

NHS Lothian

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

PERSON SPECIFICATION

Criteria	Essential	Desirable
Personal Traits	<p>Flexible, approachable and adaptable</p> <p>Evidence of good team working skills</p> <p>Excellent interpersonal skills</p> <p>Effective listening skills</p> <p>Ability to create a calm and friendly atmosphere</p>	Evidence of patient support / counselling
Qualifications & Training Level of education, professional qualifications, training and learning programmes/courses.	<p>RGN</p> <p>Evidence of ongoing self directed CPD</p>	<p>Experience caring for patients with cancer</p> <p>Mentorship trained</p> <p>Previous experience in working in an outpatient setting</p>
Experience and Knowledge Type of experience, level at which experience gained. Depth and extent of knowledge.	<p>Good understanding of role</p> <p>Sound knowledge of cancer care</p> <p>Robust infection control knowledge and practice</p> <p>Experience of working in an acute clinical area</p>	<p>Managing patients receiving radiotherapy</p> <p>Caring for patients receiving systemic anti cancer therapy</p> <p>Previous experience of</p>
Skills/Abilities Range and level of skills, i.e. communication (oral, written, presentation), planning/ organisation, numeracy, leadership etc.	<p>Management of acute clinical care of patients with cancer</p> <p>High standard of documentation / record keeping</p> <p>Effective multi disciplinary communication</p> <p>Confident and experienced in information technology</p>	<p>Venepuncture</p> <p>ECG</p> <p>Bladder scanning</p> <p>Mentorship and education of students, unregistered staff and junior staff</p>
Specific Job Requirements Environmental conditions, unsociable hours, car driver etc.	<p>Ability to care for large volumes of patients on a daily basis</p> <p>Good understanding of dealing with difficult situations.</p> <p>Willing to undertake further training</p> <p>In patient areas – 24/7 cover</p> <p>Out patient / Day care chemo</p> <p>SJH – Mon-Fri 8:15 – 17:30 – flexible shifts</p> <p>Day care chemo WGH – Mon-Sat – 08:30-19:30 – flexible shifts</p>	

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

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Staff Nurse
Responsible to:	Charge Nurse/Ward Manager Band 7
Department:	Edinburgh Cancer Centre Radiotherapy Treatment Floor & Out Patient Department
Directorate:	Cancer Services
Operating Division:	LUHD
Job Reference:	U-SR-ONC-OPD-NUR4
No of Job Holders:	7.4 WTE
Last Update:	20th April 2020

2. JOB PURPOSE

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 programs, ensuring the delivery of high quality care to patients.

In the absence of the ward manager or deputy take charge of the clinical area to ensure effective operation of the ward/department.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

3. DIMENSIONS

Primary Post:

The post holder has management responsibility for two clinical areas, out-patients clinics (approximately 700 patients per week), and radiotherapy treatment floor (in the region of 1200 per week). The post holder will be required to deliver nurse led on treatment review clinics with the radiotherapy treatment floor, assess for patient toxicity when receiving radiotherapy and chemotherapy, be part of the brachytherapy service and support the nasendoscopy service for patients with head and neck cancer.

The patient group consists of oncology and haematology for South-East of Scotland, as this is a regional centre. Within this Department there are 25 consultants working from these two areas.

Other key staff in which the post holder will interact with includes: Medical/Therapists/Finance/Procurement/Support Services/Education Facilitators/ Health and Safety and Risk Management.

Staffing responsibilities:

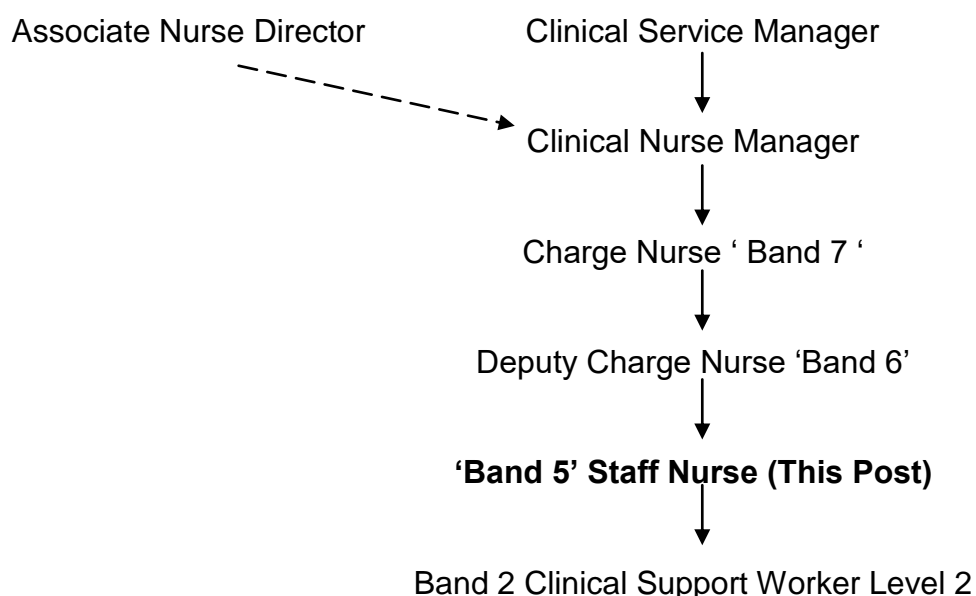
The post holder will have junior staff reporting to them (registered nurses/non-registered nurses and learners), who will also require supervision.

Financial/budgetary:

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.

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).

4. ORGANISATIONAL POSITION**5. ROLE OF DEPARTMENT**

To provide specialist oncology/haematology out-patient services to Lothian, and transplant service for the South-East of Scotland. In addition, paediatric radiotherapy is performed here for South-East Scotland and Tayside.

Provide a high quality, safe and supportive environment in order to care for patients with oncology/haematology malignancies, non-malignancies, meeting the identified physical and psycho-social needs.

Provide High Dose Radiotherapy (HDR) and Radiotherapy (Elective and Emergency) to patients in the South East of Scotland.

Provide a nasendoscopy service for the out patient head and neck cancer service.

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

Assessment of care needs and the development, implementation and evaluation of care plans for patients receiving specialist out patient and In patient radiotherapy treatment for Cancer 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.

Undertake nurse-led clinics, reviewing patients on radiotherapy treatment with medic input where necessary.

Participate in clinical audit and research as required.

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

Managerial

In the absence of the Charge Nurse / Deputy Charge Nurse, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.

Lead, 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.

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

Organisation of clinics, i.e. ensure clinic lists are correct and all patients seen.

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.

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

Radiation protection / HDR Training

Provide education and training for patients on specific elements of self care, for example self

administration of sub-cutaneous low molecular weight heparin or growth factors, nutritional advice and support.

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	Hoists – Encore, Sara,	Anaesthetic Machine
Bedside Unit	Blood Pressure Machine	Pulse Oximeter
Fridge	Glucometer	Defibrillator – manual
Water Fountains	Suction Equipment	Intubation Equipment:
Nursing Call System	Unitary flow measurement	Naso-endoscopes:
Database /Computers	Infusion Devices	Linear Accelerators
Fire Equipment		Brachytherapy
Pneumatic Tube System		Selectron
Pat Slides		High Dose Radiotherapy Suite
Walking Aids (Zimmer, Gutta Frame, Crutches , walking sticks)		
Oxygen Cylinders		
Raised Toilet Seats		
Glide Sheets		
X Ray boxes		
Wheelchairs		
Trolleys		

7b. SYSTEMS

- Maintenance of patient records
- Local patient administration system
- RAD Diary
- CHEMOCARE
- Human Resource Administration system – updating training record.
- DATIX Intranet - reporting incidents
- Apex Laboratory System – results of specimens
- Internet and Intranet – work and personal use

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 one's 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.

Advice to patients (via telephone) for patients who are on/have completed radiotherapy.

Advice to other healthcare professionals on management of radiotherapy reactions.

Motivate and empower junior staff.

Address the equality and diversity needs of patients and staff.

In the absence of the Charge Nurse/Deputy Charge Nurse take charge of the clinical area to ensure the effective operation of the ward/department

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

Physical Skills:

Administer intra-muscular and sub-cutaneous injections.

Insertion of urinary catheters.

Removal of sutures / clips.

Intravenous cannulae / venepuncture.

Administration / dispensing of oral systemic anti cancer therapy

Provide nasendoscopy service – cleaning and managing scopes / clinic

Working Conditions:

Exposure to body fluids.

Temperature / air quality of working environment.

Ergonomics.

Mental Demands:

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patients/relatives/team members.

Concentration required when observing patient behaviours which may be unpredictable.

Time management.

Communication difficulties (multi-cultural, 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

Radiation exposure / cytotoxic exposure

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

First Level Registered Nurse with relevant specialist experience working with patients with cancer demonstrating the appropriate competencies and skills for the job.

Evidence of further education/Continuous Professional Development.

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

Effective listening and interpersonal skills.

Time management skills/ability to prioritise workload.

Flexible and positive approach to work.

14. JOB DESCRIPTION AGREEMENT

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

Job Holder's Signature:

Head of Department Signature:

Date:

Date: