



CAJE REF:3104

VELINDRE UNIVERSITY NHS TRUST JOB DESCRIPTION TEMPLATE

JOB DETAILS:

| | |
|---|------------------------|
| Job Title | Sister/Charge Nurse |
| Pay Band | Band 6 |
| Hours of Work and Nature of Contract | 37.5 hrs |
| Division/Directorate | Velindre Cancer Centre |
| Department | Main Outpatients |
| Velindre Cancer Centre | Velindre Cancer Centre |

ORGANISATIONAL ARRANGEMENTS:

| | |
|---------------------------------------|--------------------------|
| Managerially Accountable to: | Outpatient Nurse Manager |
| Reports to: Name Line Manager | Outpatient Nurse Manager |
| Professionally Responsible to: | Head of Nursing |

| | |
|--------------------|--|
| Accountable | <ul style="list-style-type: none"> • Do what you say you are going to do • Be personally and professionally responsible • Fulfil your role and deliver high quality outcomes • Feel empowered to take action and challenge inappropriate behaviour |
| Bold | <ul style="list-style-type: none"> • Be ambitious, innovative & able to take decisive action • Choose to do the right thing & not the easy thing • Have a 'Can Do' and proactive approach |
| Caring | <ul style="list-style-type: none"> • Be kind, respectful & make people feel their views have been taken seriously • Be inclusive and equitable, valuing all contributions • Demonstrate excellence in clinical interventions |
| Dynamic | <ul style="list-style-type: none"> • Be agile & flexible, responsive and adaptable to change • Be Innovative & creative, always look for opportunities to improve • Positively engage with change, collaborative & willing • Be resilient & ready to adapt |

Job Summary/Job Purpose:

- Responsible for the clinical leadership within Outpatients and Phlebotomy.
- Act as designated person in charge supervising all staff and their workload.
- Responsible to ensure the fundamentals of care are the basis of all care delivery.
- Responsible for the supervision and clinical skills assessment of competency of clinical staff and students.
- Participate and lead projects to improve patient care, service improvement, 1000 lives plus, Transforming Cancer Services and patient safety.
- Ensure that environment cleanliness standards are maintained in the Outpatients and promote effective infection prevention and control, ensure all relevant policies are adhered to.
- Day to day management of clinic space and staff resources.
- Deputize for OPD nurse manager to attend TCS meetings, Health and Safety, Patient Dignity meetings, and senior nurse meetings.

DUTIES/RESPONSIBILITIES:**CARE MANAGEMENT:**

- Provides complex Oncology treatment information regarding diagnosis, prognosis, complication and further management.
- Builds a good relationship with the patient and their family.
- Works within the multi-disciplinary team in site specific team (SST) clinics, offering advice and support to healthcare professionals both internally and externally.
- Ensures that patients are signposted to appropriate supportive services both within and external to VCC and relevant information is communicated to these services with the patients consent.
- Advanced communication skills required to support breaking bad news and the communication of complex information.
- Will be required to organize and chair regular staff meetings and report to clinical staff any information regarding service and development.
- Comprehensive assessment skills incorporating history taking – assessing acute unwell Oncology patients and liaising with AOS patient assessment team.
- Involved in local clinical audits and research projects, and is able to interpret and implement the evidence within the clinical environment.
- Will be involved with clinical incident investigation and reporting – DATIX.
- Analyzing waiting time's data – collected monthly.
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PROFESSIONAL DEVELOPMENT AND SUPERVISION

- To co-ordinate training and learning opportunities with the senior sister, to ensure that the highest level of standards in practice are upheld and developed within the unit.

- To assist the senior sister in undertaking appraisal with Staff.
- To assist the senior sister in annual training plans, following appraisals and reviews.
- To ensure that a personal, professional education plan is discussed as part of the appraisal with the senior sister
- To encourage all staff in research proposals as agreed with the senior sister
- To actively encourage and drive the full range of clinical governance activities both within and outside the ward.
- Ensure that personal knowledge and skills are up-to-date and will enhance the development of the unit and members of the staff team.
- To communicate effectively through agreed channels e.g. documentation, ward meetings and others, directly and indirectly involved with the services.
- To actively facilitate and encourage attendance by all staff at clinical supervision.
- Demonstrate skills and knowledge to the team to promote standards of care, innovative practice and active participation in clinical supervision.
- To have experience and qualifications as a mentor to student nurses and encourage future placement of students for their training.
- Must actively participate in post registration training in accordance with N.M.C and PREPP requirements.
- Must be up to date with national, regional and service area developments e.g. NICE guidance, NSF's, research based information.
- Ensure up to date knowledge is maintained in respect of legislation

e.g. Health & Safety, Mental Health Act 1983.

- To be involved in all aspects of Health & Safety at work, and to attend local meetings with the senior sister
- To develop areas of professional expertise within own role and within the team

STAFF MANAGEMENT:

- To be responsible for managing the unit and the nursing team in the absence of the Outpatients Nurse Manager.
- To be responsible for covering the unit with appropriate staff, in the absence of the Outpatients Nurse Manager.
- To supervise and appraise staff as agreed with the Outpatients Nurse Manager.
- To liaise and report to the Outpatients Nurse Manager on a regular and agreed basis.
- Must be confident and able in the use of information technology, ensuring other members of the team are supported in its use.
- To ensure that the requirements of the NMC Professional Code of Conduct are met and adhered to.
- To ensure all staff are actively involved in the risk management strategy of the department.

FINANCE MANAGEMENT

- To be involved in resource management and budgetary control of the unit.
- To assist in implementing systems to analyse staffing requirements against workload activity.
- Assist in developing the financial awareness and skills of ward staff.

INFORMATION MANAGEMENT:

- To analyse, collect and store information, which is relevant to clinical or Outpatient Department management.
- To make use of such information in decision making, problem solving and care management.

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|--|--|---|--|
| Qualifications and/or Knowledge | 1st level Registered General Nurse Post Graduation Degree in Oncology or equivalent experience Demonstrate high level of knowledge of critical care management required for role. Demonstrate knowledge of IT e.g. canisc, Power-point. High level of numeracy and literacy Knowledge of cancer and its effects Understanding of research methodologies Knowledge of guiding oncology policy for practice. | PGCE or Cert Ed Cert/Diploma Management MSc or a willingness to obtain one Ability to undertake IT training canisc, ECDL. A working knowledge of research Applied knowledge of cancer care | Application form and pre employment checks |

| | | | |
|-------------------------------|---|--|---|
| Experience | Broad experience in Oncology Evidence of continuing professional development. | Evidence of change management agent | Application form and interview |
| Aptitude and Abilities | Critical appraisal and literature reviewing skills Effective oral and presentation skills Demonstrate advanced level of communication skills. Evidence of management and leadership skills. Demonstrate competent advanced clinical skills. Cannulation/venepuncture/Picc Ability to be constructive through diplomacy and negotiation. | IT skills – , canisc Evidence of ability to work across clinical and professional boundaries. Ability to speak Welsh (level 1) | Interview |
| Values | | | Application Form Interview References |
| Other | | | Application form and interview |

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Trust are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

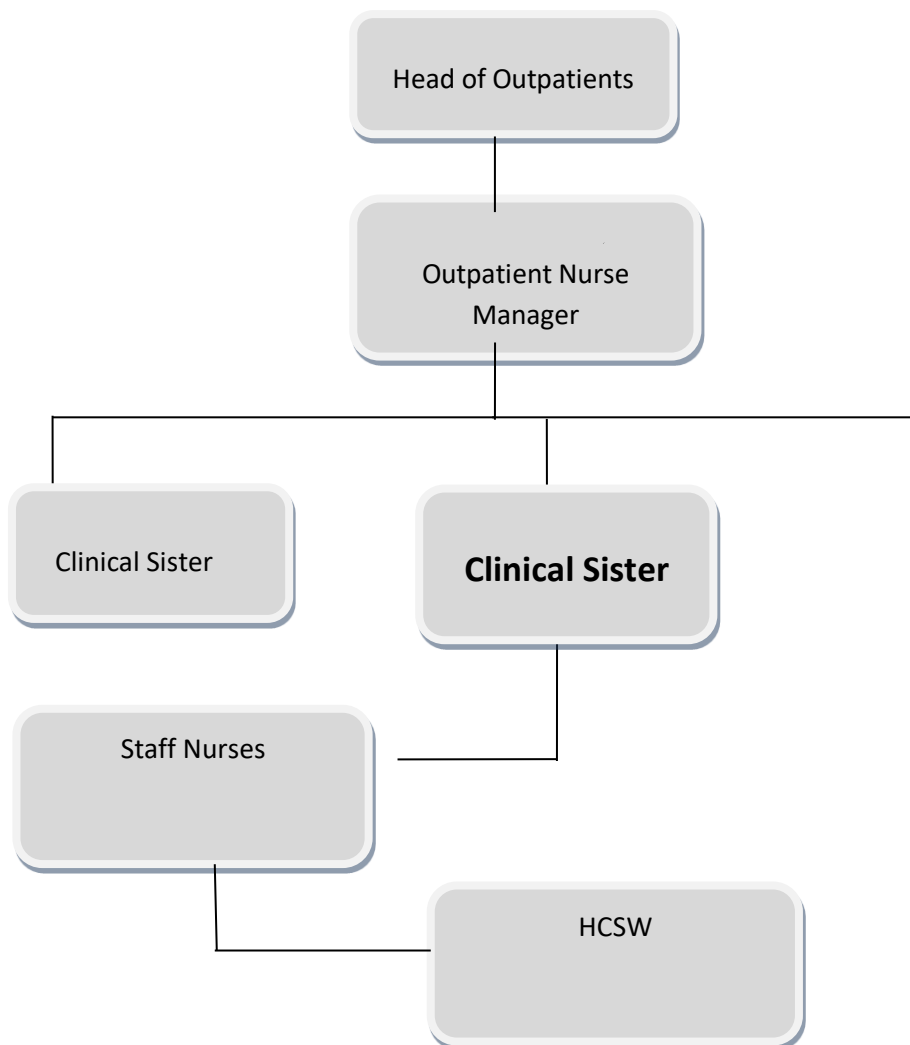
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Trust's Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct contact with patients, service users, vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing the Trust's Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: _____

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, for example, 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

| Examples of Typical effort(s) | How often per day / week / | For how long? | Additional Comments |
|---|----------------------------|---------------|---------------------|
| Clinical Patient Care | Daily | Frequent | |
| Patient Manual Handling | Daily | Frequent | |
| Frequent Sitting or standing in a restricted position | Daily | Frequent | |

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines. Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day. For example. 'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

| Examples of Typical effort(s) | How often per day / week / month? | For how long? | Additional Comments |
|---|-----------------------------------|---------------|---------------------|
| Concentrating for prolonged periods of time | Daily | Frequent | |
| Responding to medical emergencies | As and when required | Frequent | |
| Using clinical judgement | Daily | Frequent | |
| | | | |

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding. Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with. For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

| Examples of Typical effort(s) | How often per week / month? | For how long? | Additional Comments |
|--|-----------------------------|---------------|---------------------|
| Giving unwelcome news to patients and carers | weekly | Frequent | |
| Dealing with people with challenging behaviour | Daily | Frequent | |
| Deals with consequences of terminal illness | Daily | Frequent | |
| Supervise and Support Junior members of staff | Daily | Frequent | |

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers. Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month. Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

| Examples of Typical Conditions | How often per week / month? | For how long? | Additional Comments |
|--------------------------------|-----------------------------|---------------|---------------------|
| Periods of VDU use | Daily | Frequent | |
| Exposure to Bodily fluids | Daily | Frequent | |
| | | | |
| | | | |