

Haematology Day Unit Job Description

Job Title: Staff Nurse

Band: 5

Hours of Work (p/w): 37.5

Service Centre/Directorate: Haematology Day Unit (Renal, Haematology & Oncology)

Base: St George's Hospital

Accountable to: Matron (Haematology and Oncology)

Reports to: Senior Sister

Responsible for: Administration of systemic anticancer therapy and supportive care in an outpatient setting.

Key working relationships: Clinical Nurse Specialists, Specialist Registrars, Blood Bank, Cytotoxic Pharmacy, and Central Pathology.

Job Summary: To work as a part of a team of nurses to provide safe and effective care to patients in the outpatient setting delivering chemotherapy, supportive care and treatments for both malignant and non-malignant haematological conditions. The successful applicant will also have the opportunity to work in the new Ambulatory Care Unit.

Trust Vision & Values:

The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

A thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.

We expect all our staff to share the values that are important to the Trust: being Excellent, Kind, Responsible & Respectful, and behave in a way that reflects these.

St George's University Hospitals NHS Foundation Trust is committed to safeguarding children and vulnerable adults and expects that all staff will share in this commitment. The Trust is clear that all staff have a responsibility to be aware of children and adult safeguarding policies and procedures and that each member of staff, clinical and non-clinical, will attend child or adult safeguarding training that is provided at an appropriate level to suit their role. The Trust has the additional expectation that all staff will be able to identify concerns and know what action to take.

Main Duties/Key Results Areas:

- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Trust's Equality and Diversity policy to eliminate unlawful discrimination in relation to employment and service delivery.
- To promote at all times equal opportunities for staff and patients in accordance with the Trust's policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.
- To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
- To comply with the Trust's No Smoking Policies.

- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

FUNCTIONS

1. PROFESSIONAL/CLINICAL

To ensure that nursing care is assessed, planned, implemented and evaluated using research evidence as appropriate.

To ensure that all nursing procedures are carried out in accordance with St George's Healthcare NHS Trust policies taking appropriate action in emergency situations.

In conjunction with the multidisciplinary team, be responsible for setting, monitoring and maintaining excellent standards of care particularly for patients with multiple needs who require complex packages of care.

Maintaining personal contact with patients, relatives and carers, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.

Ensuring that accurate and timely nursing records are maintained, monitoring standards and taking appropriate corrective action as necessary.

Storing, checking and administering drugs in accordance with Trust policy, to work in an unsupervised capacity throughout all areas of the speciality including wards and outpatients and day-care setting.

To prioritise own work and that of others to ensure the ward/department is managed effectively.

2. ORGANISATIONAL

Communicating and co-operating with other wards and departments giving accurate information as required, particularly with regard to notification of incidents and accidents to staff, patients and visitors.

Maintaining and monitoring a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control Policies.

Undertake appropriate audits to maintain cleaning standards.

Maintain and audit health and safety within the unit.

Representing the ward/department at meetings and participating in audits and research.

Projects and co-ordinating the appointment of link nurses for areas of clinical expertise.

To take appropriate action to address unexpected changes and situations, informing the on call Senior Nurse or Manager as necessary.

To be familiar with and use the Cerner system and any other computerised system integral to the running of the service.

To actively contribute to Clinical Governance and achieving the goals of the Service Delivery Unit and the Nursing Strategy.

To demonstrate a willingness to lead and motivate a team, providing clear direction and consistent leadership at all times.

3. EDUCATION AND RESEARCH

Ensure that all mandatory training is attended and recorded at ward/department level.

To be responsible for personal and professional development and practice, recognising own limitations and the need for continuing education.

To support the Junior Sister/Charge Nurse in initiating, implementing and evaluating new ideas and changes in clinical practice.

In conjunction with the Junior Sister/Charge Nurse and the Ward Sister/Charge Nurse plan and participate in the orientation of new staff.

Promote health education and provide appropriate information and advice to patients and their carers.

Participate in and lead quality initiatives to promote and ensure that nursing care is evidence and research based.

4. GENERAL

To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.

Ensure continued and effective registration with the NMC.

To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

To promote equal opportunities for staff and patients in accordance with St George's Healthcare and University policies to ensure that no person receives less favourable treatment than another on grounds of sex, race, marital status, religion, colour, creed, nationality, ethnic or national origin or sexual orientation.

Be aware of and work within the policies of St George's Healthcare NHS Trust carrying out such duties as may be required and are consistent with the responsibility of the grade.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.

Person Specification

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Factor	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • Minimum of one year post registration experience. • Awareness of professional responsibilities. • Cannulation and venepuncture skills. • Able to administer intravenous medicines and blood products. 	<ul style="list-style-type: none"> • Ultrasound cannulation skills. • Chemotherapy competency. • Competent in accessing Hickman lines, Portacaths, PICC lines etc. 	<ul style="list-style-type: none"> • Application form. • Interview.
Experience	<ul style="list-style-type: none"> • RN (general). 	<ul style="list-style-type: none"> • Working towards a degree. • Haematology/Oncology Care course module. • Experience working in Haematology/Oncology. 	<ul style="list-style-type: none"> • Application form. • Interview.
Organisational management	<ul style="list-style-type: none"> • Ability to prioritise work. • Ability to assess, plan and evaluate patient care needs according to the individual. • Good verbal and written communication abilities. 	<ul style="list-style-type: none"> • Computer literate. 	<ul style="list-style-type: none"> • Interview. • Application form.
Education and research	<ul style="list-style-type: none"> • Demonstrate knowledge of the application of evidence based practice. • Demonstrate and understanding of the assessment process for student nurses. 	<ul style="list-style-type: none"> • Education qualification. • Mentorship. 	<ul style="list-style-type: none"> • Interview. • Application form.