

Practice Development Nurse Oncology and Palliative Care



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Our
values



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





Additional Information

Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity

- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various locations around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB
Lucas House, 305-309 Fore Street, Edmonton, N9 0PD
Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD
Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL
Eagle House Surgery, 291 High Street, Enfield, EN3 4DN
Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ
Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD
George Marsha Centre, St Ann's Hospital Site
Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)

Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> We are compassionate and take time out to check on colleagues and patients We are understanding and recognise each other as individuals We are committed to improving our community for colleagues, patients and carers 	<ul style="list-style-type: none"> Showing empathy Being curious Showing humility Listening to others

We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> We respect and understand each other's differences and backgrounds We are consistent with providing realistic, clear expectations and constructive feedback We are always looking for opportunities to develop all our staff and our services 	<ul style="list-style-type: none"> Being consistent Listening to others Supporting each other

We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge We actively look for new ways of working and explore new partnerships across teams, divisions and organisations 	<ul style="list-style-type: none"> Speaking up Being curious Learning from mistakes

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

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Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

Job Description

Position	Practice Development Nurse
Salary/Band	Band 7
Location	Oncology Services
Hours	37.5 hrs
Responsible to	Associate Director of Nursing for Cancer, Palliative Care & End of Life
Accountable to	Chief Nurse

Key Working Relationships

Oncology Ward/unit Managers
Associate Director of Nursing for Cancer and Macmillan Lead Cancer Nurse
Lead Chemotherapy Nurse Practitioner
Service/General Manager
Ward nursing team
Oncology Clinical Nurse specialist
Matron
Other Divisional Practice Development nurses
Acute oncology service
Oncology and Haematology clinical teams
Corporate Education Team
Trust learning and organisation development team

Job Summary

This post requires a commitment to utilising the different methods of education and teaching available within the Trust and making them accessible to all within the department of oncology and palliative care.

You will demonstrate a high level of expertise within the oncology service and will be expected to provide advice, education, and support to staff and learners within the oncology services. You will be working in partnership with the Senior Nurse for the Division and the Corporate Educational team. The post holder will develop and support educational strategies and programmes for the Division to ensure the Training needs analysis for non-medical staff supports the direction of the wards and oncology departments it covers, and works within the Trust's objectives and values.

The postholder would also be expected to participate in the monitoring and setting of standards of care and guidelines by incorporating evidence-based practice and current research; maintain records and conduct audits of educational and training practices as required. They would additionally be expected to devise action plans to support staff to obtain their competencies and continually improve professional and practice standards.

You will work with the Lead chemotherapy Nurse Practitioner to support the education and training of nurses to deliver systemic chemotherapy treatment (SACT). You will also work with the oncology

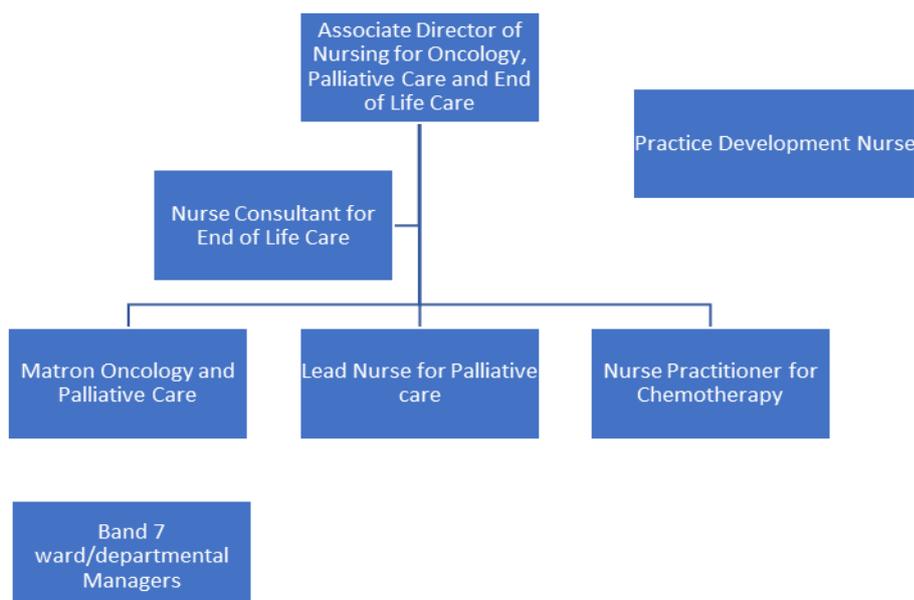
Clinical Nurse Specialists to develop a programme of education in Cancer care working towards accreditation.

Introduction to the Department

The Oncology department here at North Middlesex University Hospital specialises in treating 10 tumour types including white cell haematology tumours. The department has one in-patient oncology ward, a chemotherapy day unit, radiotherapy suite and a busy out-patient department. Included in the teams looking after these patients include 16 site specific Clinical Nurse Specialists, four Cancer Support Workers and a team of Specialist Palliative Care Clinical Nurse Specialists. Oncology, Palliative Care and White cell Haematology sit within the division of Women's, Children, Cancer and Allied Healthcare Professionals (WCCD).

We also work closely with our hospital partners in North Central London including the development of teaching and training courses.

Organisation Chart



Duties and Responsibilities:

Clinical Practice

- To ensure own practice demonstrates current clinical knowledge and latest evidence based practice
- Actively participate in the provision of a dynamic learning environment, ensuring educational opportunities are provided which develop and enhance the support offered to nursing staff by identifying and initiating appropriate steps for effective care.
- In conjunction with the unit manager, create a positive learning environment that supports and nurtures Oncology nursing staff.
- In conjunction with the unit manager identify suitable preceptors who are clear on their role and have received adequate support and preparation prior to new staff starting on the ward
- To facilitate the learning and continuing development of all nursing staff within Chemotherapy Day Unit and Oncology areas, ensuring that education is responsive to service developments and support new starters within oncology through the induction of an oncology induction program.
- In conjunction with the Lead Chemotherapy Nurse Practitioner facilitate and develop yearly SACT training, and education, in conjunction with the ward/unit team in managing ongoing development of SACT nurses as well adherence to best practice audit.
- To develop and co-ordinate planned educational programs and opportunities for all multidisciplinary nursing staff within the care group which may include Trust wide teaching.
- To advise in relation to educational opportunities and assist nurses in developing themselves in accordance with their personal development plan and/or appraisal objectives.
- To support nursing staff in developing clinical competency around specified skills required within oncology nursing.
- To create, sustain and support an environment where practice, development and change can flourish.
- To support practice assessors, practice supervisors and preceptors in their role, ensuring that learning opportunities are effectively utilized.
- Supporting individual nurses and HCAs in developing their practice by allocating time to work clinically in all allocated wards and departments on a regular planned basis (minimum 50%), or in accordance with an identified urgent need, supporting individual nurses in developing their practice.



- To work collaboratively with other practice development and other Trust colleagues on Education Quality Reviews in relation to the quality of the clinical learning environment
- Support the Trust monthly delivery of Sage and Thyme training in conjunction with the Nurse consultant for End-of-Life Care
- Demonstrate a high level of communication and customer care skills with patients.
- To act as a coach and a mentor for staff within oncology
- Undertake a training needs analysis and maintain registers of training as appropriate.
- Lead on cancer and oncology practice development initiatives.
- Develop appropriate competency based clinical skills education and develop relevant competency assessment documents.
- To support and maintain the delivery and quality of services provided within the care environment including the care delivered, setting of nursing standards and leadership of the team.
- Lead on the development of and implementation of nursing policies affecting education within cancer/ SACT services. Participate and contribute to the yearly service review and annual training for SACT service.
- Identify appropriate key performance indicators by which the success is evaluated including the impact patient care, patient outcomes, staff retention, sickness & absences and clinical incidences.
- Maintain records of training undertaken by each member of staff and disseminating this information amongst senior nursing staff, ensuring that this is recorded via OLM/ESR this includes undertaking an analysis and evaluate each project being undertaken and implement changes as required based on the findings.
- To help clinical areas by advising on the formal & informal educational opportunities to assist nurses in developing themselves in accordance with their appraisal objectives & their clinical development.
- Act as a resource for junior staff and support developmental projects and provide advice to staff on resources within and outside the trust.
- To support the development of and implementation of band 5 and band 6 rotational post within the Trust and the North London Hospice

Training and Education

- Facilitates learning through continuing professional development.

- Maintain clinical competence and credibility, skillfully demonstrate a wide breadth of clinical expertise in the management of oncological patients.
- Where appropriate provide one-to-one to facilitate the learning and continuing development of all nursing staff within the department through support to nursing staff and offer guidance and supervision by ensuring educational opportunities is equitable and responsive to oncology developments.
- Be aware of current evidence-based practice in your own practice and to help incorporate this and relevant research in the delivery of excellence in care.
- Support ward manager/department manager in developing an induction into the areas ensuring consistency across the Division.
- Ensure staff are supported, where necessary, to achieve the competencies for their band and that this is recorded.
- Contribute to an complete performance review of nursing staff

Audit and Research

- Participate and where required lead or assist in research projects as required, disseminating, and ensuring utilization of research results to change practice. • Utilize research findings in the delivery of advanced clinical patient care, developing new ways of working
- Participate in the oncology governance meeting and provide information to support achievements in education and training.
- Collect, collate, and report activity data. Produce and present regular formal reports to key stakeholders.
- Collate, analyze and present reports on varying aspects of the specialty activity as required by directorate or divisional team.

Quality and safety

- Ensure patient safety by escalating any risks with staffing or service provision to divisional triumvirate.
- Report any issues with quality and safety immediately to Matron or Associate director of nursing.
- Promote people's equality, diversity, and rights.

- May be deployed to work in any part of the Trust should the need arise to ensure patient safety is maintained.

Leadership and Managerial Responsibilities

- Support the oncology service with recruitment, appraisals, and performance management of the team.
- Support the ward/Unit managers with identified recommendations from Rapid reviews, and lessons learned from untoward serious reviews and development of safe clinical practice to resolve the issue.
- Develop teaching program to meet cancer staff development needs and monitor performance,
- To ensure compliance with the Trust's Equality and Diversity Policy, supporting the delivery of the Trust Race Equality Scheme and Trust's duty to positively promote race equality and equal opportunity for disabled people ensuring services are responsive to need to the needs of equality groups.
- Actively participate in the Trust Nursing and Midwifery forums and the practice development Nurse Forum.
- Participate in quality assurance strategies and audits.
- In conjunction with Senior Nursing Colleagues provide direction for the Division and ensure the achievement of identified goals.
- Develop and co-ordinate planned educational programmes and opportunities for all nursing staff. This may involve bedside or specialised tuition.
- To advise in relation to educational opportunities and assist nurses in developing themselves in accordance with their personal development plan and/or appraisal objectives.
- Collaboration with colleagues involved in the training and development of Oncology nurses within North Central London (NCL).

Personnel/professional responsibilities

- Ensure own continuing professional development, maintaining clinical and leadership credibility to ensure that all learners/ new staff benefit from the support of mentors and preceptors and to assist staff in fulfilling their role, ensuring that learning opportunities are maximized.
- Undergo an annual performance assessment (appraisal) in line with Trust policy.

- To agree an annual action plan and objectives for service provision and delivery, and for self-development by developing an excellent learning environment for trainees, students, and staff.
- Actively participate in the production of a personal development plan (PDP)
- Proficient in the use of information technology and keyboard skills, able to produce high quality reports.
- Be aware of responsibility for the health, safety and welfare of visitors, staff and other and to comply with the requirements of the Health and Safety Regulations.
- Always ensure confidentiality, only releasing confidential information obtained during employment to those acting in an official capacity.
- Be aware of the Data Protection Act and Access to Medical Records Act.

TRUST POLICIES

Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Smoking Policy

The Trust provides a smoke free work environment.

Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder