

## Job description

Post	Staff Nurse
Band	5
Department	Chemotherapy Suite & Oncology Outpatient Department
Responsible to	Sister / Charge Nurse
Professionally accountable to	Lead Nurse
Date written	07/10/2021
Written by	Sarah Coughlan

## Job summary

The post holder will deliver high standards of care to patients and their families, ensuring excellent patient experience. In particular, take responsibility for assessing, planning, implementing and evaluating programmes of evidenced-based nursing care to a group of patients. The post holder will participate in the daily running of the department when required, ensuring smooth and efficient running and in the absence of the Junior Sister/ Junior Charge Nurse take charge on shift. They will take responsibility for their own self-development helping to provide a suitable learning environment and high standards of clinical practice. They will also be required to recognise their own limitations and seek advice and support from senior staff when required.

The department is split between the Chemotherapy Suite and Oncology outpatients in which the post holder will be required to work in both areas depending on the needs of the service. Chemotherapy Suite: Consists of 20 chairs. Most days our chairs are used to capacity, creating a busy environment. A number of Nurses and a Health Care Assistant work in the department on a daily basis providing chemotherapy and other systemic anti-cancer therapies (SACT). The Nursing team is supported by the pharmacy team and a Registrar on a daily basis and from time to time members of the Macmillan team and the Hair and beauty coordinator. Within the department we also offer support to Haematology outpatients and EAB.

Nursing roles in the Chemotherapy suite:



Compassion



Accountability



Respect



Integrity



Courage

- **Coordinator-** The coordinator will be the Nurse in charge of the Chemotherapy suite, ensuring overall safety and smooth running of the department.
- **Treating nurse-** The case load of patients will be divided between two teams in the Chemotherapy suite. The treating Nurse will work alongside 1 - 2 other Nurses, on their side/ team, assessing and administering treatments.
- **Chemotherapy support-** The Chemo support Nurse will assist with assessing patients, cannulating and help with jobs to ensure flow within the department is safe and efficient throughout the day.

Oncology Outpatient Department: Consists of 12 examination rooms in the clinic area. A number of Health Care Assistants and a Nurse work in the department on a daily basis ensuring that clinics are running effectively and safely. The Health Care Assistants will oversee 3 - 4 clinics assisting the Doctors with notes, ECG's and administer systemic anti-cancer therapies.

Nursing role in the Oncology outpatients/ Clinic:

- **Clinic coordinator-** The clinic Nurse will oversee the overall running of the clinics and act as a coordinator. They will manage the diary, take bloods, ECG's and administer.

If the post holder does not hold the relevant training or competencies in administration of SACT, training will be provided by our Practice Educator/ Lead SACT nurse via a 6 week, in house module.

**Hours of work:**

08:30 – 16:30 and 8:00 – 18:00

Monday to Friday

**Please note: The service is ever developing and there is the view to potentially extend the working day to 08:00 – 20:00 or to a 6/7 day service. There will also be the potential to cross cover Talbot Butler ward, EAB and Haematology when needed to create collaborative working.**

Provide effective input into the work of the Trust, to support the achievement of our vision and values:

**Compassion**                      **Respect**  
**Integrity**                      **Courageous**                      **Accountable**

### Key working relationships

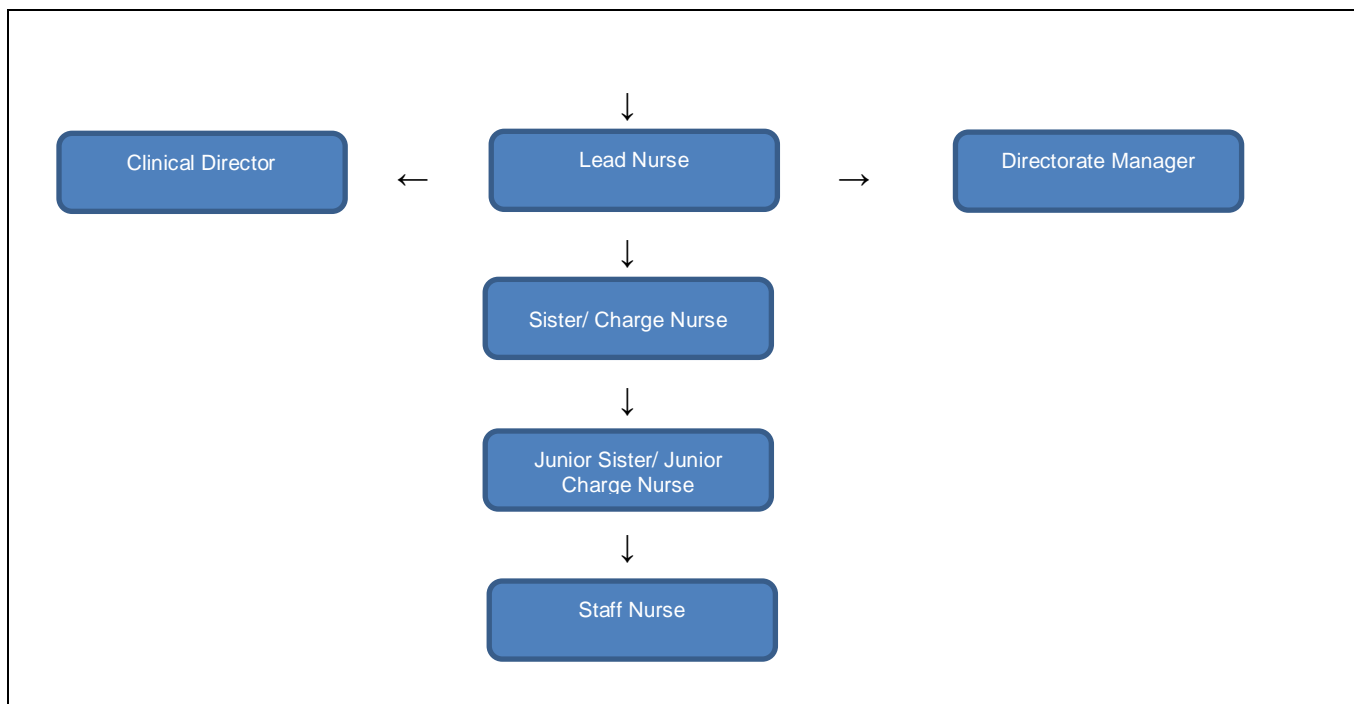
- ADN
- Lead Nurse
- Sister/ Charge Nurse
- Junior Sister/ Junior Charge Nurse
- Staff Nurses
- Health Care Assistants
- Doctors- Registrars and Consultants
- Pharmacists and ASU
- Hair and Beauty coordinator
- Haematology OPD
- EAB team
- Domestic
- Macmillan centre
- Macmillan CNS teams

Admin:

- Admin Manager
- Chemotherapy coordinators
- Clinic coordinators
- Reception team

### Organisational structure

Associate Director of  
Nursing



## Main duties and responsibilities

### Supporting Clinical Excellence:

- Actively contribute to setting and maintaining high standards of quality nursing care.
- Competencies in cannulation, venepuncture and central line care.
- To have undertaken or have a willingness to undertake the SACT (systemic anti-cancer therapy) course to facilitate administration of SACT within the department.
- To have undertaken or have a willingness to undertake further training such as triage and pre-chemotherapy assessment training.
- Work collaboratively and co-operatively with others to meet the needs of patients and their families/ carers.
- Be responsible for the assessment of care needs for your patients and the development of plans of care ensuring that these are evaluated and amended as appropriate.
- Actively maintain and promote a safe environment.
- Undertake nursing procedures and techniques in accordance with agreed Trust policies and guidelines.
- Plan, develop and implement approaches to promote health and wellbeing of patients and improve their health status.
- Maintain an awareness of the developments in the care and treatment of patients in order to be able to carry out duties competently and efficiently.

- Responsible for safe supply, storage, administration, checking and disposal of medications including controlled drugs in line with Trust Policy and Nursing Midwifery Council standards.
- Document the condition and progress of patients and report to medical staff and/or senior nursing staff any areas of concern.
- Maintain contemporary detailed nursing documentation.
- Assisting and contributing to the management and organisation of the department.
- Once competent in team management skills, takes charge of the clinical area on a regular basis in the absence of the person who has continuing responsibility or his/her deputy.
- Comply with all Trust policies and risk assessments with particular regard to the policies and procedures carried out in the event of maintaining staff and patient safety.
- Understand and support Pathway to Excellence ® philosophy and standards.

#### **Leadership:**

- Lead by example with drive and enthusiasm, responding appropriately to the needs of patients, families and carers.
- Responsible for assisting with the management and leadership of the department, maintaining an appropriate style that maintains good morale, a team approach to work and a culture which fosters innovation and change.
- Sets high standards of nursing care for the department, including cleanliness, nutrition etc., are maintained so that the patients experience is excellent.
- Influence people and events through successful communication, negotiation and persuasion skills.
- Constructively challenge practices as necessary, which impact on patients care and/or staff wellbeing.
- Work in partnership with the senior nursing team and department Sister to ensure the nursing strategy objectives are achieved.

#### **Supporting Patient Excellence:**

- In the absence of the Junior Sister/ Junior charge Nurse and or Sister/ Charge nurse, act as a first contact point for patients, relatives and staff to address concerns and complaints.
- To be courteous and helpful to patients, families/carers, colleagues and all users to the

trust. To act as a positive role model to the team.

- Responsible for the assessment of the care needs and the development, implementation and evaluation of patient care.
- Work collaboratively and co-operatively with others to meet the needs of patients and their families/carers.
- Actively participate in a culture whereby patients', relatives and carers participate and understand treatment plans
- To monitor activity and patient dependency, escalating any concerns to the Senior Nurse both in and out of hours.
- Adopt an open learning culture from clinical incidents and patient/staff feedback.
- Co-ordinate the patients' discharge arrangements in accordance with the Trusts' Local Discharge Policy.
- Have the ability and knowledge to competently deal with an emergency situation.
- Manage his/her time effectively and perform allocated tasks within a reasonable time frame, knowing when to seek support, assistance and advice from other team members

#### **People/Management Excellence:**

- Collaborate with all members of the clinical area to ensure efficient running of the department.
- Assist the Sister in introducing new members of staff to their duties, act as a preceptor to newly qualified staff.
- Take all reasonable steps to ensure the safe keeping of patients' property in accordance with Trust policy.
- Promote and maintain a suitable learning environment for staff and act as an assessor/supervisor in the supervision and teaching of less experienced staff, supporting and facilitating the development of competencies across all staff levels.
- Maintains competent computer skills and be able to access patient details and reports via the Trusts IT systems.
- Support a culture of teamwork within the clinical area.

#### **Supporting Financial Excellence:**

- Use resources effectively in order to provide quality patient care whilst having an

awareness of budgetary issues.

- Be aware and undertake effective and efficient use of clinical, physical and financial resources.

### **Professional Responsibilities:**

- To be responsible for your own professional development, maintain a professional portfolio and keep up to date on current nursing and health service issues.
- To take full responsibility for your own actions and to abide by the NMC Code of Conduct 2015.
- To revalidate with NMC in line with governing body requirements.
- Maintain own knowledge and clinical skills demonstrating competence in delivering a high standard of care.
- To be conversant with all Nursing Policies and procedures
- Maintain a current knowledge of professional issues, ensuring continued professional development is maintained.
- Identify learning needs in self, negotiating a Personal Development Plan recognising own limitations.
- Actively undertake education, development and supervision of self
- Act as a clinical and professional role model, assessing and supporting students and learners on placement within the clinical area.
- To successfully complete and maintain Band 5 competencies and demonstrate compliance through annual appraisal.
- Demonstrate and maintain knowledge and skills to manage infection prevention measures, including the use of personal protective equipment
- Ensure all staff within the department adhere to infection prevention principles.

### **Quality Assurance and Monitoring:**

- Actively promote evidence-based practice within the clinical area.
- Contribute to audit initiatives.
- Participate in setting and reviewing standards for practice and evaluating outcomes as part of the clinical governance agenda.

- Report incidents using the Trust reporting system.

#### **Policy and Service Development Responsibilities:**

- Work within the confines of Trust policies, protocols and other relevant documentation, taking appropriate action where compliance is breached.

#### **Research, Development & Education Responsibilities:**

- Undertake the Trust Corporate and Directorate specific Induction and competency Programmes.
- Maintain and promote an awareness of evidence-based practice and participate in its implementation.
- Contribute to audit research and development programmes within the department.
- Will seek out 'Best Practice' to generate new ideas and generate change.
- Undertake a recognised mentoring/ assessor course.
- Participate in clinical supervision.

#### **Corporate Responsibilities:**

- Act as a role model in customer service towards visitors to the hospital.
- Facilitate any measures to help achieve directorate/divisional and Trust targets and agendas.
- Share best practice through meetings and forums.

#### **Statutory and miscellaneous**

- Take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires. (all registered staff)
- This post involves treatment to children and/or vulnerable adults as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary to apply for and be in receipt of a satisfactory **enhanced DBS check** of the post holder.
- The Trust requires require all new starters to subscribe to the DBS update service where it is a requirement of the role.



- Be responsible for maintaining own vaccinations/Hepatitis B immunity.
- Safeguard patient confidentiality at all times including adherence to the Data Protection Act.
- Attend the Trust statutory refresher courses as necessary
- This post is subject to the terms and conditions of employment of Northampton General Hospital NHS Trust.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirement of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder. Appropriate notice of such changes will be given.

**Other Information:**

- The post holder may be required to carry out other relevant duties as required.
- The post holder will adhere to the duties specified under the Staff Responsibilities of the NHS Constitution in their day to day work and behaviours.
- The post holder will be expected to aspire to the Values of the Trust in their day to day work and behaviours in order to support the Trust in achieving its Vision.
- The post holder will adhere to, at all times, any relevant Professional or NHS Code of Conducts, legislation and Assurance Frameworks.
- The post holder will make themselves familiar with, and adhere to, at all times, the policies and procedures of the Trust, and their area of work.
- The post holder will be expected to work to any personal, Corporate, Divisional,

Directorate and Departmental objectives and standards in order to provide an acceptable level of service.

- The post holder will be expected to undertake training, including mandatory and role specific training, relevant to their role and ensure it is renewed as required.

This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to the post holder's job description after consultation with them. Appropriate notice of such changes will be given.

### **Confidentiality, Data protection and data quality**

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- uphold its principles; and
- adhere to Trust policies and to maintain strict confidentiality at all times

It is a requirement of employment with the trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained (where appropriate).

### **Safeguarding Children & Adults at Risk**

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to

report and act on concerns you may have appropriately.

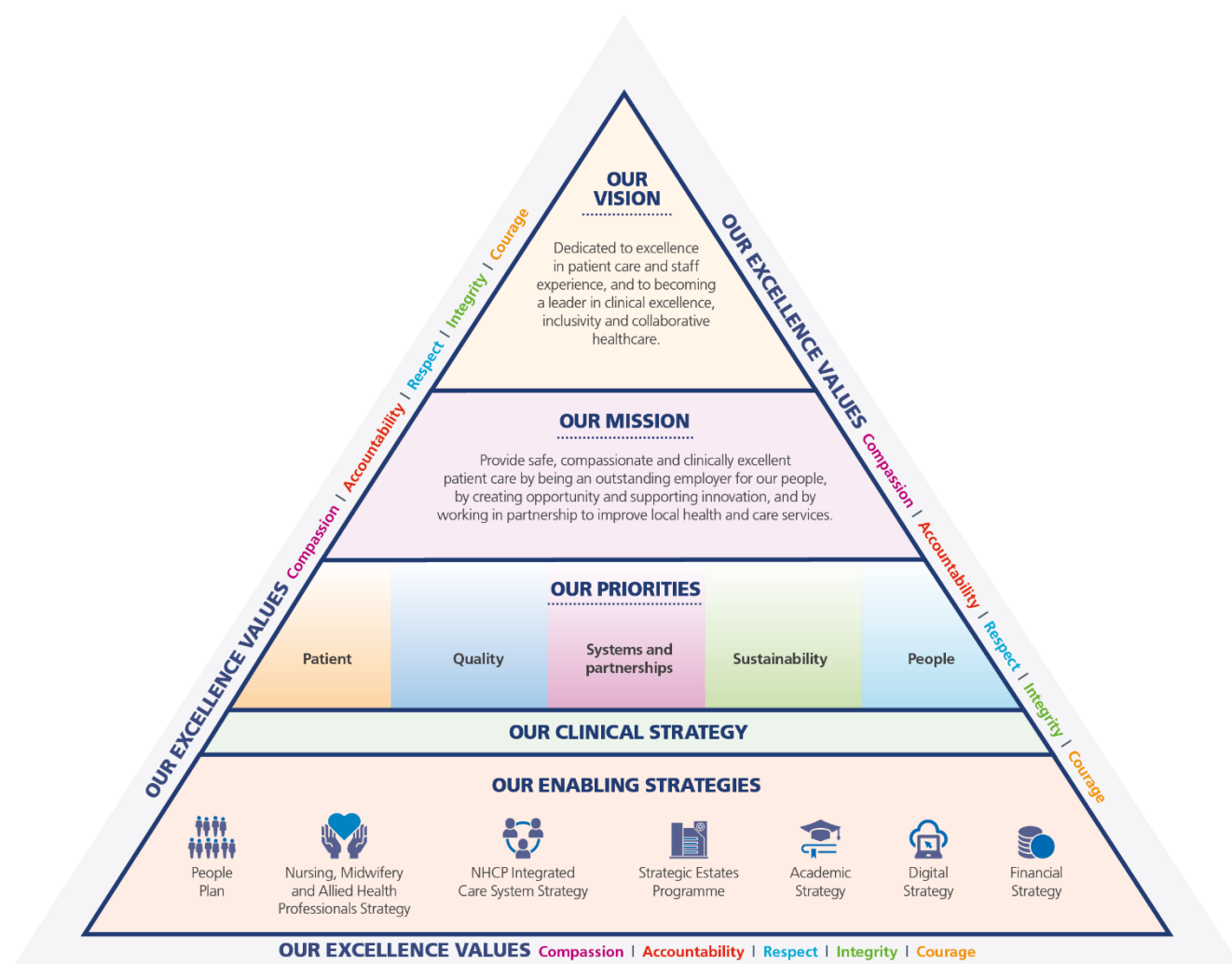
### **Our Vision and Values**

Northampton General Hospital NHS Trust and Kettering General NHS Foundation Trusts are both part of the University Hospitals of Northamptonshire NHS Group. Both hospitals are

separate hospitals/employers with hospital board and leadership. We share a group executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information about working for us:

- [Northampton General Hospital NHS Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)



Excellence

nice



Compassion

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other people's shoes.



We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.



We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.



We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.



We dare to take on difficult challenges and try out new things. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

## PERSON SPECIFICATION

Shortlisting Criteria	Essential	Desirable
<b>Education, Training &amp; Qualifications</b>		
Must hold an NMC pin	x	
A recognised teaching qualification (mentorship)		x
Recent accredited Oncology module		x
Chemotherapy qualification or equivalent level of education or training		x
Working towards a degree level qualification		x
<b>Knowledge &amp; Experience</b>		
Experience of delivering nursing care to a group of patients.	x	
Willingness to partake in QI projects	x	
Previous experience of working in an Oncology/Haematology unit		x
High level of knowledge related to SACT and the running of an outpatient service		x
Experience of using chemo care		x
Competent in SACT administration		x

<b>Skills</b>		
Excellent communication skills and the ability to liaise with members of the multidisciplinary team	x	
Demonstrate an ability to assess, plan, prioritise, deliver, and evaluate patient care	x	
Ability to foster teamwork	x	
Effective IT skills	x	
Cannulation and venepuncture skills		x
<b>Key Competencies/ Personal Qualities &amp; Attributes</b>		
Willingness to learn	x	
Ability to deal with complex and difficult emotional situations	x	
Commitment to own personal and professional development	x	
Effective interpersonal skills	x	
Ability to plan own workload and manage own time effectively	x	
Ability to exercise initiative	x	
Ability to implement change	x	
Self-motivated and works well under pressure	x	
Excellent time management	x	
Be able to plan own work and manage time taking into account clinical priorities	x	
Demonstrate enthusiasm and commitment to succeed	x	