

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.
Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

JOB DESCRIPTION

| | |
|------------------------|--------------------------------------|
| Post Title: | Staff Nurse |
| Department: | Chemotherapy Day Unit |
| Responsible to: | Unit manager/Chemotherapy Lead Nurse |
| Grade: | Band 5 |
| Hours: | 37.5 hours per week |

Job Summary:

- To provide high standards of evidence based nursing care in the delivery of Systemic Anti-Cancer Therapy/supportive treatments in the Chemotherapy Day Unit.
- Where appropriate, work flexibly across Chemotherapy Day Unit and David Whitmore, Suite 8 UHL.
- To work in close collaboration with the multidisciplinary team members, pharmacists, dieticians, Acute Oncology Service, palliative care team and other site specific clinical nurse specialists.
- The post holder will work in collaboration with the Unit Manager and team in identifying the developmental and educational needs of staff focusing on the care required by patients.
- To assess patients and monitor condition while on treatment.
- To provide advice and signposting for patients, carers and colleagues.
- To work collaboratively with the chemotherapy team to maintain safe standards of care within the NMC code of conduct and in line with Trust policies
- To participate in educational and training opportunities offered by the team to members of staff across the trust.

Key Result areas

Performance

1. To offer advanced clinical knowledge and expertise in relation to nursing practice and specialist clinical knowledge pertaining to the service.
2. To demonstrate clinical competence related to the support of patients receiving chemotherapy and other treatments delivered within the service.
3. To help ensure that care delivery is patient focused and that sound elements of research-based practice are introduced, maintained and audited.
4. To participate in the setting, implementing and evaluation of clinical practice standards within the team and unit, and meeting standards within Clinical Governance and government targets.
5. To act as advocate to patients to ensure a patient-orientated approach to the delivery of care and meeting standards within Clinical Governance and Government targets.
6. To contribute to the maintenance of patient held records, where appropriate.

7. To provide appropriate information to patients and their carers / families regarding their disease, treatment, services available to them, and the mechanism for emergency treatment, particularly in relation to neutropenic sepsis.
8. To provide emotional / spiritual support for patients and their carers / families, referring to other relevant professional where appropriate.
9. To support management of the service budget, manpower (including recruitment) and skill mix in order to ensure the effective day-to-day running of the day unit environment.
10. To maintain accurate and legible records of all clinical and legal documentation with regard to Statutory and Trust Policies.
11. To identify the specific education needs of individual patients and carers and facilitate meeting those needs

Workforce

1. To work with the Unit manager in the assessment of the short and long term development needs of the team.
2. A close working relationship will be maintained with the Unit sisters and other staff for clinical and educational purposes.
3. With the Unit Manager and unit sisters participate in Quality assurance initiatives and ongoing nursing audits, with resulting changes in practice being implemented.
4. To participate in reviewing practice with other nurses within the Trust and to attend relevant meetings and working parties.
5. In conjunction with other members of the nursing team identify the training and education needs of non-specialist colleagues – in order to promote specific skills related to the service speciality.
6. To work collaboratively with the team to provide teaching programmes / opportunities to meet these needs.

Financial

1. With the Unit Manager and unit sisters be involved in the evaluation of their roles, having consideration for the most effective use of staff.
2. To take an active role in off-duty planning, ensuring an effective skill mix within the available resources.
3. Along with other members of the team maintain safe stock levels of equipment
4. To be always aware of new ways of managing resources to increase efficiency and reduce waste

Partnerships

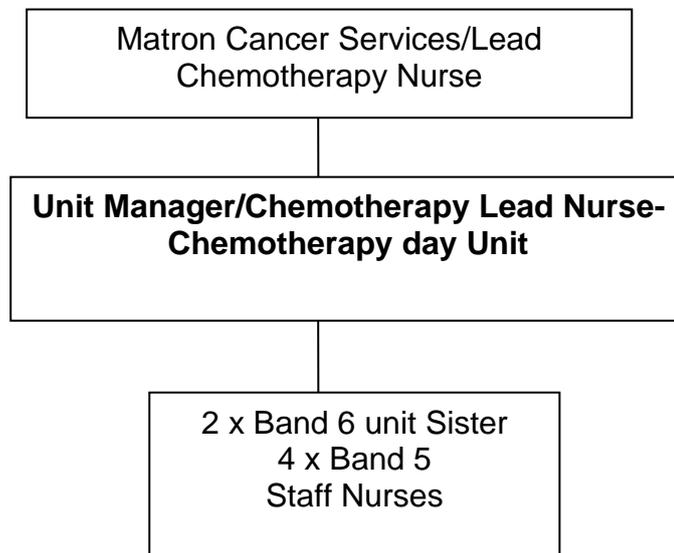
1. To liaise with and facilitate effective communication within the multi-disciplinary team.

2. In conjunction with the Unit Manager, unit sisters and CNSs, to advise and support non – specialist professionals who care for cancer / haematology patients – including issues relating to chemotherapy treatment and side effects, the safe handling of cytotoxic drugs, care of intravenous lines, and neutropenic sepsis protocols.
3. To act as a role model and mentor to other staff, providing informal education and support for them in their provision of care to cancer / haematology patients

General

1. To demonstrate a commitment to personal and professional development through performance review, clinical supervision and continuing education.
2. To complete mandatory training, as determined by the Trust
3. To provide guidance on the legal and professional responsibilities of the trained nurse
4. To ensure adherence to and implementation of Lewisham and Greenwich Healthcare NHS Trust Policies and Procedures
5. To ensure that the MBU - Chemotherapy Day Unit, and other areas in the trust practice in accordance with the NMC Code.
6. To demonstrate understanding of research and its application to nursing practice.

Structure Chart



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to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding Children

All staff must be familiar with and adhere to the Trust's child protection procedures and guidelines, in conjunction with London LSCB policies and procedures. All staff are required to attend child protection awareness training, additional training and supervision regarding child protection relevant to their position and role'

General

- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

PERSON SPECIFICATION

| | Essential | Desirable |
|-----------------------------|---|--|
| Qualifications and Training | <p>Registered Nurse with relevant Nursing and Midwifery Council Registration</p> <p>Be willing to take on further training in chemotherapy administration and cannulation and central venous access</p> <p>Degree in Nursing.</p> | <p>One year post registration experience in caring for the needs of patients receiving Systemic anti-cancer therapy (SACT)</p> <p>Recognised SACT course or equivalent</p> |
| Experience | <p>To demonstrate up to date knowledge of current nursing issues.</p> | <p>To have minimum 1 years post registration experience.</p> <p>To have experience of working with patients with haematological and solid tumours</p> <p>To have experience in the care and management of patients receiving SACT and supportive care</p> <p>Cannulation and phlebotomy skills</p> <p>Care and management of central venous access devices i.e. PICC lines\Hickman lines</p> <p>To have experience of working in a teaching environment.</p> |
| Knowledge | <p>Ability to record and document information accurately and succinctly</p> <p>Able to analyse information</p> <p>Able to assess patients effectively and efficiently</p> <p>Adherence to Trust Values and Behaviours</p> | <p>Knowledge of SACT treatment and supportive management of patients with haematological and solid tumours</p> <p>Evidence of ability to manage change and motivate staff</p> |
| Personal Qualities | <p>Excellent interpersonal skills</p> | |

| | | |
|--|---|--|
| | <p>Ability to remain calm under pressure.</p> <p>Caring, compassionate and supportive</p> <p>Ability to manage others under stressful circumstances.</p> <p>Pleasant, cheerful demeanour</p> <p>Neat and tidy in appearance</p> <p>Has a flexible approach to work and commitments of the service</p> <p>Demonstrates professional integrity and excellence in care</p> | |
|--|---|--|

Post Holder's name/s:

Post Holders' Signature/s:

Date:

Manager's Name:

Manager's Signature:

Date: