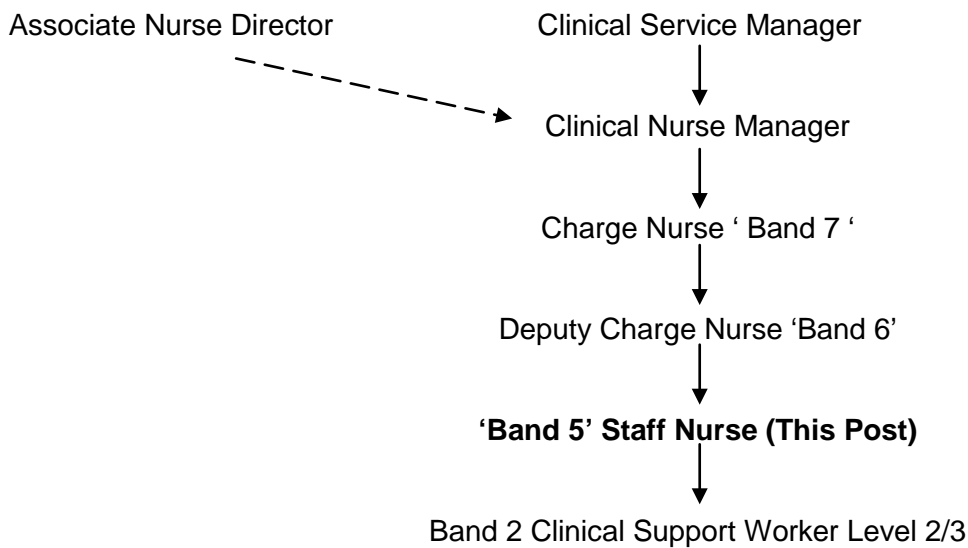


**JOB DESCRIPTION
BAND 5
WESTERN GENERAL HOSPITAL**

1. JOB IDENTIFICATION	
Job Title:	Band 5 Staff Nurse
Responsible to:	Charge Nurse/Ward Manager Band 7
Department(s):	Oncology – Ward 1
Directorate:	Cancer & Palliative Care
Operating Division:	Lothian University Hospitals Division
Job Reference:	U-SR-ONC-001-NUR4
No of Job Holders:	2.0 WTE
Last Update:	May 2008
2. JOB PURPOSE	
<p>As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.</p> <p>The post holder has responsibility and accountability for maintaining both clinical and staff governance.</p>	
3. DIMENSIONS	
<p>Primary Post: The post holder will work within the oncology directorate based on the WGH site. Ward 1 is a nurse led chemotherapy outpatients department and is the Cancer Centre for all peripheral hospitals including St Johns', Borders General, Dumfries and Galloway and Fife hospitals. The department has an average attendance of 500 patients per week requiring interventional treatment</p> <p>The post holder will have junior staff reporting to them (registered nurses/non-registered nurses and learners), who will also require supervision.</p> <p>The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to remain within the financial envelope.</p> <p>Overall: The post holder may be required to work within any of the Lothian Acute Services pertaining to their field and specialty. (The acute areas include: Royal Infirmary of Edinburgh, Western General Hospital, St John's Hospital, Royal Victoria Hospital, Liberton Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building)</p>	

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide specialist outpatient chemotherapy and supportive services to Lothian. Provides a resource service in Lothian and peripheral hospitals for matters relating to chemotherapy, management of vascular access devices and cytotoxic toxicities. Provide a high quality, safe and supportive environment in order to care for patients with oncological/haematological malignancies, meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

Professional:

Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

Clinical:

Responsible for the safe delivery of all aspects of all infusional chemotherapy drugs following completion of the Stage A training course which is mandatory for this area. Assessment of care needs and the development, implementation and evaluation of care plans for patients to ensure delivery of a high standard of care.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.

Organise own workload to ensure that the interests of patients/clients are met.

Participate in clinical audit and research as required.

Develop and maintain a sound knowledge base and practice relevant to the clinical setting.

Managerial:

Supervise and assess junior staff/learners ensuring competencies are met whilst providing care to patients.

Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.

Ensure patients property and valuables that are received by the ward for safe-keeping are secured and processed as division policy.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.

Education:

Undertake teaching of registered and non-registered nursing staff, including pre and post registration students, and participate in the implementation of staff personal development plans to facilitate ongoing development.

Demonstrate a commitment to personal continuing professional development, and actively participate in Performance Review/appraisal.

Motivate and support the nursing team, utilising mentorship, objective setting and appraisal, enabling education needs of nursing staff are met.

7a. EQUIPMENT AND MACHINERY

Post Holder is expected to have a knowledge and ability to use equipment in the area, however may not have daily clinical involvement.

Generic	Specialised	Very Specialised
Television Bedside Unit	Hoists – Encore, Maxi/ Arjo	Cardiac Monitor
Fridge	Bath hoist	Pulse Oximeter
Ice Machine	Infusion Devices -Grazeby.	767 Diagnostic System
Nursing Call System	Blood Pressure Machine	Defibrillator – semi automatic
Database /Computers	Glucometer	Electrocardiograph
Fire Equipment	Suction Equipment	Central Venous Pressure
Pneumatic Tube System	Nimbus Pressure Mattress	Blood Warmers
Pat Slides	Humidified Therapy	Non-invasive Ventilator
Supreme 104 Water Boiler	ARJO Bath	Intubation Equipment
Walking Aids (Zimmer , Flame)	Feeding machines	Infusion Devices
Oxygen Cylinders		Selectron
Raised Toilet Seats		Brachytherapy
Pat Slides		High dose radiotherapy
Glide Sheets		Radioactive treatments
X Ray boxes		
Wheelchairs		
PICC lines		
Hickman Lines		
Trolleys		

7b. SYSTEMS

Maintenance of patient records

PAS

TRAK

Human Resource Administration system – updating training record.

DATIX Intranet -reporting incidents

Apex Laboratory System – results of specimens

Internet and Intranet – work and personal use.

Chemo diary – Chemotherapy booking system.

8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.

The post holder will be responsible to the Ward Manager who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Ward Manager or Deputy however the Staff Nurse will have responsibility for managing defined workload within professional guidelines.

The Post holder will delegate/allocate work to the team in the absence of more senior staff.

9. DECISIONS AND JUDGEMENTS

The post holder is expected to make clinical and professional autonomous decisions on a daily basis. Provide clinical and professional advice to the multidisciplinary team. Analysis and assessment of patient condition to establish the continuing care plan. Work within ones own limitations.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical area. Maintain up-to-date clinical skills and knowledge. Responsible for the safe delivery of all aspects of infusional cytotoxic drug administration. Motivate and empower junior staff. Address the equality and diversity needs of patients and staff.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Communicate with the Senior Nurse/Ward Manager regarding patient condition, workload issues and personal development.

Communicate with other relevant departments which will include: Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education Departments Health and Safety Risk Management regarding issues in clinical area and personal development.

External:

Social Services regarding patient discharge. Scottish Ambulance Service regarding patient transport.

Community Health Practitioners regarding patient care.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Balancing act between acute unwell Level II patients and palliative care for the dying.

Physical Skills:

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.

Insertion of urinary catheters. Removal of sutures / clips. Placement of naso-gastric tubes. Intravenous cannulae / venepuncture. Intravenous additives. Blood Glucose monitoring. Basic life support. Venous access device.

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients. Push trolley's, wheelchairs. Stand/walking for the majority of shift. Activities of daily living. Ergonomics.

Mental Demands:

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members. Concentration required when observing patient behaviours which may be unpredictable. Time management. Communication difficulties (multicultural, deaf, blind). Developed leadership skills. Developed responsibility skills.

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives. Communicating complex issues with the multidisciplinary team. Caring for the terminally ill. Caring for patients following receipt of bad news. Personal / interpersonal stressors. Spiritual.

Working Conditions:

Exposure to body fluids several times each shift. Temperature / air quality of working environment. Ergonomics.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

First Level Registered Nurse (relevant experience demonstrating the appropriate competencies and skills for the job).

Completion of Stage A cytotoxic administration course.

Evidence of team working skills with ability to work using own initiative.

Effective listening and interpersonal skills.

Time management skills/ability to prioritise workload

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Lothian

Post: Band 5 Staff Nurse – Cancer & Palliative Care Services

PERSON SPECIFICATION

Criteria	Essential	Desirable
Personal Traits 	Flexible, approachable and adaptable Evidence of good team working skills Effective listening skills	Evidence of patient support / counselling
Qualifications & Training Level of education, professional qualifications, training and learning programmes/courses.	RGN Evidence of ongoing self directed CPD	Degree level education Experience caring for patients with cancer Chemotherapy giving skills
Experience and Knowledge Type of experience, level at which experience gained. Depth and extent of knowledge.	Good understanding of role Sound knowledge of cancer care Robust infection control knowledge and practice Experience managing independent case load of patients	Managing patients receiving radiotherapy Caring for patients receiving systemic anti cancer therapy
Skills/Abilities Range and level of skills, i.e. communication (oral, written, presentation), planning/ organisation, numeracy, leadership etc.	Management of acute clinical care of patients with cancer High standard of documentation / record keeping Effective multi disciplinary communication	IV, cannulation and venepuncture skills Mentorship and education of students, unregistered staff and junior staff
Specific Job Requirements Environmental conditions, unsociable hours, car driver etc.	In patient areas – 24/7 cover Out patient / Day care chemo SJH – Mon-Fri 8 :30 – 17 :30 – flexible shifts Day care chemo WGH – Mon-Sat – 08 :30-19 :30 – flexible shifts Staff will be expected to work with cytotoxic therapy	

If you do not meet the essential criteria as detailed above then please do not apply for this post as you will not be short-listed