

**Maidstone and Tunbridge Wells NHS Trust  
Job Description**

**Job Title:** Staff Nurse

**Band:** Band 5

**Directorate:** Cancer Services

**Site:** Maidstone Hospital

**Hours:** 30 hours per week

**Reports to:** Unit manager Oncology Outpatients

**Accountable to:** Matron for Cancer Services

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**Job summary:**

- To work with support within a multi-disciplinary team to provide continuing care to a specified group of patients in a private outpatient environment
- To ensure that the patient experience is enhanced within the departments and that all patients and carers attending the departments receive care that is safe, empathic and in accordance with Trust values.
- To be responsible for the safe and effective running of the unit, ensuring appropriate coordination of patients to maintain an effective flow through the unit.
- To act as link between the departments and other areas of the Directorate and the Trust.
- To ensure robust provision of high-quality patient centered care.
- To supervise and teach junior members of staff and learners as appropriate
- To maintain own personal development with support
- To be a safe and effective practitioner able to provide high quality nursing care to patients and support to relatives and carers
- To develop strong links with all other Departments in the hospital to ensure the smooth treatment of patients and a continuous working relationship

- Particular emphasis is put at Maidstone and Tunbridge Wells NHS Trust on the need to ensure that all staff recognises their responsibility to deliver services in a high quality, courteous, patient focused manner maintaining confidentiality at all times.
- To cover the COVID Medicine Delivery Unit.

**Working relationships:**

- Multidisciplinary team.
- Specialist Medical Consultants Specialist Medical CNS Teams
- Divisional Director of Nursing and Quality for Cancer Services Division
- Oncology/Haematology Matrons
- Lead Chemotherapy Nurse
- Oncology/Haematology Clinical Nurse Specialists
- Directorate Senior and Middle Management Triumvirates Associate Directors
- Oncology Research Team
- Medical/Clinical Oncology Team
- Kent GP's and District Nurses
- Hospice Palliative Care Doctors and Clinical Nurse Specialists
- Interventional Radiology Team

**Budget responsibilities:** Must be economical in his/her use of medical devices, supplies and resources.

**Key result areas:**

- is expected to use own initiative whilst acting within the boundaries of their existing knowledge and skills at all times.
- is expected to be economical in the use of resources; s/he will have a responsibility for patient property and valuables.

**Accountability -**

- Identify own development needs in line with service requirements within personal development plan. Undertake continuing professional development (CPD) to ensure that skills remain optimal and new elements can be added to the skills portfolio.
- Develop own expert knowledge and practice to meet objectives/changes in service.
- Maintain professional registration and practice through CPD.
- Maintain professional portfolio to demonstrate competency in line with the trust competency framework.
- Maintain personal standards of conduct and behaviour consistent with Trust and NMC guidelines.
- Participate in the implementation and delivery of the standards set within the Trust's nursing strategy.

- Participate in Trust policy for appraisal and performance review and professional development
- Work within the framework of the Nursing & Midwifery Council's /Code of Professional Conduct, Administration of Medicines, Exercising Accountability, Scope of Professional Practice, Standards of Record Keeping.

**Communication and relationship** – The post holder will be required under this heading is information related to the analytical and judgement skills required to fulfil the job responsibilities satisfactorily and what level of expertise the post requires, i.e. straight forward choice of options to the level of complexity required to fulfil the role.

**Planning and organisational –**

- Facilitate information provision for patients and their carers, enabling patients' understanding of their condition and treatment, signposting available services and access to information and support for self-management where appropriate.
- To provide expert advice for the care and management of patients with haematological, oncological and specialist medical needs.
- Facilitate seamless care pathways with the multi-disciplinary and multi-professional teams
- To provide a harmonious work environment for staff and maintain excellent interpersonal skills

**Responsibility for policy/service development –**

- To maintain up to date and comprehensive records of care in accordance with NMC and legal requirements
- To maintain patient confidentiality at all times
- To practice within the Unit philosophy
- To support junior colleagues, students, and visitors to the department
- To be competent in the following skills, ensuring patients are fully informed and physically and psychologically prepared:
  - Care of central venous catheters
  - Cannulation
  - Venepuncture
  - IV Trained
  - Subcutaneous and intravenous infusion devices

**Management responsibility** – The post holder will be required to

- assist in the teaching and practice development of junior colleagues and students
- To participate in research and audit within the unit
- To assist in setting up protocols and guidelines to enhance best practice
- To assist in auditing of these protocols and guidelines
- To participate in Trust and Care Group initiatives to develop nursing practice
- To adhere to the NMC Code of Professional Conduct working within and accepting responsibility for maintaining agreed levels of competence

**Physical effort –**

- This post will require a lot of standing and sitting,

**Mental and emotional effort -**

- The post holder will be required to maintain concentration and accuracy required in all aspects of care to patients.
- The post holder will be required to maintain concentration and accuracy required in all aspects of administration work with regular interruptions.
- Vast mental and emotional effort required when dealing with highly complex and emotional issues with patients and families on a daily basis.
- Strong mental resilience awareness required

**Responsibility for Research and Development –**

- To participate and support patients undergoing clinical trials within the directorate

**Key result areas:****Clinical**

- To maintain responsibility for a high standard of patient care provided in the departments, demonstrating excellent clinical leadership.
- To provide advice on the implications of research and evidence-practice and their effect on the delivery of care.
- To maintain own clinical skills, acting as role model and expert clinician to support and develop the clinical standards within the departments.
- To ensure patients and carers are kept informed of plans of care and treatment schedules as appropriate
- To ensure all clinical policies (e.g. infection control) and agreed practice (e.g. moving and handling) are strictly adhered to.
- To work alongside the Chemotherapy Development Practitioner to establish safe and effective delivery of medical infusions
- To ensure the Trusts Medicines policy is fully implemented including the safe storage of all medicines and the checking and administration of controlled drugs
- To participate in clinical audit and benchmarking activity to evaluate standards and act to improve areas of concern

**Job description agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.
13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of

children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust**

**Staff Nurse  
Person specification**

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• RN</li> <li>• Diploma,</li> <li>• Degree,</li> <li>• Teaching/Mentorship qualification e.g. ENB 998 or equivalent</li> </ul>	
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience in Haematology and or Oncology</li> <li>• IV cannulation &amp; venepuncture skills</li> <li>• IV drug therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the NHS</li> <li>•</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills, verbal and written</li> <li>• Evidence of problem solving and decision-making skills</li> <li>• Adaptable and flexible Ability to be reflective, accept criticism and act constructively</li> <li>• Cannulation, Venipuncture</li> <li>• IT Literate</li> </ul>	<ul style="list-style-type: none"> <li>• Intravenous drug administration skills</li> <li>• Port a caths, and PICC</li> <li>• Involvement in standard setting and audit</li> <li>• Computer/IT skills</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Professional role model</li> <li>• Highly visible</li> <li>• Flexible</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work across sites</li> </ul>	