provide safety netting advice to ensure patients contact the team on the numbers provided | |
| **POLICY/SERVICE DEVELOPMENT** | |
| Participate in discussions with the team in order to develop service improvements  Flexible approach and understanding of the change process  Awareness of relevant research that may advise change in policy or guidelines  Awareness of policies that are relevant in area of work | |
| **HUMAN RESOURCES** | |
| To undertake Development review at required times with CNM or Unit Sister  Clear communication with manager  Support student nurses to achieve necessary objectives for the placement  Attend relevant clinical, professional, multi professional meetings, seminars and conferences | |
| **INFORMATION RESOURCES** | |
| Demonstrate compliance with Trust policies and procedures at all times, working to local and national guidelines.  Use of UKONS triage tool when assessing patients out of hours and over the weekend. | |
| **RESEARCH AND DEVELOPMENT** | |
| Evaluate clinical practice in relation to its evidence base and clinical effectiveness  Review and disseminate new information to relevant staff  Participates in research within scope of professional practice | |
| **OTHER RESPONSIBILITIES** | |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training and e-learning  To contribute to and work within a safe working environment  The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. | |
| **THE TRUST- VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **GENERAL** | |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. | |

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| **POST** | Registered Nurse |
| **BAND** | 5 |

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| **Requirements** | **Essential** | **Desirable** |
| QUALIFICATION/ SPECIAL TRAINING  Registered General Nurse 1st Level  Degree or ability to demonstrate working at that level  Clinical experience in cancer nursing  Up to date professional portfolio  Recognised Chemotherapy Course or willing to attend  Recognised Oncology Course or willing to attend | E  E  E | D  D  D |
| KNOWLEDGE/SKILLS  Good understanding of nursing care methods and models  IV Drug Administration  IV SACT Administration  Cannulation and venepuncture skills  Understanding of the care of central venous access devices  Established organisational and leadership skills  Able to identify priorities  Innovative, able to problem solve and make decisions  Teaching skills  Understand the importance and relevance of nursing research and uses this to improve clinical practice  Able to use resources efficiently and effectively | E  E  E  E  E  E | D  D  D  D  D |
| EXPERIENCE  General nursing experience  Experience of working with cancer patients  Experience of caring for patients approaching end of life | E  E  E |  |
| PERSONAL ATTRIBUTES  Enthusiastic, highly motivated and committed to a developing service  Able to be assertive when necessary and remain calm in a busy environment  Excellent communication skills including dealing with bereaved relatives and participating in breaking significant news  Able to work constructively in a multi-disciplinary team and maintain a positive image  Professional & pro-active attitude, including the ability to problem solve utilising resources available  Clinical leadership skills  Self motivated + ability to motivate others  Ability to work on own initiative and prioritise workload  Act as specialist nursing resource/practice educator or supervisor in line with local needs  Demonstrates importance of & ability to work as part of a team  Ability to act as patient advocate  Demonstrates understanding of the actual/potential emotional impact of working with cancer patients on self and others  Good attendance record  Motivated to further personal development and professional development of the nursing team | E  E  E  E  E  E  E  E  E  E  E  E | D  D |
| OTHER REQUIRMENTS  Compliance with mandatory skill updates in line with Trust policy  Flexible in working practice  Motivated to further personal development and professional development of the nursing team  Demonstrates an understanding and commitment to fostering equal opportunities | E  E  E  E |  |

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|  | | | | | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | | | | | **R** | **O** | **M** | **F** |
|  | | | | | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | | | | | |  |  |  |  |
| Laboratory specimens | | | | | N |  |  |  |  |
| Contact with patients | | | | | Y |  |  |  |  |
| Exposure Prone Procedures | | | | | N |  |  |  |  |
| Blood/body fluids | | | | | Y |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** | | | | |  |  |  |  |  |
|  | | | | | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | | | | | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | | | | | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | | | | | N |  |  |  |  |
| Animals | | | | | N |  |  |  |  |
| Cytotoxic drugs | | | | | N |  |  |  |  |
|  | | | | | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | | | | | |  |  |  |  |
| Radiation (>6mSv) | | | | | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | | | | | N |  |  |  |  |
| Dusty environment (>4mg/m3) | | | | | N |  |  |  |  |
| Noise (over 80dBA) | | | | | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | | | | | N |  |  |  |  |
|  | | | | | | | | | |
| **Other General Hazards/ Risks** | | | | | |  |  |  |  |
| VDU use ( > 1 hour daily) | | | | | Y |  |  |  |  |
| Heavy manual handling (>10kg) | | | | | N |  |  |  |  |
| Driving | | | | | Y |  |  |  |  |
| Food handling | | | | | N |  |  |  |  |
| Night working | | | | | N |  |  |  |  |
| Electrical work | | | | | N |  |  |  |  |
| Physical Effort | | | | | Y |  |  |  |  |
| Mental Effort | | | | | Y |  |  |  |  |
| Emotional Effort | | | | | Y |  |  |  |  |
| Working in isolation | | | | | Y |  |  |  |  |
| Challenging behaviour | | | | | Y |  |  |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🞏 |
|  | Group 2 | | 🞏 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🞏 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🞏 | Mental Capacity/DOL’s | 🞏 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🞏 |  |  |
| Fire | | Annual | 🞏 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | 🞏 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🞏 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🞏 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |