



## **Northern Devon Healthcare**

**NHS Trust**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Senior Chemotherapy Nurse</b>
<b>Band:</b>	<b>Band 6</b>
<b>Responsible To:</b>	<b>Unit Manager (Seamoor)</b>
<b>Accountable To:</b>	<b>Lead Cancer Nurse / Matron for Cancer Services</b>
<b>Section/Department/Directorate:</b>	<b>Chemotherapy Unit</b>

#### **Job Purpose:**

To provide ongoing professional and clinical leadership to the nursing team and deliver evidence based care as part of the wider multidisciplinary team.

The postholder is expected to carry out all relevant forms of care and procedures, for which they are competent to practice, without direct supervision.

Work closely with the Clinical Lead for Chemotherapy the Seamoor unit manager and cancer matron to provide a chemotherapy service for the acute Trust

The postholder will be a registered nurse who supports the unit manager, and deputises for them, assuming responsibility for the management of the unit, its staff and service users in his or her absence.

The post holder will have responsibility to monitor the coordination of all patient activities and develop oncology and haematology services.

The post holder will routinely cannulate, access and maintain Central Venous Access devices whilst administering chemotherapy and act as an information giver with the ability to work autonomously and as part of the team.

The post holder will regularly supervise more junior staff in the day to day running of the chemotherapy unit, but will also hold some management responsibility over such tasks as delegated by the unit manager, such as the off duty.

The post holder will be expected to act as a mentor to, and actively support the training and development of both qualified and unqualified members of staff.

#### **Context:**

Under the direction of the Unit Manager may be responsible for managing the Ward/Unit / Department budget.

Authorised signatory for elements of the budget, as agreed and authorised by the Unit Manager.

Responsible for the effective use of Trust resources and compliance with Trust values.

Responsible and may also sign off timesheets if required and authorised to do so by the Ward Manager.

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 Unit Manager / Senior Nurse.

Responsible for supporting the unit manager in leading the staff and ensuring an appropriately skilled and effective workforce

Flexible approach to working patterns

The **Senior Chemotherapy Nurse** will be based on Seamoor Unit in North Devon District Hospital.

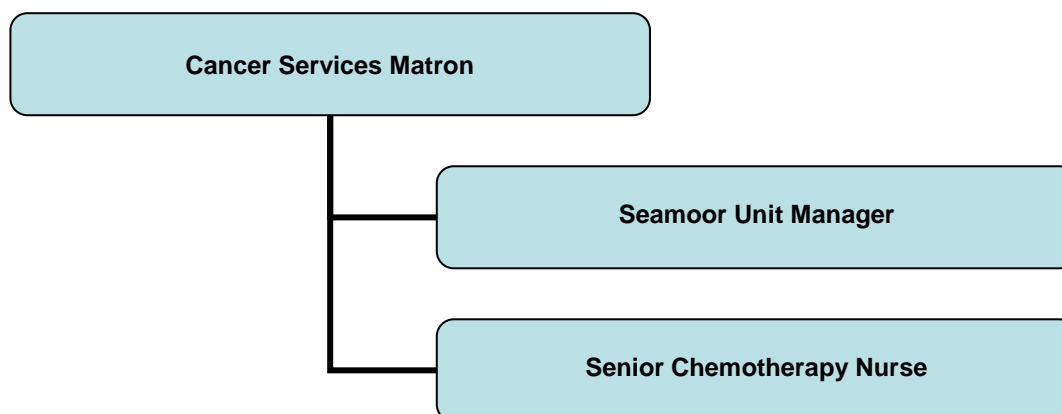
The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

### Key Working Relationships:

Management/Leadership of Band 5 Nurses, Healthcare Assistants, Assistant Practitioners and Trainee assistant practitioners, ward clerks and other Healthcare Learners

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.

### Organisational Chart:



### Key Result Areas/Principal Duties and Responsibilities

### **Communication and Relationship Skills**

Support the unit manager in monitoring performance and managing the nursing team in the haem-oncology unit, ensuring employment records are locally maintained and current.

Assist in maintaining ownership and accountability at clinical level within area of responsibility, ensuring staff compliance with local patient pathway and escalation policies.

Maintain accurate staff records regarding annual leave, sickness and absence.

Actively support divisional initiatives and issues.

Support and assist the unit manager, and deputise in their absence, ensuring continuing responsibility for the staff and patients in the chemotherapy outpatient unit.

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 monthly Joint Chemotherapy governance meetings with RDE and NDHCT via videolink.

Attend Network Chemotherapy Nurse meetings quarterly and be actively involved in maintaining working relationships with the peninsular Chemotherapy working groups.

Deputise for the unit manager in their absence, taking responsibility for professional, policy and procedural practice to ensure the continuance of best practice in your area.

### **Analytical and Judgement Skills**

Identify and recommend new initiatives to enhance patient care and the current chemotherapy service.

With the MDT, develop care pathways as they relate to patients receiving chemotherapy.

With the Lead Cancer Nurse develop Trust policies as they relate to the care of patients receiving chemotherapy and to the chemotherapy service.

Support the unit manager to ensure all measures are met in Peer review process for cancer services.

Make judgements on complex facts requiring interpretation and comparing options. Skills required for assessment and interpretation of patient conditions and determining the appropriate course of action.

### **Planning and Organisational Skills**

Support the competency framework for the underpinning of knowledge for clinical practice.

Assist in the development of the nursing service in line with the modernisation of services working closely with all stakeholders.

Ensure adherence to clinical governance framework for nursing by ensuring that appropriate policies, protocols, guidelines are in place to support practice.

Assist in the production and evaluation of data and activity statistics when required.

Represent the unit at Trustwide forums and deputising for the unit manager as required.

Participate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service.

Ensure ward staff receive up-to-date information, team briefings and meetings.

Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved.

With senior staff, identify and minimise clinical and non-clinical risk issues reporting to unit manager and

senior staff as appropriate.

Implement action plans to address areas which fall below acceptable standards.

With senior staff, identify and minimise clinical and non-clinical risk issues, reporting to the unit manager, Chemotherapy Matron and other senior staff. Ensure compliance with the Trust's risk management policies and procedures.

Ensure that all quality initiatives within the nursing environment are adhered to and that the highest standards of care are maintained at all times.

Always act in a professional manner in accordance with the NMC guidelines.

Ensure safe, efficient and effective administration of medicines in accordance with the NMC guidelines.

Ensure that accurate and legible patient records are kept in line with professional and legal requirements.

Promote and maintain effective working relationships and communications with Consultants, medical staff, nurse colleagues and other multi-agency professionals.

As part of the Directorate Team, contribute towards the creation of a cohesive service liaising closely with the Chemotherapy Matron.

### **Physical Skills**

Competent and confident in cannulation, chemotherapy / SACT administration. Competent in Central Venous Access devices and their care.

### **Responsibility for Patient and Client Care**

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.

Responsible for communicating and involving patients and their families / carers during the planning and delivery of this 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.

Monitor, maintain and regularly review acceptable standards of care in conjunction with other members of the multidisciplinary team.

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

Ensure that all nursing procedures are carried out in accordance with the Trust's policies, acting as a role model for good practice within the nursing team.

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 and ensuring that all records on the Ward / Unit / Department are completed to the agreed standard.

As part of the multidisciplinary team initiate discharge planning in a timely manner 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.

Responsible for administering Chemotherapy and administer and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines.

Provide direct chemotherapy specialist nursing advice and support.

Liaise with the multidisciplinary team in assessing, planning, implementing and evaluating patient care, to improve the patient pathway.

Actively support, promote and lead developments to the patient pathway.

Facilitate decision making within the unit and the development and implementation of unit objectives.

Deliver nursing care of the highest possible standards to patients in your care, by ensuring that nursing assessment, implementation and evaluation of patient care are undertaken competently by all staff.

Act as the patients' advocate and ensure that the advocacy role is understood by all staff.

Ensure that privacy and dignity is maintained at all times.

Support the unit manager in ensuring that learning from mistakes is evidenced and actioned at all times.

Support the unit manager that complaints are resolved locally wherever possible.

Contribute to formal complaint/DATIX investigations via written responses and attendance of complaint meetings as required.

Provide feedback to the team regarding complaints and action planning.

Promote timely progression through the patient pathway by supporting the unit manager.

Providing advice re. new patient consultation slots to keep pace with new referrals and updates to existing treatments.

Maintaining open communications with senior management and medical staff with regards to waiting time, breeches etc.

### **Responsibility for Policy and Service Development**

Develop the supervision and management of clinical nursing practice within haemato-oncology to ensure safe and effective holistic, evidence based care.

Utilise clinical skills and knowledge to give specialist advice and support to peer group, staff, patients and relatives.

Act as a clinical expert and positive role model for staff.

Provide professional leadership, advice and guidance to nursing and non-nursing staff.

Assist with the clinical supervision process and act as a resource to the unit team.

Supervise junior staff and lead in giving and maintaining high standards of care through continuous monitoring.

Ensure the continuance of promotion of health education for staff and patients at unit level.

Lead in the development of clinical standards, ensuring these are set, embedded and monitored in accordance with the needs of the service and the directions of the unit manager and senior nursing team.

Ensure adherence to the Clinical Governance Framework for nursing by ensuring appropriate policies, protocols and guidelines are in place to support practice.

Assist with the maintenance of the ward based risk register.

Report, investigate and act upon complaints and Adverse Incidents in line with directorate and Trust policies in the absence of the unit manager. Collate themes and identify learning points for the ward and directorate as required.

Ensure that any areas of concern are escalated appropriately identifying a clear reason for escalation.

### **Responsibility for Financial and Physical Resources**

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

### **Responsibility for Human Resources**

Ensure timely recruitment to vacancies within budgeted establishment and assist with the recruitment process as required.

Conduct management of short and long term sickness in accordance with Trust policy in the absence of the unit manager.

Support and assist the unit manager and nurse education team in the development of annual education and training plans for staff within clinical areas.

Assist with a system of annual appraisal for all ward staff, setting appropriate performance objectives in line with directorate and trust objectives -expected performance of 100%.

Ensure an effective learning environment for all staff and ensure effective mentorship support for students and support with leadership of AP's, HCA's and TAP's.

Contribute to the clinical supervision and support process and facilitate the development of reflective practice.

Ensure the development of a research and evidence based approach to all nursing practice linking with Trustwide colleagues.

Support and assist the Cancer services Matron, Unit manager and AOS team in appropriate multidisciplinary training workshops for staff within the hospital environment.

Participate in the development and delivery of appropriate training materials to promote professional development.

Provide training and support to new and junior staff in accordance with Trust policies and procedures.

Monitor and report clinical competency profile of staff including clinical skills and use of equipment.

Support ward manager in ensuring all staff complete mandatory training updates with an aim to achieve 100% compliance.

Provide day to day supervision for more junior staff members and be responsible for the team in the absence of the unit manager, ie being part of the recruitments process, recording of sickness absence annual training and staff appraisals.

Be responsible for ongoing core and specialist training to train, supervise and achieve competencies in the administration of SACT on the Seamoor Unit.

Conduct annual staff appraisals for team members assigned to your direct supervision.

### **Responsibility for Information Resources**

Responsible for maintaining up-to-date, accurate and comprehensive paper and electronic records and ensuring that all records on the Ward / Unit / Department are completed to the agreed standard.

### **Responsibility for Research and Development**

Participate in audit and research programmes appropriate to the advancement of the nursing service as identified and initiated by the unit manager and the senior nursing team.

Act and lead on designated areas for improvement.

## **Decision Making**

Keep abreast of current professional issues and maintain the knowledge and skills necessary to perform role effectively.

Develop and maintain a professional portfolio.

Ensure compliance with professional expectations as outlined in NMC Code of Professional Conduct.

Participate in an annual appraisal and personal development plan relevant reviews to follow PDP as agreed with line manager.

Be willing to extend skills to meet the needs of the service, such as that of nurse prescribing.

Participate in Clinical Supervision.

Supporting and facilitating 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.

Ensure all registered staff working in the Chemotherapy Day Treatment Unit have regular training and are competent in the following areas:

- Management of a patient receiving Chemotherapy.
- Safe Handling of Cytotoxic Drugs.
- Management of Neutropenic Patients.
- IV Drugs Policy.
- Management of patients receiving a Blood Transfusion.
- Management of patients having Therapeutic Venesection.
- Keep upto date records of training and annual updates of all chemotherapy training performed in the chemotherapy Day Treatment Unit.
- Be part of the LWBC project and be part of leading the development of Holistic needs assessments to support the team in delivering this part of the cancer services.

## **Physical Effort**

Frequent Physical Effort, sitting in a restricted position.

Frequent light physical work (manoeuvring equipment).

Frequent, short/medium intervals (cannulation, venepuncture bolus drug administration etc).

## **Mental Effort**

Mental Effort, general awareness and sensory attention with prolonged concentration.

Frequent intense concentration for fine manipulation and accessing central lines. Requires in depth mental attention with and proactively engaging with clinical interventions. Respond to clinical interventions provided and deliver care and attention in an individualised caring manner.

This Mental effort occurs frequently throughout the shift with all patient contact requiring active participation by the post holder.

Frequent unpredictable mental effort (interruptions from telephone calls and pumps alarming).

## **Emotional Effort**

Frequent Emotional Effort, Exposure to emotional situations (indirect contact with difficult family situations

and patients who have had highly distressing news).

Emotionally demanding effort (direct care of terminally ill patients, emotional support and ongoing assessment).

### **Working Conditions**

**Working Conditions** Difficult working conditions (administration of hazardous cytotoxic drugs, IV bolus and piercing of bags, collection of contained samples of blood, urine etc.)

Slightly difficult working conditions (direct contact with bodily fluids - mainly blood, potential cytotoxic spillage)

## **GENERAL**

•This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

•We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

•We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

•We recruit competent staff whom 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.

•The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

•All employees must demonstrate a positive attitude to The Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

•If the postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

## **STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

- 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.

If you are a line manager, in addition to the above, it is expected you will:



Champion health and wellbeing.

- Encourage and support staff engagement in delivery of the service.
- Encourage staff to comment on development and delivery of the service.
- Ensure during 1:1's / supervision with employees you always check how they are.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

## **CONFIDENTIALITY**

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare 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. Northern Devon Healthcare Trust ensures that the Trust's Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

**JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....

**PERSON SPECIFICATION****POST: Senior Chemotherapy Nurse**

REQUIREMENTS	E/ D*	HOW TESTED?  Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE  (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u>  Registered nurse.  Significant post registration experience, with proven experience in Haematology/oncology care  Evidence of Continuous Professional Development (CPD) at degree level plus managerial qualification/ experience to postgraduate level – to include demonstrable management experience of sickness absence, capability and disciplinary action and appraisals  Accredited administration of Chemotherapy/SACT specific course achieved at degree level  Relevant extensive experience administering chemotherapy/SACT on a Haematology/Oncology unit/ward  Advanced communication qualification in cancer care  Level 3 Psychological training  UKONS passport or equivalent  Maintains ongoing clinical competence in field	  E  E  E  E  D D E  E			
<u>KNOWLEDGE/SKILLS:</u>  Excellent verbal and written communication.  Proactive in change management.	  E E			

<p>Budget management and reporting.</p> <p>Understanding of individual and corporate responsibilities towards Health &amp; Safety.</p> <p>An understanding of health policy, national priority and the professional nursing agenda.</p> <p>The application of clinical governance in practice.</p> <p>Well developed interpersonal skills</p> <p>Flexible work to meet the needs of the service and to support Band 7 role</p> <p>Clinical expert and positive role model to staff</p> <p>Experience of caring for CVAD devices</p> <p>Cannulation and IV drug administration experience</p>	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>			
<p><u>EXPERIENCE:</u></p> <p>Leadership and Management experience.</p> <p>Multi-disciplinary teamwork and team management.</p> <p>Standard setting and audit.</p> <p>Resource management.</p> <p>Implementation of evidence-based practice.</p> <p>Clinical risk management.</p> <p>Significant Cancer Nursing Experience.</p> <p>Time management skills</p>	<p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>			
<p><u>PERSONAL REQUIREMENTS:</u></p> <p>Provides emotional support to multi-disciplinary team, patients and carers.</p> <p>Provides leadership and support to junior</p>	<p>E</p>			

members of the team.	E			
Resilient and calm under pressure.	E			
Ability to deal with patients, carers, families or staff who may be distressed, upset or angry	E			
Explains issues to patients/carers.				
Regularly multi-tasks in a constantly changing environment to maintain required standards of care through the effective supervision of junior staff	E			
<b><u>OTHER REQUIREMENTS:</u></b>				
Occasional light, moderate effort	E	Interview		
Constant standing/walking				
Occasional exposure to bodily fluids and smells.	E	Interview		

\*Essential/Desirable

HAZARDS :					
Laboratory Specimens	X	Clinical contact with patients	X	Performing Exposure	X
Proteinacious Dusts				Prone Invasive Procedures	
Blood/Body Fluids	X	Dusty Environment		VDU Use	
Radiation		Challenging Behaviour	X	Manual Handling	X
Solvents		Driving		Noise	X
Respiratory Sensitisers	X	Food Handling		Working in Isolation	
Cytotoxic drugs	X	Night working			