

JOB DESCRIPTION

JOB DETAILS	
Job Title	Chemotherapy Staff Nurse
Reports to	Seamoor Unit Manager
Band	AFC Band 5
Department/Directorate	Seamoor Unit

JOB PURPOSE

To provide registered nursing skills as an accountable member of the multidisciplinary team delivering evidence based care. The post holder is expected to carry out all relevant forms of care and procedures, including the administration of systemic anti-cancer treatments, for which they are competent to practice, without direct supervision and to supervise and provide leadership to junior staff.

The post holder will be required to take charge of the unit as necessary in the absence of a more senior member of staff and co-ordinate the smooth running of shifts on a rostered basis.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

To meet the needs of the service and minimise clinical risk may be required to work in other areas as appropriate and as directed by the Ward Manager / Senior Nurse.

Responsible for the assessment of care needs and development of programs of care, including implementation and evaluation for a select group of patients, to ensure that high quality evidence-based care is delivered.

Responsible for communicating and involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the programme of care.

Give appropriate advice, support and education to the patient and their family / carer regarding systemic anti-cancer treatment and its possible side effects.

Responsible for carrying out all forms of care for which the post holder is competent to practice without direct supervision, in accordance with local and Trust policies and procedures.

Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment.

Responsible for maintaining up-to-date, accurate and comprehensive paper and electronic records.

As part of the multidisciplinary team participate in discharge planning to ensure continuity of care for patients and that all necessary follow-up arrangements have been made.

Be alert to the health and safety of self, staff, patients and any member of the public on Trust property and comply with and promote the Trust's Health and Safety Policy.

Administer and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines.

In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Ward / Unit / Department.

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 identifying areas of risk, reporting incidents and taking immediate action utilising the relevant Trust procedures.

Initiate and / or participate in the audit process and professional and managerial project as / when required.

Demonstrate a high commitment of professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service. Maintain an up-to-date Personal Development Plan.

Promote and support innovative and research based practice ensuring that development of accountability in all areas of practice.

Utilise educational opportunities to facilitate learning in the clinical situation.

Participate in the training, education and assessment of pre and post registration nurses, Auxiliary nurses and other Healthcare Learners. Completing NVQ's and other forms of qualifications.

Participate in the development and delivery of the induction programme for junior members of staff.

Participate in, and promote clinical supervision.

Ensure safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy

General

Act in accordance with the NMC Code of Professional Conduct.

Be aware of and work within the policies and procedures adopted by Northern Devon Healthcare Trust.

Carry out other duties as may be required and which are consistent with the responsibilities of the post. Learn new skills associated with the role.

Attend mandatory training relevant to post as specified by the Trust.

Adhere to the Northern Devon Healthcare Trusts Confidentiality guidelines.

Diversity / Vulnerable Children/Adults

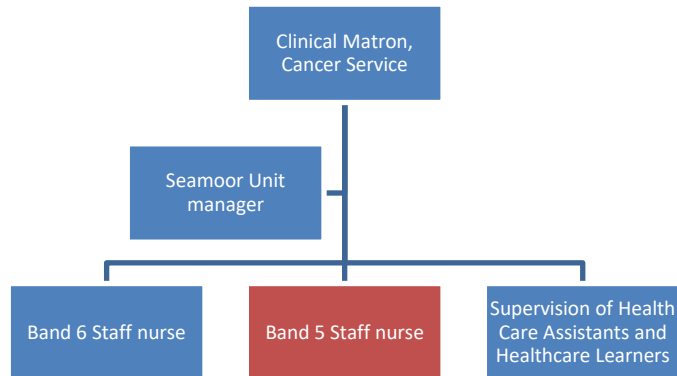
Ensure safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy

KEY WORKING RELATIONSHIPS

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• Line manager• Unit/Ward/Department Nursing team• Multidisciplinary team• Other Trust / PCT departments e.g. Pharmacy, Pathology, Radiology, Patient Management Team (PMT), Community Teams and Sodexo.	<ul style="list-style-type: none">• Patients• Carers/families

ORGANISATIONAL CHART



FREEDOM TO ACT

Responsible for the safe handling of patient property/valuables in line with unit procedures and Trust SFI's.

To meet the needs of the service and minimise clinical risk may be required to work in other areas as appropriate and as directed by the Ward Manager / Senior Nurse.

COMMUNICATION/RELATIONSHIP SKILLS

Responsible for communicating and involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the programme of care.

Give appropriate advice, support and education to the patient and their family / carer regarding systemic anti-cancer treatment and its possible side effects.

Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment.

ANALYTICAL/JUDGEMENTAL SKILLS

Responsible for carrying out all forms of care for which the post holder is competent to practice without direct supervision, in accordance with local and Trust policies and procedures.

PLANNING/ORGANISATIONAL SKILLS

Responsible for maintaining up-to-date, accurate and comprehensive paper and electronic records.

PATIENT/CLIENT CARE

Responsible for the assessment of care needs and development of programs of care, including implementation and evaluation for a select group of patients, to ensure that high quality evidence-based care is delivered.

Responsible for communicating and involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the programme of care.

Give appropriate advice, support and education to the patient and their family / carer regarding systemic anti-cancer treatment and its possible side effects.

POLICY/SERVICE DEVELOPMENT

Administer and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines.

FINANCIAL/PHYSICAL RESOURCES

No direct budget accountability, but responsible for the effective use of Trust resources and

compliance with Trust Standing Financial Instructions (SFI's).

HUMAN RESOURCES

Participate in the development and delivery of the induction programme for junior members of staff.
Participate in, and promote clinical supervision.

INFORMATION RESOURCES

Responsible for maintaining up-to-date, accurate and comprehensive paper and electronic records

PHYSICAL SKILLS

Leadership Qualities
Effective communication at all levels
Cannulation & venepuncture Skills
Intravenous administration skills

PHYSICAL EFFORT

Constant standing / walking
Assist patients with walking/sitting and other activities of daily living
Pushing Trolleys

MENTAL EFFORT

Concentration required for administration of drugs, monitoring and recording of observations
Regular interruptions to daily tasks

EMOTIONAL EFFORT

Provides emotional support to patients and carers
Provides leadership and support to junior members of the team.
Deals with the effects of terminal illness and chronic disease; explains issues to patients / carers

WORKING CONDITIONS

Frequent exposure to bodily fluids & smells.
Use of Cytotoxic Drugs

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	Chemotherapy Staff nurse
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Requirements		Essential	Desirable
QUALIFICATION/ TRAINING	SPECIAL	<ul style="list-style-type: none"> Registered Nurse Evidence of Continuous Professional Development (CPD) 1year Experience 	<ul style="list-style-type: none"> Accredited module in administration of systemic-anti cancer treatment Accredited module in mentorship
KNOWLEDGE/SKILLS/EXPERIENCE		<ul style="list-style-type: none"> Leadership Qualities Effective communication at all levels Cannulation & venepuncture Skills Intravenous administration skills 	<ul style="list-style-type: none"> Able to use a range of Central Venous Access Devices Knowledge/ understanding of the Acute Oncology Service and triage Haematology/Oncology experience
PERSONAL ATTRIBUTES		<ul style="list-style-type: none"> Provides emotional support to patients and carers Provides leadership and support to junior members of the team. Deals with the effects of terminal illness and chronic disease; explains issues to patients / carers Concentration required for administration of drugs, monitoring and recording of observations Regular 	

	interruptions to daily tasks	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Frequent exposure to bodily fluids & smells. • Use of Cytotoxic Drugs 	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y/N				
Contact with patients	Y/N				
Exposure Prone Procedures	Y/N				
Blood/body fluids	Y/N			X	
Hazard/Risks requiring Respiratory Health Surveillance					
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				X
Animals	Y/N				
Cytotoxic drugs	Y/N				X
Risks requiring Other Health Surveillance					
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				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y/N				X
Heavy manual handling (>10kg)	Y/N				
Driving	Y/N				
Food handling	Y/N				X
Night working	Y/N				
Electrical work	Y/N				
Physical Effort	Y/N				X
Mental Effort	Y/N				X
Emotional Effort	Y/N				X
Working in isolation	Y/N				
Challenging behaviour	Y/N			X	