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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** | Clinical Chemotherapy Nurse Manager |
| **Reports to** | Clinical Matron |
| **Band** | 7 |
| **Department/Directorate** | Specialist Directorate |

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| **JOB PURPOSE** | | |
| The Clinical Chemotherapy Nurse Manager is responsible for leading the development of a highly trained SACT nursing provision across oncology and haematology. Maintaining the provision of a patient focused specialist nursing service, working collaboratively with the patient, their family and the multi-disciplinary team, especially the CNM for Yeo, Yarty and Cherrybrook.  To provide clinical and professional leadership for SACT, contributing to service development with the Lead Clinician, Lead Cancer Nurse, Clinical Matron, Clinical Nurse Mangers and Cluster Manager. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| * Departmental Nurses * Team of administrative staff * Consultants and other medical staff * Wider Trust MDT * Pharmacy and CIVAS * NDDH SACT counterparts * Patients and families * Primary Care colleagues * Students of all professions * Specialty triumvirate (Clinical Lead, Clinical Matron and Cluster Manager, including Radiotherapy Lead and Lead Cancer Nurse) * FORCE & ELF | | |
| **ORGANISATIONAL CHART** | | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| * Lead on the SCAT nursing agenda * To offer direct support to patients receiving SACT. * To manage own Nurse led clinics (when assessed as competent) * Monitor Drug safety across the services for SACT linking with the existing CNM * Independent nurse prescribing for Cancer patients (when competent). * Provide expert clinical SACT knowledge to staff and patients. * Set and work to high standards * Maintain professional standards and behaviours at all times. * Nominated Lead Chemotherapy Nurse reporting to the Lead Cancer Nurse | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| * Analyse and assimilate complex information and decide on most appropriate action. Recognise when to refer to colleagues. * Demonstrate a logical, flexible and innovative approach to problem solving. * Support all professionals in co-ordinating the patient’s journey and ensure high standards of written and verbal advice is available to patients, relatives and carers. * Demonstrates a high level of expertise in SACT and acts as a resource in all aspects for patients with an SACT diagnosis. * Planning, implementing and evaluating care delivery across changing health needs. * Effectively prioritise workload. | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| * Planning, implementing and evaluating care including education and training. * To lead and positively contribute to the effectiveness and efficiency of the team. * Work collaboratively with nursing leads in the development of expert SACT, person centred practice. * Utilise effective time management skills to ensure patients’ needs are met in a timely manner. * Set up and run new nurse led clinics as required meeting the demands of the service. * Develop protocols and guidelines according to service need. * To support and facilitate audit and clinical research and clinical governance. Use data from these activities to monitor and improve quality and patient experience. | | |
| **PHYSICAL SKILLS** | | |
| * High level of concentration. * Manual dexterity. | | |
| **PATIENT/CLIENT CARE** | | |
| * To provide specialist SACT nurse led service contributing to the diagnosis, care and treatment of patients. Maintain a high standard of care, providing advice, counselling and education to patients. * To provide direct patient care. * Act as an expert practitioner demonstrating specialist knowledge, skills in areas such as the management of SACT treatments. * To work in collaboration with the MDT. * To work autonomously without direct supervision as part of a wider MDT. * Demonstrate excellent communication skills with all patients’ carers and the wider MDT. * Ensure high standards of documentation. * To ensure that all information given to patients remain evidence based. | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| * Monitor and evaluate service quality, reporting into the specialty governance meeting. Use data to benchmark and improve the service. * Develop strategies and care pathways in conjunction with the MDT to facilitate innovation and improvements to practice. * Facilitate, initiate and manage change in practice to improve the quality of care and patient experience. | | |
| **FINANCIAL RESOURCES** | | |
| * Order/oversee the ordering of supplies to ensure the smooth running of the service. * Ensure the safe use of specialist equipment. | | |
| **HUMAN RESOURCES** | | |
| * Ensure safeguarding issues are raised appropriately to lead nurses and investigated as appropriate. * Undertake HR processes as required to include PDR, sickness management, performance management etc. * Develop other staff to undertake these HR functions as appropriate. * Provide leadership within the SACT domain and division. * Practice as a professional at all times, demonstrating a responsible attitude to promote team working and confidence in all areas. * Accept professional responsibility and accountability for own patient caseload, managing workload accordingly. * Identify areas for service improvement and practice development. | | |
| **INFORMATION RESOURCES** | | |
| * Ensure high standards of written and verbal advice are available to patients, relatives and carers. * Be proactive in the maintenance of high standards of clinical documentation * Report and investigate any untoward incidents. | | |
| **RESEARCH AND DEVELOPMENT** | | |
| * Promote and participate in research within the department. * Proactively audit, disseminate and act on the results from audit. | | |
| **FREEDOM TO ACT** | | |
| * Some autonomous practice without direct supervision. * Independent prescribing as competent. * Specialist consultants are available on site or via a range of communication methods. | | |
| **OTHER RESPONSIBILITIES** | | |
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| **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. | | |
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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse (NMC registration)  Healthcare Degree or equivalent experience  Cancer qualification  Independent prescriber  Teaching qualification or equivalent | E  E | D  D  D |
| **KNOWLEDGE/SKILLS**  Current clinical experience  Ability to work in clinic setting  Previous Oncology experience  Evidence of ongoing professional and leadership development  Working knowledge of risk management and clinical governance. | E  E  E  E | D |
| **EXPERIENCE**  Proven experience of effective management of teams  Experience of improving and developing services  Experience of audit and acting on findings  Multi-disciplinary working  Computer literate | E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  Demonstrable ability to communicate with a wide range of people using a range of communication skills to manage information that may be of a sensitive nature.  Excellent written and verbal communication skills  Well-developed interpersonal skills  Team player  Flexible and adaptable  Positive and proactive | E  E  E  E  E  E |  |
| **OTHER REQUIRMENTS**  Willing ness to undertake non-medical prescribing and other training as required  Ability to travel to other sites as service develops | E  E |  |

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

**COMPETENCY REQUIREMENTS**

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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 | 🞏 |  |  |