

Job Description

Job Title:	Chemotherapy Nurse
Band:	6
Hours:	37.5 hours/week (1.00 WTE)
Base:	Luton & Dunstable University Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Chemotherapy Unit Senior Sister
Terms and Conditions of Service	Currently those of Agenda For Change and other local agreements



1. JOB SUMMARY

To work with the multi-disciplinary teams, Oncology Consultants, and site specific Clinical Nurse Specialists to provide a seamless service for patients with cancer, their relatives and carers.

To provide a high standard of care to patients who attend the chemotherapy unit for treatment and other supportive therapies.

To ensure that cytotoxic drugs, blood transfusions and other treatments are administered in a safe manner in a nurse-led setting. It is expected that the post holder will be responsible for their own decisions regarding care, with the support of senior nurses.

To ensure patients and their carers receive ongoing support throughout their treatment.

The post holder will be expected to work closely with the Clinical Nurse Specialists, the multi-disciplinary teams, Consultant Oncologists, and other appropriate professionals involved in the patient's care pathway.

2. KEY RESPONSIBILITIES

- To ensure the effective and efficient care and management of cancer patients.
- To facilitate the smooth running of the treatment administration clinics on a daily basis.
- To assist with the implementation of standard setting, measuring outcomes and taking an active part in clinical audit.

CLINICAL RESPONSIBILITIES

- **Safeguarding Children and Vulnerable Adults:** All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- To work within a nurse-led environment, taking responsibility for assessment of the patient's clinical condition and consequent clinical decision-making. Analysing problems, evaluating and implementing solutions.



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- To work as an independent non-medical prescriber within areas of work as required, taking responsibility for the clinical assessment of the patient, establishing a diagnosis and the clinical management, as well as responsibility for prescribing where necessary and the appropriateness of any prescription used. Independent prescribers will be responsible for prescribing a range of drugs within their competence in accordance with trust protocols.
- To ensure the patient's physical, social, and psychological needs are met and refer to appropriate services when necessary.
- To ensure that nursing is of a high standard and in accordance with Trust policies, procedures and contracts. As a qualified chemotherapy nurse, the post holder is responsible for their own practice and that of the Unit, hence must be willing to comment on and contribute to any changes of Unit work procedures.
- To ensure that cytotoxic drugs, blood transfusions and other supportive treatments are administered in a safe manner. Be aware of the safety implications of cytotoxic drugs and be able to work safely with an unpredictable workload.
- To perform phlebotomy and cannulation; administration of cytotoxic drugs, blood transfusions and other supportive treatments. Liaise with hospital and community staff for follow-up care, providing those staff with specialist advice where necessary.
- To recognise own limitations and know when it is appropriate and desirable to ask for assistance.
- To provide evidence based clinical advice to patients and their carers. This includes telephone advice and deciding on whether patients need further medical advice in the community or admission to the hospital.
- To support patients, their carers and staff as they cope with their diagnosis, recognising when there is a need to refer on for more specialist input. Provide a high level of interpersonal skills.

MANAGERIAL RESPONSIBILITIES

- To manage the treatment clinics on a daily basis, ensuring effective use of all resources. This involves planning the patient's care package appropriately, adjusting work plan according to the needs of unwell patients and ensuring data entry of clinic information on the hospital computer system.

- To manage the unit in the absence of the manager, ensuring adequate staff cover is maintained.
- To maintain confidentiality and privacy at all times.
- To act as an advocate for patients and their carers and refer on as appropriate.
- To be aware of and adhere to the policies and procedures of the Luton & Dunstable Hospital.
- To be responsible for managing and ordering stores/supplies within practice area whilst being aware of budget constraints.

EDUCATIONAL RESPONSIBILITIES

- To show evidence of continuing professional development, using available resources.
- To keep up to date with current developments in nursing and health care. Synthesise new knowledge into practice.
- To utilise situations for education of students and colleagues as well as patients and their carers.
- To facilitate others in their teaching roles and help build up the Chemotherapy Unit as a resource for others.
- To undergo additional training in order to fulfil specialist role.
- To act as a mentor for new members of staff, participating in training and coaching of new members of staff and student nurses.
- To provide complex specialist knowledge to patient/relatives and other staff within the trust, and sharing best practice

RESEARCH / AUDIT & SHARING BEST PRACTICE

- To participate in formal clinic trials; provide support for patients receiving experimental therapy
- To be aware of need to record statistical data.
- Required to participate in clinical audits, interpret the findings in order to ensure practice is evidence based.

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3. GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

4. STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

5. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

6. INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

7. PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

8. PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and

not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

9. INFECTION CONTROL

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

10. SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

11. DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate

information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.