



Together



Lancashire Teaching Hospitals

   @LancsHospitals

**LANCASHIRE TEACHING HOSPITAL NHS TRUST
WORKFORCE DIRECTORATE**

JOB DESCRIPTION

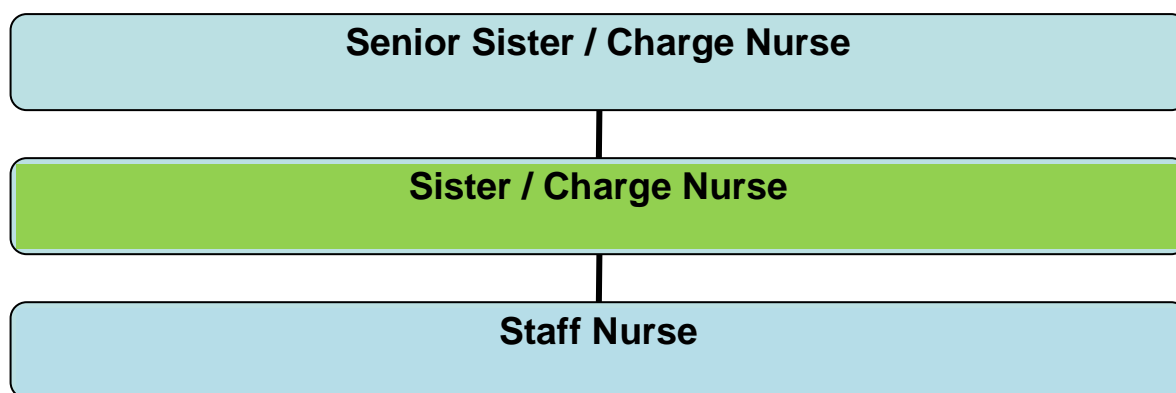
JOB TITLE: Sister / Charge Nurse

DIRECTORATE: Oncology

REPORTS TO: Senior Sister / Charge Nurse

ACCOUNTABLE TO: Unit Manager

DIRECT REPORTS:



HOURS: 37.5

LOCATION: Chemotherapy Day Unit RPH/CDH

BAND: 6

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

KSF Dimension Levels for Role

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
						✓

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	4	3	3	3	2

Excellent care with compassion

Role Summary

The key function of the Sister/Charge Nurse for the Chemotherapy Unit is to support the Unit Managers in the day to day management of the Unit. The postholder will be responsible for ensuring an adequate skill mix on the unit at all times. Under the direction of the Unit Manager be responsible for some management duties in regard to the unit and patient caseloads.

The postholder will be responsible for co-ordinating the unit, ensuring all pre-treatment checks have been completed and that all test results are satisfactory prior to administering anti-cancer treatments. Being responsible for treatment deferrals and ensuring that these are done in a timely manner. Ensuring that diary scheduling is up to date and at least six weeks in advance.

The postholder is also expected to participate in the delivery of a comprehensive support service to patients undergoing Systemic Anti-Cancer Therapies [SACT]. The post holder will be responsible for the on -going care of patients embarking on and receiving chemotherapy and other systemic anti-cancer therapy treatments (SACT) by co-ordinating their care, preparing patients to receive their treatment and by ensuring that during treatment, action is taken to intervene when patients are experiencing treatment related toxicities. This will facilitate appropriate actions to prevent deterioration in the patient's condition and avoid any unnecessary admissions whilst allowing the identification of potentially critical acute presentations such as neutropenic sepsis and fast-track those patients into hospital as appropriate.

The post holder will assess and review oncology patients presenting to hospital with an acute oncology presentation and advise/manage accordingly. The post holder will be responsible for the pre-treatment assessments of new patients or patients commencing new regimes of treatment, this will include education, sign posting for supportive care and assessment of venous integrity. The postholder will work as part of a team who co-ordinates therapies delivered to patients in their own home. The postholder will work alongside other team members and there will be the potential for development in training to insert PICC lines.

Act as a strong role model and provide development, clinical supervision and advice for other staff and students to support them in reaching their full potential. The postholder will also be responsible for actively participating in staff appraisals.

You will work with senior colleagues to provide nurse led chemotherapy follow up clinics.

You will provide support to patients who are within 30 days of treatment via the Telephone Helpline, assessing and triaging their care needs according to the nationally recognised UKON's Triage Tool

To ensure the productive operation of the ward environment through the maintenance of a safe, clean and organised environment.

To act at all times in a manner that upholds the Trust's values and & Nursing & Midwifery Professional Framework goals, working as part of a team to ensure that patients and relatives receive excellent care with compassion.

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.








Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES	Link to Values				
						
<ul style="list-style-type: none"> Assist in the day to day management of the unit 	<ul style="list-style-type: none"> Co-ordinate the unit. Ensure adequate skill mix. Management of patient caseloads. Ensure all pre-treatment checks have been completed. Ensure an adequate follow up has been scheduled. Ensure SACT appointments are booked at least 6 weeks in advance. Be responsible for real-time treatment deferrals. 					
<ul style="list-style-type: none"> Assist and support the oncology/ 	<ul style="list-style-type: none"> Proactively support patients receiving SACT, by post 			√	√	√

Excellent care with compassion

chemotherapy team to deliver a comprehensive oncology service in line with local/National standards	<p>treatment phone calls to assess effects of treatment and proactively manage side effects.</p> <ul style="list-style-type: none"> • Work as an autonomous practitioner • To be knowledgeable of the treatment regimens and side-effects, adopting a problem solving approach in managing potential complications of SACT treatment • Carry out nurse-led pre-chemotherapy assessments and holistic needs assessments. • Participate in the nurse-led telephone triage service for SACT patients, advising patients/carers of actions to be taken and advising GPs, DNs and other members of the multi-disciplinary team • Following assessment of patients needs take action to intervene early in order to prevent deterioration in the patient's condition and prevent an unnecessary admission but also identifying potentially critical acute presentations such as neutropenic sepsis and fast-track patients into hospital. • Work collaboratively with other professionals and agencies to ensure patient needs are met, especially in relation to on-going care needs and discharge arrangements • Demonstrates familiarity with policies and procedures, including major incident, fire, health and safety, disciplinary, complaints and grievance and follow these as necessary. 					
<ul style="list-style-type: none"> • Administer Sytemic Anti-Cancer Treatments [SACT] according to local and national guidelines 	<ul style="list-style-type: none"> • Qualified to administer SACT and ensure annual and competency assessments are completed. • Undertaken according to Trust protocols and using ANTT . • Ensure excellent cannulation and venepuncture skills • Monitor and assess patients prior to and during administration • Ensure documentation is maintained on Trust electronic prescribing system 					

<ul style="list-style-type: none"> • Triage telephone post treatment patients according to UKON's Triage Tool 	<ul style="list-style-type: none"> • Using the UKON's tool provide support to patients who are within 30 days of SACT or radiotherapy • Ensure proactive management of any patients who are scored Amber and ensure review of same via assessment on the unit or via GP as appropriate • Ensure safe and effective admission for patients who score Red. 					
<ul style="list-style-type: none"> • Nurse Led SACT follow up clinic 	<ul style="list-style-type: none"> • Follow Trust protocols for the effective management of SACT patients during treatment • Ensure advanced knowledge of SACT is used to assess patients and advise clinical team of patients wellbeing in order for them to prescribe ongoing treatments • Ensure all follow up appointments are documented and ongoing care is arranged 					
<ul style="list-style-type: none"> • Act as a role model, presenting a positive image of self, team and the organisation 	<ul style="list-style-type: none"> • Complies fully with the Trust Uniform Policy and ensures nursing team comply. • All patients, visitors, staff and students are welcomed in a manner which promotes a positive image of yourself, the ward and the ward team 				√	√
<ul style="list-style-type: none"> • Be responsible for the delivery and co-ordination of care, through appropriate professional practice. 	<ul style="list-style-type: none"> • Own work is prioritised appropriately and time is managed effectively • Takes appropriate action when shortfalls occur, or are likely to occur. • Delegated duties are realistic, achievable and take into account team members' role, abilities and development needs. • Staff are appropriately supervised and supported in their roles. • Meets standards for leading and co-ordinating ward teams • Has built excellent relationships with MDT and liaises effectively to ensure seamless care • Ensure that all chemotherapy appointments are scheduled in a timely fashion 				√	√

Excellent care with compassion

<ul style="list-style-type: none"> Ensure a high standard of nursing is delivered by self and others based on assessment, planning, implementation and evaluation of care to meet patients' needs in accordance with agreed local and National standards and evidence based guidelines. 	<ul style="list-style-type: none"> Ensures full initial assessment carried out at earliest opportunity Ensures all patients have a care plan that is up to date, relevant and meets Activities of Daily Living, presenting condition and risk assessment needs. Performs, promotes and monitors nursing care and enhanced clinical skills to a high quality standard. Demonstrates compassion by recognising and responding to individual needs in a warm, thoughtful, sensitive and helpful way Proactively engages with patients, relatives and carers to seek their views, gain agreement and to keep them informed about their treatment and care Ensures safe & timely administration and storage of oral and IV medications Escalates concerns about patient condition in a timely manner where unable to provide appropriate intervention Receives positive feedback from patients/relatives/team members/students. Ensures patients are provided with appropriate activities and stimulation to promote wellbeing and recovery in particular when providing enhanced care Ensures accurate and complete records of all care activities are maintained in a timely manner, adhering to local and NMC standards of record keeping Supports bereaved and distressed patients/relatives in a kind and compassionate manner. 	√	√	√		
<ul style="list-style-type: none"> Set, monitor and maintain standards of care to improve the patient experience and outcome of care. 	<ul style="list-style-type: none"> Challenges poor standards of care or inappropriate behaviour and raises and escalates concerns about the safety and wellbeing of patients Takes a proactive part in team meetings Participates and leads in innovations and improvements in 					√

Excellent care with compassion

	<p>services including the 'productive' programme, seeking patients and others views as appropriate.</p> <ul style="list-style-type: none"> • Undertakes audit and evaluation programmes • Makes constructive suggestions as to how the service can be improved. 					
<ul style="list-style-type: none"> • Proactively manage risk and maintain patient safety, conforming to health, safety and security legislation, policies, procedures and guidelines. 	<ul style="list-style-type: none"> • Ensures patient based risk assessments e.g. falls, nutrition, medication, infection control, pain, are carried out in line with Trust policy and timescales • Ensure documentation is complete, legible and accurate • Ensures appropriate actions to minimise risk e.g. cot sides, blue tray, enhanced care are implemented. • Achieves own ANTT and hand hygiene audit and promotes and carries out audits for other staff and students. • Uses and ensures agreed moving and handling procedures used and provides advice on patient moving and handling • Current moving & handling update training maintained • Reports all accidents, incidents, near misses, faulty equipment or environmental issues immediately as per Trust Policy • 	√				
<ul style="list-style-type: none"> • Communicate all relevant information to the multidisciplinary team internally and with external organisations as required, to ensure seamless care 	<ul style="list-style-type: none"> • Communicates in a professional and timely manner. • Develops and maintain communication with people about difficult matters or difficult situations, in an appropriate, supportive and empathic manner 				√	√
<ul style="list-style-type: none"> • Promote provision of patient education and health promotion 	<ul style="list-style-type: none"> • Ensure all relevant health assessments have been undertaken • Gives health promotion advice or refers to specialist 					
<ul style="list-style-type: none"> • Promote equality in care and practice by recognising, respecting and meeting the needs and choices of individuals 	<ul style="list-style-type: none"> • Treats everyone with dignity and respect • Acts in accordance with current legislation, policies, procedures and good practice relating to equality & diversity. 		√			√

Excellent care with compassion

	<ul style="list-style-type: none"> • Takes action to address behaviour that undermines equality and diversity. Safeguards children, young people and vulnerable adults, escalating concerns in line with Trust policy and regulatory frameworks. 					
<ul style="list-style-type: none"> • Ensures environment of care is safe, well equipped and compliant with standards for hygiene and cleanliness. 	<ul style="list-style-type: none"> • Stock levels are maintained to enable smooth running of the department • Manages resources within agreed budgets as set by the Clinical Manager • Equipment is cleaned and maintained as per Trust standards. • 					√
<ul style="list-style-type: none"> • To participate in education and training of junior staff. • 	<ul style="list-style-type: none"> • Undertakes mentor training when identified • Evidence of being active mentor and role model • Actively involves and supports students and junior staff in educational opportunities • Positive student feedback received through educational audits • Act as assessor and mentor to junior staff and students supporting their development • Be involved in Induction and monitoring of new staff 				√	√
<ul style="list-style-type: none"> • Maintain and develop own professional competence and seek to extend the scope of personal knowledge and skills within scope of role and professional practice 	<ul style="list-style-type: none"> • Actively participates in the appraisal and Personal development planning process and has a current appraisal and Personal Dev Plan • Carries out staff appraisals and ensures all staff have agreed objectives and personal development plans. • Undertakes identified learning and development opportunities, as agreed with manager. • Maintains a current Personal Development Portfolio, in line with Trust Policy and NMC Registration • Participates in reflective practice and clinical supervision activities • Mandatory training as outlined by the Trust in the Risk Management TNA is up to date 					√

Excellent care with compassion

Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity

- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Sister / Charge Nurse

Band: 6

DIRECTORATE / DIVISION:

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • Appropriate NMC Registration • RN1, RN2 General Nursing Posts • RN8 or RNC Children's Nursing Posts • Diploma in Nursing • NMC recognised Mentorship qualification or willingness to work towards following 18 months commencement in post • Evidence of continuing education or development for more experienced Band 5 nurses • Chemotherapy administration training N59 or equivalent 	<ul style="list-style-type: none"> • Degree • Advanced communication skills or willingness to undertake • Recognised counselling qualification • Non medical prescribing or willingness to undertake 	<ul style="list-style-type: none"> • Application form • Interview • certificates
Knowledge & Experience	<ul style="list-style-type: none"> • Expanded clinical role eg IV additives, venepuncture and cannulation • Awareness of changes within Nursing practice • Knowledge of Clinical Governance and the relevance to practice • Knowledge of relevant policies and procedures • Demonstrates competency during internship 	<ul style="list-style-type: none"> • Knowledge of ethical issues • Evidence of clinical competence in area of speciality eg surgery • Knowledge of Leadership and Management • Research and Development 	<ul style="list-style-type: none"> • Application form • Interview • Portfolio of evidence • Clinical Skills Scenario

Excellent care with compassion

Skills & Abilities	<ul style="list-style-type: none"> • Good communication skills • Able to obtain and evaluate information to aid decision making • Able to lead and supervise other staff • Ability to use IT systems relevant to work role • Ability to prioritise • Good time management skills • Commitment to develop mentorship skills 	<ul style="list-style-type: none"> • Lead others in change management • Good presentation skills • Good teaching skills • Intermediate IT skills • Experience of mentorship and ability to identify learning and development needs 	<ul style="list-style-type: none"> • Application form • Interview • Presentation • Clinical Skills Scenario
Values & Behaviours	<ul style="list-style-type: none"> • Caring & compassionate • Self motivated and able to motivate others • Commitment to CPD of self and others • Able to work closely with team members 		<ul style="list-style-type: none"> • Clinical Skills Scenario