

Job Description

Job title	Chemotherapy Nurse
Grade	Band 5
Reports to	Chemotherapy Sister
Accountable to	Lead Cancer Nurse
Directorate	Integrated and Holistic Care Group
Department	Chemotherapy Unit

JOB PURPOSE

To provide high standards of evidence-based patient centred care whilst administering treatments in the Fortuneswell Unit.

To assist in the development of team members within the Fortuneswell Unit.

To assist the Fortuneswell Unit Chemotherapy Sister and Deputy Chemotherapy Sister in leading a team to ensure the provision of quality patient care and smooth running of the unit.

FREEDOM TO ACT

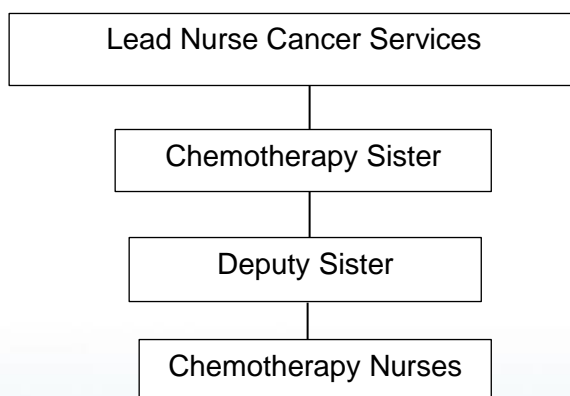
The postholder will work within well established procedures and practices.

1 DIMENSIONS:

To provide care to a group of patients in accordance with the NMC code of professional conduct and Trust policies and procedures.

To deputise in the absence of the unit senior nurse.

2 ORGANISATION CHART



3 COMMUNICATION AND WORKING RELATIONSHIPS

- The post holder will be expected to communicate with staff at all levels throughout the organisation and external agencies (Macmillan / Social Services, GP practice, hospital pharmacy etc.) as well as patients, visitors and the general public.
- Giving information face to face or by telephone with or without appropriate written / leaflets to patients, carers, and family members in regard to their disease, treatment options and consent issues.
- Maintain effective communication and professional relationships within the Chemotherapy Unit and all other associated clinical areas within the Trust.

4 KEY RESULT AREAS

- Assess, plan, implement and evaluate individual patient care.
- Co-ordinate patient centred care from admission to discharge.
- Maintain accurate patient records.
- Act as patients' advocate.
- Work as part of the multidisciplinary team.
- Communicate effectively with patients, visitors and the multidisciplinary team.
- Communicate with patients GP through the completion of timely and accurate discharge summaries.
- Work within the clinical governance framework and report any clinical incidents using the hospital Datix system.
- Participate in appraisal and training of self and others to develop a personal development plan and strive to achieve the set objectives.
- Take appropriate action when resources are challenged as a consequence of activity or staffing numbers.
- Mentor, supervisor and educator to students and other staff as appropriate.
- Promote health and empowerment of patients.
- Engage in the development of the ward / department by attending ward / department meetings and supporting the implementation of change.
- Act as a resource to the team in an area of special interest.
- Act as a team or shift leader on a regular basis.
- Understand their corporate responsibilities to nursing throughout the Trust.
- Any other duties commensurate with grade as requested by the line manager.

Responsibility for Patients

- The postholder is responsible for the assessment of care needs, the development, implementation and evaluation of care. They are required to teach other nursing and non-nursing staff in the Chemotherapy Unit.
- Facilitate a therapeutic environment which meets the needs of the patients.
- Information giving telephone advice / support to patients / others regarding their disease, its process and intended treatments (consent issues).
- Provide psychological support to patients and their relatives.
- Help create and maintain positive relationships between all groups involved in the welfare of patients.
- Act as a resource to others, providing accurate information, advice and support to the multi-disciplinary team, patients / relatives.

- Be proficient giving intravenous Cytotoxic Drugs and therapies within the Chemotherapy Unit.
- Be proficient in venepuncture and cannulation.
- Be proficient in care of Central Lines.

Planning and Organisational Skills

- Assist in the day to day organisation of patient treatment within the unit.

Responsibility for Policy and Service Development

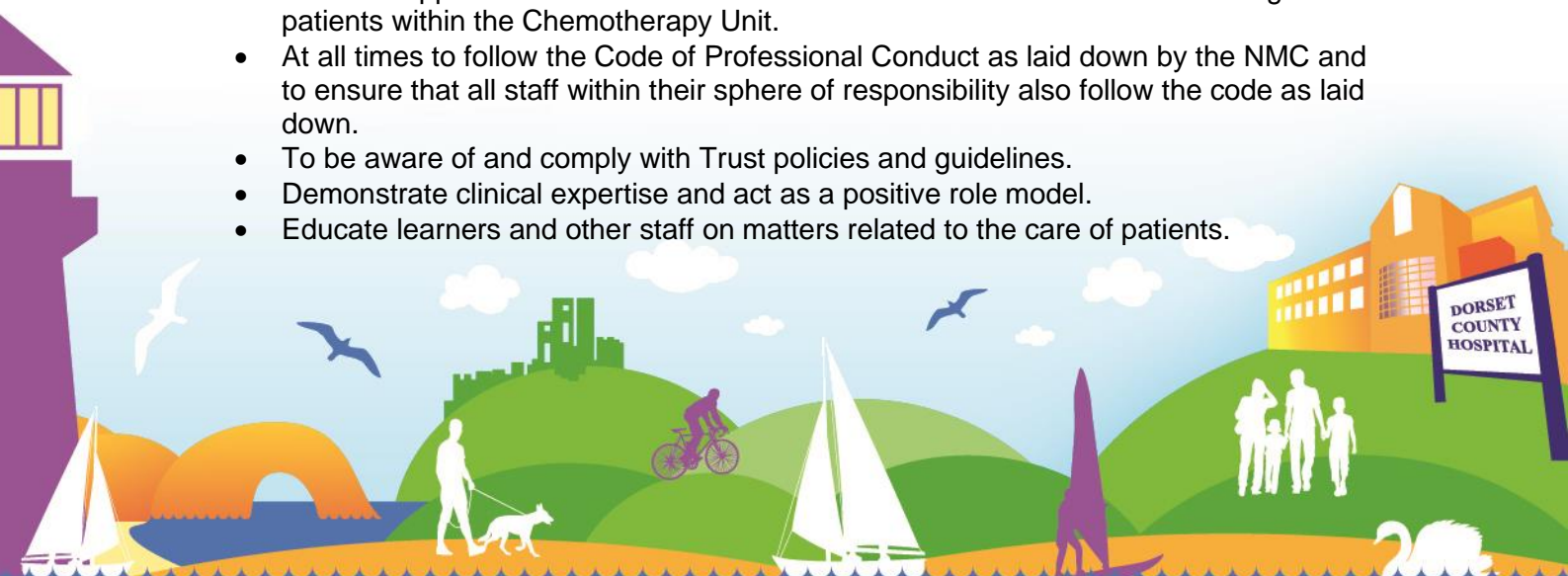
- Ensure clinical nursing activity is based upon the Units policies and procedures.
- Contribute to the development of the Chemotherapy Unit and its philosophy.
- Participate in nursing and agreed Unit objectives in the promotion of high standards of care.
- Ensure that all nursing practice is based on sound rationale.
- Accurately pursue and document the assessment, planning, implementation and evaluation of nursing care.
- Ensure the promotion of safety, well-being and interest of patients, staff and visitors to the Chemotherapy Unit.
- Keep the Chemotherapy Sister informed of any incidents or occurrences within the area.
- Liaise with ward sisters / charge nurses to coordinate teaching learning activities on the Unit / Ward.
- Facilitate a learning environment conducive to the acquisition of further knowledge and skills. Demonstrate professionalism by keeping up to date with nursing issues.

Responsibility for Financial and Physical Resources

- Assist in the ordering of Cytotoxic Drugs.

Responsibility for Staff

- Provide support to the trained staff / Unit and to co-ordinate the skilled nursing care of patients within the Chemotherapy Unit.
- At all times to follow the Code of Professional Conduct as laid down by the NMC and to ensure that all staff within their sphere of responsibility also follow the code as laid down.
- To be aware of and comply with Trust policies and guidelines.
- Demonstrate clinical expertise and act as a positive role model.
- Educate learners and other staff on matters related to the care of patients.



Responsibility for Information Resources

- The post holder is required to record clinical observations, test results, patient care and research data.

Responsibility for Research and Development

- The post holder is expected to participate fully in Quality Assurance initiatives and ongoing reviews.
- Assist with cancer database and audits.
- Demonstrate a commitment to developing research skills.
- Be receptive to the research plans of others and encourage full co-operation with all the staff.
- Assist in the application and evaluation of current research findings.
- Participate and contribute to appropriate research /evaluation studies on the Chemotherapy Unit.
- Contribute to the documentation of activities and evaluation of care on the Chemotherapy Unit.
- Identify own learning /development needs and take steps to pursue objectives.

5 ENVIRONMENT AND EFFORT

Physical Effort

- The postholder will be required to use a VDU for a proportion of their shift.
- No lifting of heavy objects / no heavy manual work.
- Manual dexterity for venepuncture and cannulation.

Mental Effort

- The postholder is expected to concentrate for long periods at a time transferring and documenting sensitive / confidential issues. However, the work will be within clear procedures and processes.
- The postholder must be able to prioritise workload.

Emotional Effort

- The postholder will have direct exposure to distressing or emotional circumstances, due to the nature of the service and involvement with patients on a daily basis.
- Provide emotional support to vulnerable patients who may have received bad news on a daily basis.

Working Conditions

- The postholder will use a VDU and keyboard.
- Direct exposure to body fluids; on a daily basis.
- There may be incidents of exposure to verbal and aggressive behaviour from patients.

6 OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST (Please tick as appropriate)			
Patient contact	✓	Lone working	Working in isolation
Passenger / Client Transport		Exposure prone procedures	Patient Handling
Strenuous Physical Activity		DSE user (as defined in DSE)	Confined Spaces
Night working		Food Handling / Preparation	Working at heights
Working with vibratory tools		Noisy Environment Working	Safety Critical Work
Working with respiratory irritants (including latex)	✓	Please specify Latex gloves	
Working with substances hazardous to health	✓	Please specify Cytotoxics	
Other		Please specify	

7 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

8 INFECTION CONTROL

All staff are reminded of their responsibility to adhere to Trust and departmental infection Prevention Policies, including policies for cleaning and contamination of equipment, in order to protect their own health and that of other employees, visitors and patients. Any employee who wilfully disregards Trust and departmental infection prevention policies may be liable to serious disciplinary action, which could result in dismissal.

9 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

10 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

