

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Macmillan Seamoor Unit Manager |
| **Reports to** | Clinical Matron, Cancer Services |
| **Band** | Band 7 |
| **Department/Directorate** | Seamoor Unit – Clinical Support and Specialist Services |

|  |
| --- |
| **JOB PURPOSE** |
| The Macmillan Seamoor Unit Manager will lead the operational management of the Chemotherapy and Day unit and Chemotherapy Service to ensure that:  * High standards of care delivery are achieved and maintained * Such services are delivered in an efficient and cost effective way and within allocated resources. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Macmillan Seamoor Unit Manager will ensure effective day to day operational management of the Seamoor Unit (Chemotherapy and Day Treatment Unit).  The post holder is expected to carry out all relevant forms of care and procedures for which they are competent to practice without direct supervision.  To promote and deliver evidence-based care.  To offer a Chemotherapy service within the current Chemotherapy and Day Treatment Unit  The post holder will deputise for the Clinical Matron as and when required.  The post holder will work closely with the Systemic Anti-Cancer Treatment (SACT) Clinical Nurse Specialist (CNS), providing a clear focus on service quality from the patient’s point of view and developing changes and improvements as appropriate.  The post holder will work closely with other Chemotherapy Nurses in the South West Alliance to ensure equality in the service across the South West  The post holder will be a key member of the Cancer Services Team with responsibility and accountability for managing the Seamoor Unit and providing professional leadership support to the staff within the Chemotherapy department.  The post holder will work with the Clinical Matron, SACT CNS Cancer Manager, Lead Clinicians for Chemotherapy to ensure the Trust meets the National Quality Surveillance Programme standards for Chemotherapy.  The Macmillan Seamoor Unit Manager will be based in the acute hospital.  The post holder will fulfil all tasks and work as part of a team.  To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.  **K** |
| **KEY WORKING RELATIONSHIPS** |
| The post holder will have key working relationships with the Clinical Matron, SACT CNS and Cancer Manager working closely with the Immunotherapy and Acute Oncology Clinical Nurse specialists, Lead Clinician for Chemotherapy, Oncology, Haematology and Acute Oncology, Cancer services and Lead pharmacist,   * Provide clinical input to meetings where appropriate * Establish effective communication across the local healthcare community and with the South West Cancer Network. * Collaborate with other Chemotherapy Nurses in the region to ensure consistency and continuity of approach within the Trust   The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.  The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  In addition, the post holder will deal with the wider healthcare community, external organisations and the public, when required.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Cancer Services Matron * Cancer Services Management structure * Lead SACT CNS * Acute Oncology CNS * Pharmacist and pharmacy technicians * Associate Director of Nursing | * Community Nurses * Patients, family members and their carers * GP’s and other medical professionals | | * Research Nurses |  | | * Seamoor Unit staff |  | | * Wider team CNS’s * and more. |  | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will establish effective systems of communication to ensure that staff feel fully involved in shaping the Chemotherapy service; communicating effectively with a wide range of people and will need to be able to present information in a variety of ways to both large groups as well as on a 1:1 basis.  Ensure the development of an effective communication system within the unit between all disciplines.  To hold regular unit meetings in an atmosphere, to encourage staff to put forward information and suggestions for improvement.  Ensure staff receive up-to-date information e.g. Trust bulletin, team briefings.  To attend Divisional and Ward Manager meetings relevant to role.  Respond to complaints and suggestions to effect improvements within the service. In conjunction with the Complaints Department, investigate and respond to official complaints as required.  Establish an environment which supports patients and carers as partners in the planning, delivery and evaluation of their care, to ensure that they understand and agree with the programme of care |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder will be able to analyse complex facts or situations, requiring analysis, interpretation, comparison of a range of options. Monitoring standards and ensuring that they match national and local requirements.  Ensuring appropriate quality processes that support good practice are implemented throughout appropriate departments.  Ensuring that arrangements for the systematic review of patients’ opinions and complaints are put in place.  The post holder will occasionally work autonomously and with the Chemotherapy team to make decisions about patients care and treatment in line with Trust and service policy.  The post holder will identify, assess and develop plans for minimising clinical risk; ensure compliance with Health and Safety policies; ensure all staff have access to clinical supervision as a means of reflecting on significant events and improving standards of care and decision making;  The post holder will monitor incident reports, ensuring any necessary action is taken, ensuring robust mechanisms are in place to achieve corrective action and share appropriate learning;  Investigate and act on formal complaints, including prompt handling of poor performance;  Promote and participate in Clinical Audit to develop and establish standards within Chemotherapy services |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan, organise complex activities, programmes requiring formulation and adjustment  Responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered.  Participate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service at all times.  The post holder will be organised and plan workload appropriately  The post holder will work with the SACT CNS, lead clinician and pharmacist for chemotherapy, for the preparation/coordination of the annual Quality Surveillance Programme review and visits, which will include self-assessment against National Standards.  The post holder will work with the SACT CNS and Clinical Matron to ensure that the objectives of the South West Chemotherapy Alliance for Chemotherapy are met within Northern Devon Healthcare NHS Trust |
| **PATIENT/CLIENT CARE** |
| To support patients in meeting their own health and wellbeing through providing expert information, advice and support  To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement.  To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals  To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required |
| **POLICY/SERVICE DEVELOPMENT** |
| In conjunction with the Clinical Matron develop and implement an appropriate unit strategy and philosophy which is reviewed on a regular basis .  Lead new approaches to nursing care within the unit / ward, including changes in advanced practice.  Participate in nursing, audit and directorate meetings as appropriate.  Ensure unit staff receive up-to-date information via trustlink, team briefings and meetings.  Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved.  As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and taking action utilising the relevant Trust procedures.  Attend local governance meetings to ensure learning from incidents, risks and complaints and compliments.  Attend Joint Chemotherapy governance meetings with Royal Devon and Exeter Trust and Northern Devon Healthcare NHS Trust via videolink and local chemotherapy governance meetings.  Participate in the training, education and assessment of pre and post registration nurses and other Healthcare Learners.  Promote and participate in clinical supervision.  Act formally as a mentor and ensure that other trained staff maintain their competency to provide this role to others.  Utilise educational opportunities to facilitate learning in the clinical situation.  Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.  Maintain Unit training matrix and encourage staff to actively engage in identifying personal training needs which are in line with the needs of the service. Assist staff to identify how these needs may be addressed |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has a personal duty of care in relation to equipment and resources.  The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner.  Co-ordinate the unit and resources and be responsible for running the unit in a cost effective manner.  Responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs).  To use human and financial resources in an effective way for the benefit of patients and to achieve operational objectives. The post holder will be an authorised signatory for the Unit Budget within the context of the Trust’s SFIs.  Responsible for the safe handling of patient property/valuables in line with ward procedures and Trust SFIs. |
| **HUMAN RESOURCES** |
| Participate in the recruitment, induction and development and review of junior members of staff.  Review of manpower resources within the unit, helping to assess workload and identify changing skill mix as required.  Be familiar with the Trust Discipline (Performance / Inefficiency) Procedure and follow this procedure as required with support from the Clinical Matron and HR Department  To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.  To provide specialist input to post-registration courses and professional development programmes  To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others  To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carers  To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients receiving chemotherapy are able to deliver the highest standards of care  To be responsible for ensuring all staff working with chemotherapy are competent and work within their scope of practice.  Maintain training records and annual updates for staff within the department for Chemotherapy Peer Review evidence |
| **INFORMATION RESOURCES** |
| To document all patient chemotherapy appointments on Somerset Cancer Registry and maintain patients records as per Trust Documentation Policy  Ensure accurate data is maintained within the department to allow monthly reports for SACT national data set purposes  To be involved in the self-assessment of the National Quality Surveillance Programme for Chemotherapy. |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice  To identify areas of potential research relating to the speciality and to participate in relevant research activities  To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.  To work with the Research team to ensure the nursing staff are supported whilst in the department.  Plan, develop, initiate and participate in such research projects in Chemotherapy as are appropriate and derive conclusions applicable to practice |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical intravenous skills, providing a supporting role with administering chemotherapy, immunotherapies, Intravenous (IV) line insertion, bone marrow aspirates, taking blood and venesections. |
| **PHYSICAL EFFORT** |
| The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods. |
| **MENTAL EFFORT** |
| Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms. The daily workload is generally predictable; however the post holder will regularly be required to concentrate for prolonged periods when reviewing patient conditions and reports, clinical incidents and meetings in regards to chemotherapy governance.  Plan & organise day-to-day service provision  Actively participate in strategic service planning & development |
| **EMOTIONAL EFFORT** |
| Provide leadership and support to nursing team and deal with poor performance  Managing conflict in the workplace and assist in dealing with crises/problems/ difficult circumstances within department teams/individuals  Dealing with complaints and patient feedback.  Regular exposure to distressing or emotional circumstances when communicating highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement. |
| **WORKING CONDITIONS** |
| Car owner/driver  Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting  Occasional aggressive behaviour when dealing with face to face complaints or staff conflict  Regular use of VDU |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are 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.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **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.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Macmillan Seamoor Unit Manager |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Post-registration qualification in Chemotherapy or oncology nursing or equivalent experience  Formal qualification in teaching of adults  Master’s degree in relevant discipline or working towards | **E**  **E**  **E**  **E** |  |
| **KNOWLEDGE/SKILLS**  Significant medical nursing, significant Chemotherapy experience  Extensive experience in care of patients with cancer  Experience of managing service provision and the supervision and managing of staff  Ability to represent the department at meetings of internal, local, regional and national bodies and institutions | **E**  **E**  **E**  **E** |  |
| **EXPERIENCE**  Able to manage and conduct nurse-led clinics  Counselling skills  IT competence in the usual applications – database, spread sheet and presentation software etc  High level of presentation skills and experience of public speaking | **E**  **D**  **D**  **D** |  |
| **PERSONAL ATTRIBUTES**  Good interpersonal skills  Good communication skills  Ability to be empathetic  Ability to handle difficult or emotional situations  Excellent organisational skills  Motivation  Ability to adapt and change to meet the needs of the service  Able to work as a team member | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust  Ability to travel to other locations as required | **E**  **E** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | ✓ |
| Contact with patients | Y |  |  |  | ✓ |
| Exposure Prone Procedures | Y |  |  |  | ✓ |
| Blood/body fluids | Y |  |  |  | ✓ |
| Laboratory specimens | Y |  |  |  | ✓ |
|  | | | | | |
| **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) | Y/N |  | ✓ |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y |  |  |  | ✓ |
|  | |  |  |  |  |
| **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) | Y |  | ✓ |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | ✓ |  |  |
| Mental Effort | Y |  |  |  | ✓ |
| Emotional Effort | Y |  |  |  | ✓ |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | ✓ |  |  |