

# Deputy Sister/Charge Nurse Chemotherapy Day Unit job description and person specification

**Department:** Cancer

**Division:** Womens, Childrens and Clinical Services

**Responsible to:** Senior Sister/Charge Nurse

**Accountable to:** Trust Lead Nurse Cancer & Palliative Care

**Band:** Band 6

**Hours:** 37.5

**Location\*:** Northwick Park Hospital In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

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# Our vision and values

Our vision is quality **at our HEART**

## Quality...

**Delivering quality means consistently meeting requirements and exceeding expectations.**

We strive to deliver quality in everything we do – from the clinical care we provide to the employment we offer to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

## ...at our HEART

**By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.**

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

- ♥ **Honesty:** we're truthful, we're open, and we speak up
- ♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding
- ♥ **Accountability:** we're professional, we strive for excellence, and we improve
- ♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy
- ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).

## Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities clarity about what we will do.

- We will provide high-quality, timely and equitable care in a sustainable way
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities

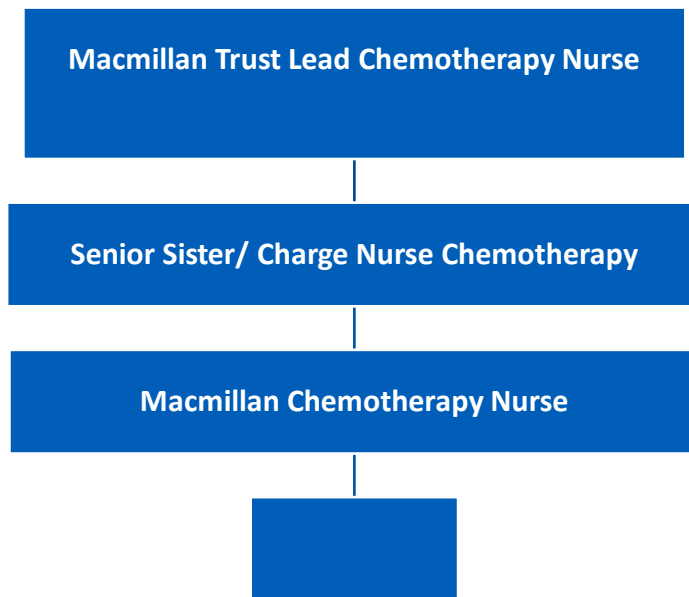
You can read more about our vision, values and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).

## Job Summary

This post will support and deputise for the senior sister to ensure the provision of excellent nursing care within in the Chemotherapy Day Care unit. You will contribute to staff and resource management being responsible for day-to-day clinical leadership. The post holder will ensure that Systematic Anti-Cancer Treatment (SACT) is delivered safely. The successful applicant is expected to work collaboratively as part of the multidisciplinary team for solid tumour and haematological oncology services.

You will act as a resource, supporting patients and their carers throughout their chemotherapy journey from pre-treatment consultation, administration of SACT until discharge from chemotherapy day unit. You will liaise effectively with all appropriate members of the multidisciplinary team, in order to promote a seamless service for the patient both within the Trust and with primary care services.

## Structure



## Key responsibilities

- Provision of specialist, high quality, expert nursing care and support for patients and their carers
- Deliver evidence based individualised patient care according to patient's changing health care needs, through holistic needs assessment (HNA).
- Maintenance of the highest standards of clinical care proactively contributing to service development, improvement and expansion of the current chemotherapy service.
- Responsible for local targets e.g. infection control within the department
- To provide expert knowledge and advice in own specialist area, ensuring maintenance of clinical excellence underpinned by evidence-based practice.
- Take lead on delegated responsibilities as defined by Senior Sister/Charge Nurse

## Service Improvement

- Supports the nursing contribution to service development, ensuring the pursuit of excellence in care
- Develops new skills in response to emerging knowledge and techniques.
- Works across professional boundaries using creative reasoning and problem-solving to facilitate new ways of working to influence improvements in the patient care pathway.
- Supports change management within your clinical environment. Is able to evaluate the impact of change and any impact on the patient care pathway.
- Promotes patient and public experience feedback through local initiatives to drive Innovation and change.

## Research & Audit

- Participates in development of policy and clinical guidelines internally
- Assess the patient undergoing clinical trial chemotherapy ensuring all relevant investigations have been completed and reviewed and consent obtain by medical team prior to chemotherapy administration
- Administer study drugs as required by the relevant clinical trials and according to the protocols.
- Liaise with trial pharmacist regarding the administration of trial drugs
- Ensure patients have been provided with comprehensive information concerning clinical research to facilitate the process of informed consent.
- To support the implementation of research and audit findings
- To evaluate change in practice and service delivery as a result of research

# Additional responsibilities

## Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.

The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.

You must always comply with the Trust's data protection policy, and you agree that you will only access the systems, databases or networks to which you have been given authorisation.

The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.

You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

## Information security

All staff must adhere to the requirements of the Trust's information security policy, which covers the deployment and use of all the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the policy may result in disciplinary action and could also result in a criminal offence.

## Health and Safety at Work Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty, and apply to all Trust premises, also whilst working in the community or on any other Trust business.

## Equal opportunities and equalities legislation

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

## Patient and public involvement

Section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

## Risk management

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

## Corporate/clinical governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

## Infection control and hospital-acquired infection

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's infection prevention and control policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of healthcare associated infections including MRSA. All staff have the following key responsibilities:

- staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact
- staff members have a duty to attend infection control training provided for them by the Trust
- staff members who develop an infection that may be transmissible to patients have a duty to contact occupational health.

## Safeguarding children and vulnerable adults

Everyone has a personal and a professional responsibility to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns.

Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk.

The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust, you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## Staff commitment to patient care

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

## Health records

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.

For further information refer to Records Management Code of Practice via [gov.uk](http://gov.uk).

## NHS constitution and code of conduct for managers

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**



# Person specification

**Job title:** [Click here to enter text.](#)

**Division/department:** [Click here to enter text.](#)

Requirement	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>• First level nursing registration</li> <li>• Post registration qualification in Cancer / malignant Haematology</li> <li>• First level degree in health related subject or working towards</li> <li>• Recognised Chemotherapy qualification</li> <li>• Evidence of continued professional development</li> <li>• Recognised teaching / mentorship qualification or working towards</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Advanced communication skills</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>• Relevant post registration experience at band 6 or above in outpatient chemotherapy setting</li> <li>• Demonstrate evidence of highly developed clinical practice</li> <li>• Ability to develop new ways of working</li> <li>• Ability to deal with complex clinical scenarios</li> <li>• Experience of multi-professional Working</li> <li>• Evidence of some management experience</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Experience of audit and research</li> <li>• Ability to lead and influence change</li> <li>• Previous experience of teaching and developing teaching materials</li> <li>• Previous experience in a post involving clinical and managerial responsibilities</li> </ul>

Requirement	Essential	Desirable
Skills, abilities and attributes	<ul style="list-style-type: none"> <li>• Expertise in cannulation and CVAD management</li> <li>• Use of electronic prescribing systems</li> <li>• IT literate</li> <li>• Organisation and negotiation skills</li> <li>• Effective communication</li> <li>• Ability to work autonomously and as part of a team</li> <li>• Flexible attitude to working</li> <li>• Exemplar written communication skills</li> <li>• Innovative</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching/assessment and presentation skills</li> <li>• Leadership and motivational skills</li> <li>• </li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Diplomatic</li> <li>• Calm and objective</li> <li>• Assertive, confident, yet approachable</li> <li>• Personally and professionally mature</li> <li>• Recognition of own limitations</li> <li>• Demonstrates enthusiasm</li> </ul>	
HEART values	<p>Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.</p> <p>Demonstrate commitment to place Quality at our HEART</p>	<p><a href="#">Click or tap here to enter text.</a></p>

**Person specifications should be kept to a maximum of 25 bullet points**

