Job title: Haematology & Oncology Day Unit Chemotherapy Nurse

Band: 5

Department: Macmillan Haematology & Oncology Day Unit

Hours: 17

Reports to: Chemotherapy Day Unit Sister

We are a pioneering research active organisation and we are proud to be doing things differently; whether that be redefining the shape of the local health and care system through our innovative plans for integrated care, or developing new services such as our Frail Older Person’s Assessment Service and our Medically Fit for Discharge Ward. As well as creating the future, we also know the importance of providing really good, safe, and caring services for our patients. Our iCARE ethos sets out the principles which every member of our staff works to, ensuring good communication, attitude, respect and care for the hospital environment. Our patients tell us we’re getting this right, with our Friends and Family Test results consistently above 95 per cent (patients ‘extremely likely’ or ‘likely’ to recommend us to their friends and family).

Job role:

1. Purpose

- To assess, develop, implement and evaluate patient care under the guidance of the unit sister/line manager
- To improve practice by continuous professional development
- To conform to COSHH and Health & Safety regulations whilst dealing with cytotoxic chemotherapies ensuring a safe working environment
- To work closely with other professional colleagues to ensure that consistently high standards and quality of care for patients are maintained and that the patients’ needs are met
- To provide clinical advice, training, education and support to patients, relatives and other professional colleagues
- To comply with trust and relevant network policies, procedures, guidelines, protocols and codes of conduct
2. Scope and Accountability

To administer chemotherapy to patients working as part of a close-knit team of nurses and administrative staff within the Macmillan Unit.

Budgetary: No budgetary responsibilities.

Staffing: No direct reports.

3. Principal Duties and Responsibilities

Communication

- Communicate in a sensitive manner to guide patients and carers through progress, treatment, intent and possible outcomes. To deal with empathy with progressive disease, failure of treatment and preparation for the terminal stages of illness.
- Demonstrate pro-active communication strategies to meet the needs of patients, relatives and colleagues
- Develop the skills to anticipate patient reaction and plan an appropriate style in view of patient problems and lifestyle
- Report incidents and concerns in an open and honest manner
- Communicate confidently as part of the Multidisciplinary team
- Communicate respectfully to colleagues and patients
- Respect confidentiality at all times, particularly with regard to sensitive personal data
- Maintain accurate and legible nursing records
- Maintain good and effective liaison links with other wards and departments throughout the hospital
Attend relevant training courses

Clinical
- Work in conjunction with the Unit Sister and Lead Chemotherapy nurse with regard to assessing, planning, implementing and evaluating care
- Promote health and prevent illness with particular regard to patients with haematological and oncological conditions
- Work in accordance to the principles of the Trust i-care Philosophy
- Develop programmes of care to meet the need of the patient
- Cannulate patients
- Administer blood/blood products
- Perform venesection and venepuncture
- Administer complex chemotherapy regimes and drug treatments
- Care of intravenous devices and indwelling central venous catheters including PICC’s (Peripherally Inserted Central Catheter).
- Refer to senior nurses/ multidisciplinary team for advice as necessary following patient assessment
- Provide bereavement support to relatives/carers
- Provide patients with a high quality safe service
- Undertake clinical practice that takes account of the principles of good clinical governance
- Demonstrate commitment to, and implement good infection control practices within the running of the unit and 'rôle model' good practice concerning infection control
- Provide associate mentorship and help support and develop new staff using the competency framework
• Make decisions based on professional knowledge and experience and/or referring to senior colleagues
• Maintain professional standards of practice and contribute to continuous quality improvement
• Provide advice on side effects of therapies to patients/relatives and other health care professionals
• Identify poor performance and practice and report to unit Sister/Lead Chemotherapy Nurse
• Assist with maintaining staff relationships and morale.

Education and Development

• Be aware of own learning needs and limitations from the appraisal process.
• Have an awareness of the need to develop/improve practice in a dynamic environment, to meet the needs of patients.
• Feedback best practice to other health professionals to raise clinical awareness and improve standards of care.
• With guidance, be able to reflect on own experience and identify own learning needs, actively seeking to meet those needs through the Appraisal process
• Employees will be entitled to an annual Appraisal and progression should be based on suitable work performance
• Participate in clinical supervision to facilitate reflective practice and thus improve standards of care and own professional accountability and responsibility
• Provide specialist skills, knowledge, training and expertise to colleagues, patients and their carers. This enables accurate assessment and evaluation of health care needs
• Support staff in other areas in order to encourage best practice and provide specialist support in their care-planning
• Feedback best practice to other health professionals to raise clinical awareness and improve standards of care.
• Training will be provided to fulfil the needs of the post.
Management

- Use problem-solving skills to assess complicated events with in a multi-disciplinary team setting considering best options to act as patient advocate
- Have an awareness of the most cost-effective use of resources
- Make clinical decisions following discussion with a senior member of nursing staff with regard to the clinical intervention required, based on the analysis and interpretation of complex clinical facts
- Provide and maintain accurate records, reports and statistics whilst being aware of the need for patient confidentiality and Data Protection Act
- Understand the proper use and maintenance of all equipment that is used within the working environment
- Contribute to risk assessment and monitoring/audit within the Unit
- Evidence
  - Participate in local research and chemotherapy clinical trials to assess current best practice against new available evidence
  - Ensure that practice is evidence based or based on experience/or a consensus regarding best practice and therefore clinically effective and safe. Follow relevant Standard Operating Procedures
  - Provide feedback on best available evidence from courses/study days

Changes to the job

This job may be subject to change/review as the needs of the service/department/unit changes. Any changes will be made following consultation with the individual before changes are made.
4. Key Working Relationships

The post holder will have a proactive and flexible approach working with senior chemotherapy nurse colleagues as part of a team, also liaising closely with:

- Consultants/Senior medical staff
- Administrative staff
- Pharmacy/pathology staff
- Volunteers

5. Organisational Expectations and Shared Corporate Responsibilities

- In the course of their duties, and in the execution of their responsibilities, the post holder is expected to:
  - uphold and actively promote the iCARE principles;
  - significantly contribute to the successful overall performance of the Trust;
  - act as an ambassador for the Trust and its contribution to the wider Health Service, through the creation and maintenance of strong and effective partnerships and relationships with stakeholders;
  - support and help develop the Trust culture of collaborative, flexible cross-team working and commitment to delivering high quality services and outcomes;
  - set and maintain the highest personal and professional standards;
  - work effectively to achieve results and develop and maintain effective working relationships with others;
  - work with sensitivity and an understanding of the issues facing those working to deliver health services to the local and UK population;
• comply with the Corporate Governance structure, in keeping with the principles and standards set out by the Trust;
• maintain integrity and manage Trust resources in a manner that represents appropriate use of public monies;
• be aware of and follow all Trust infection control guidelines and procedures relevant to their work, and participate in associated mandatory training and updates;
• as a role model to other members of staff, follow consistently high standards of infection control practice, especially with reference to hand decontamination and adherence to the Trust dress code;
• maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training;
• to conduct annual appraisals for all direct reports in a timely manner, and to report this back to the Workforce Information Team (as appropriate to the role);
• ensure that all Mandatory and Statutory training is completed and maintained, in addition ensure all direct reports are fully compliant with their Mandatory and Statutory training (as appropriate to the role);
• observe and promote the Trust’s policies and procedures, including those in respect of conduct, health and safety, and equality of opportunity;
• respect the confidentiality of all matters they may learn relating to their employment and other members of staff;
• respect the requirements of the Data Protection Act 1998;
• as an employee, under the Health and Safety at Work Act, take reasonable care for their health and safety and that of others who may be affected by their acts or omissions at work and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
• be aware of the Trust’s health and safety policies and to report any accidents or incidents in the time frame stipulated in the Trust and divisional policy;
• provide as far as is reasonably practical, a working environment and practices across the areas they manage that will ensure the health, safety and welfare of all staff and visitors engaged in departmental activities is in line with the Trust’s Health and Safety Policy;
• ensure they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust;
• comply with the Trust’s Smoke Free Policy;
• ensure all actions taken by them and the team (if they are a manager) are in line with guidance from the Safeguarding Team in respect of vulnerable adults and children.

6. Disclaimer

This job description does not purport to cover all aspects of the post holder’s duties, but is intended to be indicative of the main areas of responsibility.

7. Job Description Agreement

Insert Job Title here (Post Holder): Haematology & Oncology Day Unit Chemotherapy Nurse

Name (print): ............................................................................................................

Signature: ............................................................................................................. Date: .................
# Person Specification

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• Registered General Nurse</td>
<td>• Oncology/Haematology experience.</td>
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<td></td>
<td>• Registered on NMC register</td>
<td>• Oncology/haematology post registration qualification.</td>
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<td></td>
<td>• Evidence of continued professional development</td>
<td>• Teaching and assessing qualification.</td>
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<td></td>
<td>• Post registration qualification with general experience of 2 years plus.</td>
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<tr>
<td>Experience</td>
<td>• IV drug administration skills</td>
<td>• Cannulation/ phlebotomy.</td>
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<td>• Able to assess, plan, implement and evaluate programmes of care</td>
<td>• Able to perform venepuncture and venesection.</td>
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<td></td>
<td>• Effective verbal and written communication skills. GCSE English grade A to C.</td>
<td>• Experience in chemotherapy administration</td>
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<td>• Good interpersonal skills.</td>
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<td>• Self-motivated, uses own initiative and is able to make decisions.</td>
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<td>• Able to prioritise workload (self and others) and meet deadlines</td>
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<td>• Able to work as an effective team member</td>
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<td>• Able to supervise and teach junior staff</td>
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<td>• IT Skills</td>
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<td>• Able to maintain clear and legible documentation</td>
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### Personal qualities
- Practice within the scope of the NMC Code of Professional Conduct
- Ability to demonstrate application of the NHS Plan to own sphere of practice
- Knowledge of the individual’s responsibility towards health and safety.
- Promote people’s equality, diversity and rights
- To ensure action contributes to quality
- Knowledge of Clinical Governance and commitment to clinical supervision.
- Multidisciplinary team working.
- Ability to ensure standards of care are delivered in accordance with Trust and Unit policies/guidelines and procedures.

### Special requirements
- Strong motivation to work within oncology and haematology nursing.
- Sensitive communication skills
- Research
- Basic knowledge of cytotoxic chemotherapy drugs
- Basic knowledge of cancer treatment modalities

### Relationships:

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<th>External</th>
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**Budget holder:** Yes / No  
**Line management responsibility for:** staff  
**Published:**