

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Systemic Anti-Cancer Treatment Chemotherapy (SACT) Nurse, Eastern Services
<b>Reports to</b>	Clinical Nurse Manager, Specialist Services
<b>Band</b>	6
<b>Department/Directorate</b>	Specialist Services Division – Oncology and Haematology

JOB PURPOSE
<p>The Systematic Anti-Cancer Treatment Chemotherapy (SACT) Nurse provides clinical and managerial leadership to the nursing and multi-professional team. This role includes acting as a clinical leader and an expert practitioner; liaising, guiding and advising the multidisciplinary team and external agencies in the provision of optimum patient care.</p> <p>The postholder will be responsible for supporting the development of training resources and taking part in teaching opportunities to support all staff involved in delivering anti-cancer therapies. This includes teaching and assessing for sign off in the administration of anti-cancer treatments.</p> <p>The postholder will also support working across the cancer services footprint through:</p> <ul style="list-style-type: none"> <li>• Outreach &amp; driving the SACT van,</li> <li>• Triage Out of Hours (OOH),</li> <li>• Supporting the 24hour patients SACT line,</li> <li>• Delivery of SACT in any designated location;</li> <li>• Maintaining safety, staff support and administration of treatment plans</li> <li>• Mentoring and supporting junior staff across oncology and haematology with SACT skills</li> </ul>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Provide effective clinical and managerial leadership across the oncology and haematology areas, including inpatients daycase and outpatients, in the absence of the Clinical Nurse Manager (CNM) which empowers staff to deliver patient-centred, evidence based care within a defined budget.</li> <li>• Establish systems for a multi-disciplinary approach to patient-centred care delivery and demonstrate good interpersonal, teaching and practical skills required within the speciality, whilst reflecting the oncology and haematology philosophy of care demonstrating greater involvement of patients and their relatives/carers by using the Trust's patient and public involvement strategy</li> <li>• Demonstrate a good knowledge of treatment side effects and care, and provide patient and carers with advice and support in relation to health promotion, neutropenic sepsis, and hair loss and other treatment side effects.</li> <li>• Practice advanced specialist skills for the client group, including the administration of Cytotoxic &amp; Immunotherapies treatments, and blood products, central venous and peripheral access device care, venepuncture and cannulation</li> <li>• Assess patients prior to treatment to determine whether alterations to planned care are needed and refer as appropriate</li> <li>• Assess the supportive, palliative care and psychological needs of patients and their carer's and refers to appropriate professional as necessary.</li> <li>• Within nurse led outreach clinics assess patients' suitability for initial referral and treatment at each attendance, for example, chemotherapy, immunotherapy and supportive therapies</li> </ul>

- Work in collaboration with colleagues to ensure patients have access to appropriate timely, good quality information relating to treatment and support, and be active in the delivery of this information for patients, their carer's and/or staff
- Plans, implements, carries out and evaluates care given by self and other nursing staff to patients and their relatives
- Maintain accurate clinical observations and records, interpret the significance of these and implement appropriate care
- Make decisions with regard to the clinical intervention required, based on the analysis and interpretation of complex clinical facts (such as blood pressure, pulse, respiratory rate, and temperature and fluid balance) on a daily basis and in crisis situations.
- Maintain own clinical expertise and competence within the unit speciality by working a minimum of 80% of the working week clinically as part of the team, undergoing training and updating by external or internal courses and by reading and keeping up to date with changes in practice
- Act as a clinical resource providing advice support and supervision to the unit staff and primary and secondary health care professionals regarding specialist patient management
- Is visible and accessible to patients, visitors and users of the service, proactively promoting the role and responsibilities of the unit Senior Sister

### KEY WORKING RELATIONSHIPS

The post holder will be expected to provide senior leadership including clinical expertise across the oncology and haematology wards, supporting areas as required.

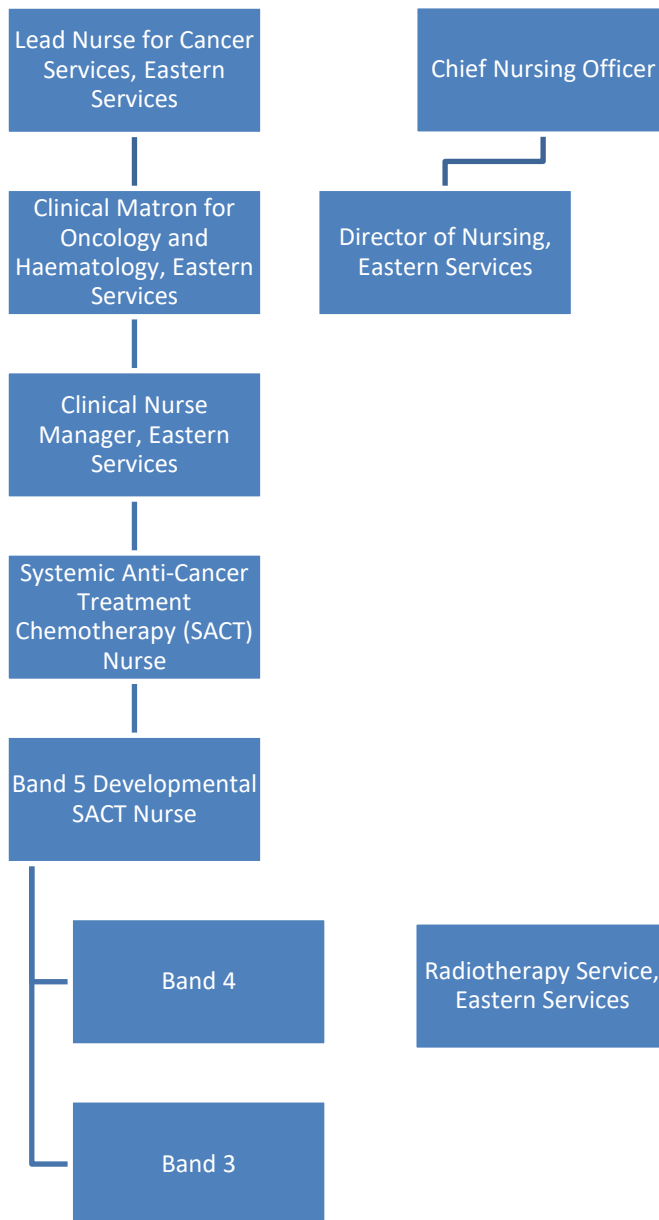
The staffing establishment across the relevant areas equates to 96.30 WTE, mix of registered and unregistered staff

The post holder is required to deal effectively with staff of all levels and 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 in the areas of their responsibility.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Clinical Nurse Manager/Senior Nurse</li> <li>• Lead Cancer Nurse</li> <li>• FORCE Cancer Charity</li> <li>• Consultants/Medical staff</li> <li>• Pharmacy</li> <li>• Transfusion and Immunology Lab</li> <li>• Nurse Specialist throughout the Trust</li> <li>• Vascular Access Team</li> <li>• Clerical Staff</li> </ul>	<ul style="list-style-type: none"> <li>GP's</li> <li>Community nurses</li> <li>Hospice nurses</li> <li>Cancer CNS across the cancer alliance</li> </ul>

## ORGANISATIONAL CHART



Professional reporting line: .....

Direct managerial line: ———

### FREEDOM TO ACT

The post holder works within defined SACT pathways providing clinical leadership supporting the wider MDT. Works within code of practice / UKONS guidance for the safe delivery of SACT treatments, independently overseeing care of a defined group of patients including in outreach locations. Providing supervision for band 5 SACT nurses and unregistered staff, confirming suitability for treatment, mentoring of junior staff signing off SACT passports

### COMMUNICATION/RELATIONSHIP SKILLS

The post holder will:

- Be required to have highly developed communication and leadership skills that reflect and promote the values of the organisation and act as a role model for all staff.
- Be required to work across organisational boundaries both internally and externally to develop collaborative partnership working.
- Respond frequently to requests for information on patient conditions, bed state, and requests from medical staff and other enquires relating to the unit from internal and external sources on a daily basis, via the telephone, and assistance in emergency situations and when more junior staff requires support with clinical interventions.

- Draw upon highly developed and extensive professional knowledge to act as a source of expert advice and knowledge to other clinical areas
- Communicate with patients, relatives and carers sensitive clinical information in a way that takes into account the level of understanding and any barriers that may have an impact on the individual receiving and understanding the information, face to face and via the telephone on a frequent daily basis.
- Communicate effectively in highly distressing or emotional circumstances such as breaking in bad news supporting staff in this or similar situations.

### **ANALYTICAL/JUDGEMENTAL SKILLS**

The post holder will be required to:

- Review and analyse information or data arising from various reports, enquires, complaints, incidents, workforce issues that require interpretation, comparison of a range of options and provide sound advice and judgements so that recommendation can be made appropriately.
- Assist in the identification of realistic goal setting in care planning
- Assess patient fitness for treatment, including reviewing bloods and toxicities deferring treatment as appropriate

### **PLANNING/ORGANISATIONAL SKILLS**

The post holder will be required to:

- Assist in the implementation of national & local guidelines
- Provide representation on committee / meetings as required

### **PATIENT/CLIENT CARE**

The post holder will:

- Communicate with patients, relatives and staff in an empathetic way, both face to face or by telephone giving reassurance and developing cooperation in achieving good outcomes on a frequent daily basis.
- Communicate effectively with inpatient and primary care teams to ensure continuity of care, for example, management of chemotherapy side effects, central venous and peripheral access device care.
- See also Key results section.

### **POLICY/SERVICE DEVELOPMENT**

The post holder will:

- Assist the Clinical Nurse Manager with service improvement initiatives by applying change management strategies, and ensuring staff involvement
- Encourage the team to develop constructive suggestions for service improvement ensuring that the Clinical Nurse Manager is aware of any impact that such initiatives may have on patient care provision
- Involve the team in benchmarking exercises and encourage feedback from patients.
- Contribute to the planning and organising of any service improvements or developments
- In support of the Lead Nurse, Clinical Nurse Manager and Cancer Services Senior Nurse contribute at a local level to the review of the Directorate's service and business strategy, including the equality & diversity strategy.

### **FINANCIAL/PHYSICAL RESOURCES**

The post holder will liaise with other members of the multi-professional senior team to ensure that there is efficient use of resources including finance and staff.

Be aware of budgetary limitations and provide the best possible nursing service within these confines

### **HUMAN RESOURCES**

The postholder will:

- Support the CNM in their absence is responsible for all aspects of staff management and will participate in the recruitment process of staff, sickness and performance monitoring, adhering to Trust Human resource policies, to ensure a fair and consistent approach when dealing with staff issues, under the guidance of the Lead Cancer Nurse or Associate Director of Nursing.
- Support the CNM in the maintenance of records of staff training, annual leave and sickness
- Take overall responsibility when leading a shift for ensuring that the compliment of staff is appropriate to deliver the service from a skill mix and skills perspective. May devise the duty roster or check the roster after completion by another member of staff to ensure that it reflects the pattern of service delivery. Adjusting the roster and providing cover in emergency situations.
- Delivers training for one to one induction for new and temporary staff, mentorship for students and preceptorship for newly qualified staff on a frequent basis. Contributes to the planning of the orientation and induction of new staff using the Trust induction policy. Act as a mentor to qualified staff and students
- Take responsibility for bed management, staffing advice and redeployment across the unit, requests for bank and responding to fire or major incident, to support the senior nurse Deal with other ad hoc requests for help, information or decision making required as they arise.
- Responsible for infection control and cleanliness standards on a shift by shift basis by ensuring that staff follow National and Trust policy and in collaboration with the CNM contribute to implementing actions plans following external audit, reporting back to the Sister on progress
- Provide statements in response to formal complaints or resolve with patients or relatives any verbal complaints or if necessary pass on to the CNM /PALS services any that cannot be resolved. Use the learning as a result of incidents and complaints and take action in a positive way to develop or change practice.
- Undertake any training required in order to maintain competency including mandatory training
- Use appropriate strategies and opportunities to impart specialist knowledge to staff, patients and their families / carers
- Hold regular team meetings for staff to keep them informed of changes to policies/procedures and up to date with changes within the organisation, including team brief
- Implement “best practice” in the management of the staff resource in accordance with Improving Working Lives, Agenda for Change and other legislation as required
- Be responsible for risk assessments policy implementation in daily practice
- Contribute to creating an environment that is conducive to learning, by providing reading material and teaching sessions for a group of staff, or on a one to one basis and give support to staff undertaking new roles
- Undertake appraisals of junior members of trained and support staff within the team that they lead and develop personal development plans, setting objectives for those who they appraise, which is linked to the divisions/ Trust objectives and feeds into the divisional training plan.
- Be responsible for the teaching of core nursing skills on a one to one or group basis and those relating to the speciality of the area, to qualified staff, support staff and students on a daily basis
- Be responsible for assessing staff competency in a range of specialist skills, for example in cannulation, venepuncture and SACT administration.
- Participate in the planning of the orientation and induction of new staff using the Trust induction policy

## INFORMATION RESOURCES

The post holder will:

- Use local and national research, guidelines and policies to establish a model of evidence-based care, which is patient- centred and ensure discharge planning is commenced on admission by staff and that patients are discharged without unnecessary delays, according to the Trust discharge policy.
- In collaboration with the Clinical Nurse Manager (CNM), contribute to and undertake audits using recognised tools for health care professionals, develop action plans to implement the results of audit and discuss with the Sister the progress against these action plans.
- Take responsibility for ensuring on a shift by shift basis, that the Trust policy for clinical incident reporting is followed. Support the CNM to use the learning from incidents in a positive way to develop or change practice.

- Support the CNM to implement action plans from external audit (infection control, health and safety, patient environment action audits) and discuss the progress against these action plans.
- Participate in working groups within the organisation and contribute by making recommendations to policy formulation and changes to policies and report back to CNM
- Support the implementation of new policies/protocols by helping to cascade the information to all members of the team.
- As per the Trust Drug policy ensure that self and nursing staff read and follow the safe ordering, storage and administration of medicines.
- Read and adhere to all Trust policies and ensure that all staff follows this practice.
- Ensure the Trust policies and procedures in safe handling of cytotoxic drugs are adhered to, for example cytotoxic spillage, disposal, extravasation and intrathecal chemotherapy protocol

The post holder will also use a variety of software packages and will be required to manipulate data via spreadsheets application and use word-processing or power point packages for the preparation of presentation and reports. The post holder will also be required to use EPIC (our electronic patient record system) and Chemocare.

### **RESEARCH AND DEVELOPMENT**

The post holder will:

- Act in an advisory/collaborative role with all senior members of the multi-professional team and coordinate project work, research, audit and developments.

### **PHYSICAL SKILLS**

High degree of competence and dexterity in practical nursing skills, providing a clinical leadership role with SACT assessments, administering SACT treatments intravenous and oral medication, cannulation, central line access and taking blood.

### **PHYSICAL EFFORT**

High degree of competence and dexterity in practical nursing skills, providing a clinical leadership  
The role will have a combination of sitting, standing and walking with moderate effort for sustained periods along with accessing My-care with clinical activities

### **MENTAL EFFORT**

The post holder will be required to sustain frequent and extended periods of concentration, for example analysing complex data, interpreting national guidance/legislation.

Required high level of SACT knowledge applying theory to the management of SACT patients administration and management of toxicity

Writing reports and as part of an unpredictable work pattern that may include frequent interruptions to deal with service issues or staff needs.

### **EMOTIONAL EFFORT**

The post holder will be required to:

- Communicate with patients, relatives and carers sensitive clinical information in a way that takes into account the level of understanding and any barriers that may have an impact on the individual receiving and understanding the information, face to face and via the telephone on a frequent daily basis.
- Communicate with patients, relatives and staff in an empathetic way, both face to face or by telephone giving reassurance and developing cooperation in achieving good outcomes on a frequent daily basis.
- Communicate effectively in highly distressing or emotional circumstances such as breaking in bad news supporting staff in this or similar situations.
- Communicate effectively with inpatient and primary care teams to ensure continuity of care, for example, management of chemotherapy side effects, central venous and peripheral access device care.

- Exposure to emotionally distressing circumstances, such as the consolation and emotional support of patients who have received bad news will be a daily occurrence.

### **WORKING CONDITIONS**

- The post holder will be exposed to body fluids when working clinically supporting the wards.
- There will be extensive use of VDU's on a daily basis.
- The post holder will also be required to travel to both NDDH and RD&E sites, and other locations as required.
- They will have contact with Cytotoxics
- There will be a requirement to work at outreach locations

### **OTHER RESPONSIBILITIES**

The post holder will be required:

- To take part in regular performance appraisal.
- Manage own time and plan and organise workload effectively
- To contribute to driving the Outreach van to outreach locations as required.
- To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- To contribute to and work within a safe working environment

The post holder is also 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 the post holder abides by any relevant code of professional conduct and/or practice applicable to the position. A breach of this requirement may result in action being taken against the post holder (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder must also take responsibility for their workplace health and wellbeing, including:

- Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
- 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.

### **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 Trust's Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

<b>Job Title</b>	Systemic Anti-Cancer Treatment Chemotherapy Nurse
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> <ul style="list-style-type: none"> <li>First level registered Nurse</li> <li>Specialist clinical knowledge across a range of work procedures including SACT administration, underpinned by theory and CPD</li> <li>ENB 998/C&amp;G 7407 or equivalent</li> <li>Experience of leading clinical teams</li> <li>A degree level-post registration qualification or equivalent in Care of the patient receiving SACT.</li> <li>Teaching/Mentoring/Assessing Course and/or qualification</li> <li>UKONS passport or willingness to complete</li> <li>A degree level-post registration qualification or equivalent in Oncology or Haematology experience</li> </ul>	E E E E D E	D  E D
<b>KNOWLEDGE/SKILLS</b> <ul style="list-style-type: none"> <li>Co-ordination on a daily basis of the clinical and educational requirements as defined by the Clinical Nurse Manager within area of responsibility.</li> <li>Assess, plan, implement and evaluate clinical care of patients receiving SACT treatment</li> <li>Experience of managing complaints and undertaking conflict resolution</li> <li>Ability to apply research findings and support evidence based practice</li> <li>A commitment to improving patient services</li> <li>Awareness of cancer standards</li> <li>Chemotherapy assessment and triage skills</li> <li>Good leadership skills and managerial experience</li> <li>Evidence of changing practice in a clinical setting</li> <li>Established teaching skills</li> </ul>	E E  E E E E E E	D D
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Teaching experience</li> <li>Computer literacy</li> <li>Current clinical experience of respiratory medicine, thoracic surgery or oncology</li> <li>Up to date knowledge of professional practice issues</li> <li>Experience of audit process</li> <li>Experience of research process</li> </ul>	E E E  E	D D
<b>PERSONAL ATTRIBUTES</b> <ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> <li>Excellent communication skills</li> <li>Professional &amp; pro-active attitude, including the ability to problem solve utilising resources available</li> <li>Clinical leadership skills</li> </ul>	E E E  E	



<ul style="list-style-type: none"> <li>• Self-motivated and the ability to motivate others</li> <li>• Ability to work on own initiative and prioritise workload</li> <li>• Ability to remain calm when under pressure</li> <li>• Act as specialist nursing resource/practice educator or supervisor in line with local needs</li> <li>• Demonstrates importance of &amp; ability to work as part of a team</li> <li>• Ability to act as patient advocate</li> <li>• Demonstrates understanding of the actual/potential emotional impact of working with cancer patients on self and others</li> <li>• Flexible and adaptable</li> <li>• Commitment to openness, honesty and integrity in undertaking the role.</li> </ul>	E E E E  E E E  E E	
<p><b>OTHER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust</li> <li>• Ability to travel to other locations as required</li> <li>• Compliance with mandatory skill updates in line with Trust policy – manual handling, resuscitation, fire, IV and blood transfusion requirements</li> <li>• Driving licence and willingness to drive the outreach vehicle as required</li> </ul>	E  E  E	   D

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