

The ROYAL MARSDEN
Private Care

Job Description
**Ward Sister /
Charge Nurse**





Dear candidate,

Thank you for applying to join the nursing team at The Royal Marsden. This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our groundbreaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the centre of the hospital are our dedicated nursing staff. Being part of the nursing team at The Royal Marsden means being at the forefront of cancer nursing across the world.

With over 1100 registered nurses we are able to offer a wide range of internal appointments and a range of flexible working possibilities.

We also offer a blend of NHS and Private Care opportunities, as well as community nursing roles. Nurses are also heavily involved in the hospital's research agenda and we encourage continued professional development both through The Royal Marsden School and external centres.

At The Royal Marsden, our patients are at the heart of everything we do, and pivotal to this are our nurses, whose dedication and compassion ensures that patients receive the very best care throughout their treatment. I wish you every success with your application to join our team, and be part of this amazing work.

A handwritten signature in black ink that reads "Mairead Griffin".

Best wishes

**Mairead Griffin, Chief
Nurse**

Job title

Ward Sister/Charge Nurse

Terms and Conditions of Service

Trust Terms and Conditions of Service

Grade

Band 7

Locations

Cavendish Square

Reports to

Matron for Private Patients

Accountable to

Chief Nurse

1. Job Role & Purpose

- 1.1. To create and maintain a safe, therapeutic clinical environment for all patients and their families who come to the area. To co-ordinate all functions and activities proactively within the designated clinical environment (including those involving outlying private patients). To develop an understanding of managing a shift with the guidance of the Ward/Departmental Sister/Charge Nurse.
- 1.2. To manage resources of clinical area within budgetary limitations e.g. Finance, equipment and staff (including temporary staff)
- 1.3. To provide strong clinical leadership of the nursing and support workers that is motivating, supportive and sets clear boundaries resulting in high quality safe patient care.
- 1.4. To support a clinical learning environment that enables nursing staff to develop professionally and promotes the use of evidence in practice.

2. Key areas of responsibility

Clinical Leadership

- 2.1. Manage a co-ordinated nursing service in liaison with all members of the multi-disciplinary team maximising high quality patient care.
- 2.2. To maintain clinical credibility through practice and to utilise the findings of nursing research and evidence-based care to optimise high quality patient care.
- 2.3. To monitor and review nursing practice regularly, participating in audits and data gathering using trust information systems in accordance with Trust policy and NMC Guidelines.

- 2.4 To maintain the continuity of quality nursing care that responds flexibly to patients' and carers' needs and includes a safe discharge to the community or relevant care setting.
- 2.5 Monitoring of trends and prevalence's of clinical incidents according to the Trust's Clinical Governance Guidance and Directives and develop strategies to prevent them reoccurring.

Clinical

- 2.6 To undertake first level assessment of the needs of the patient and family. Planning, delivering and evaluating their care throughout their stay from admission to discharge/transfer including complex care packages e.g. discharge of a terminally ill patient. To be a clinical expert in the specialities that relate to the ward.
- 2.7 To complete documentation relating to patient care and ensure that staff maintain and update documentation as changes occur according to Trust policy. Encourage nursing staff through role modelling to apply critical thinking through the process of clinical assessment of patients or problem solving. To then follow this process through the planning and evaluation stages of patient care and to effectively document this process in the nursing records.
- 2.8 To facilitate continuity and consistency of the therapeutic effect of care through consultation with the patient, family and other health professionals.
- 2.9 To liaise and work closely with relevant Clinical Nurse Specialists, Specialist Sisters in the provision of professional cancer nursing service, using skills identified for the post to ensure specialist input to care is planned for and delivered to individuals.
- 2.10 To demonstrate a positive, realistic and supportive attitude to the patient with cancer to ensure that physiological, psychosocial, spiritual and cultural needs of the patient and family are met.
- 2.11 To be a professional role model for junior staff, demonstrating clinical skills competently, be a knowledgeable, critical thinking practitioner, demonstrating a polite, compassionate attitude towards patients and their families.
- 2.12 Recognise and respond to patients' changing condition, using knowledge, skills and experience to direct, support and manage both staff and the situation. Provide support to staff during and after emergency situations, including debriefs and clinical supervision as necessary.
- 2.13 Be involved in the direct delivery of skilled and specialized nursing care involving complex physical skills, e.g. IV drug administration, administration of cytotoxic drugs, insertion of naso-gastric tubes, urinary catheterisation. Assist with invasive diagnostic medical procedures, e.g. lumbar punctures, bone marrow aspirates.
- 2.14 Administer medicines as prescribed with adherence to Guidelines for Medicine Administration (NMC 2002) and The Royal Marsden Hospital's Medicines Management Policy. This will exclude administration by the intravenous route or through a subcutaneous syringe driver until you have passed the written drug administration test and been assessed as competent.
- 2.15 Provide support for anxious patients and/or relatives demonstrating empathy and understanding in a professional manner. Provide empathetic support when involved in the process of giving patients and/or relatives bad news e.g. informing patients/relatives of changes of condition or a death. Advise and support staff with dealing with death and dying.
- 2.16 Be involved in the collection of specimens for diagnostic testing e.g. venepuncture skills for blood taking, urine protection and ensure appropriate transfer to the relevant department in a timely manner.

- 2.17 Ensure self and staff are provided with adequate protection if exposed to body fluids, odours and infections. Be aware of needs and ensure that staff, patients and relatives use personal protection equipment provided and adhere to Trust policies in relation to health and safety and infection control.

Management of the Environment

- 2.20 To be responsible for the safety of the environment, keep abreast of health and safety legislation and ensure departmental procedures are in place e.g. COSH, audits, staff awareness, fire risk assessments.
- 2.21 To be proactive in identifying and managing areas of risk and to bring these to the attention of the Divisional Nurse Director/Service Manager including infection control and radiation protection issues.
- 2.22 To be responsible for the safety of staff, patients, environment and ensure that fire safety procedures are maintained at all times.
- 2.23 To ensure prompt safety of the affected patient/member of staff, completion of relevant documentation, and monitoring of the number and nature of untoward incidents which occur within the ward/unit, bringing these to the attention of the Divisional Nurse Director in a timely manner.

Management of the Resources

- 2.24 To liaise closely with the clinicians, Admissions Department and Site Manager over the allocation of beds and to advise on priorities when demand exceeds supply.
- 2.25 To contribute to and be involved in the development of clinical and management policies and procedures affecting clinical services and to monitor and regularly review these and their affect within the ward/unit.
- 2.26 To contribute to the Trust's quality assurance strategy by maintaining the impetus on customer care initiatives and to implement any approved enterprise aimed to enhance the interface between staff, patients and visitors.
- 2.27 To manage resources efficiently and to keep pay and non-pay within budgetary limits and vacancy factors e.g. agency and bank spend, supplies and equipment and liaise closely with the Divisional Nurse Director.
- 2.28 To utilise the Trust's information systems to supply statistical evidence required for resource management and audit.
- 2.29 To investigate and audit incidents and complaints, appraise and report findings to the Matron or Divisional Nurse Director in a timely manner.
- 2.30 To manage staff effectively using sound management and personnel procedures and policies. These include the management of absenteeism and sickness through monitoring sickness

statistics in conjunction with HR as well as arranging orientations, setting objectives and undertaking appraisals according to the Knowledge and Skills Framework on an annual basis. Record appraisals undertaken on the computer system.

- 2.31 To set priorities for the allocation of study leave necessary according to their staff's specific professional development plan in a timely manner. Discuss all broader aspects on learning and set objectives against SMART goals, recording the details on the computer system.
- 2.32 To control establishment and to produce duty rosters with appropriate skill mix and staffing levels, utilising staff resources effectively, including through the use of electronic rostering. Liaise with the Divisional Nurse Director and/or site manager with regard to deficit in staff levels due to vacancies/sickness absence as well as surplus needs and use initiative in managing a flexible approach to managing short notice absence in order to provide an effective skill mix.
- 2.33 To be responsible for the pro-active recruitment and retention of staff within the ward/unit including undertaking best practice such as exit interviews, local orientation and objective setting.
- 2.34 Proactively monitor patient's length of stay and bed occupancy rates in hospital, and ensure staff are planning/implementing patient discharge from admission thus ensuring length of stay is not prolonged unnecessarily. Monitor and maintain bed occupancy board on computer system in real time.
- 2.35 To identify a suitable half a day a week for management/administration time within the ward/unit rota

Education

- 2.36 To maintain awareness of current advances in cancer treatment, care and research. Using relevant education and learning opportunities to maintain the highest standards and up to date care offered to the patient with cancer. To inform and ensure staff on the ward/unit are aware of advances in these areas also and that they develop an analytical approach toward research.
- 2.37 To ensure that all staff are educated, trained, supported and have the skills to work at the level specified within their job description.
- 2.38 To respond to the educational needs or other ward/unit staff by imparting knowledge of treatment and nursing care for the patient with cancer either formally or informally within the clinical setting.
- 2.39 To participate in teaching in programs of learning within the hospital and within the ward/unit.
- 2.40 To ensure all learners allocated on placement to the area are provided with an orientation, a mentor/assessor, have timely assessments. Problems are reported to the relevant personal tutor/clinical support.
- 2.41 In liaison with link lecturer/lecturer practitioner a learning environment is created to include: up to date relevant resources, clinical learning programme, case studies, learning opportunities.

Professional Development

- 2.42 To participate in ongoing professional development through the completion of a higher level of education that is appropriate to her/his professional development plan.

General

- 2.43 The post holder has personal responsibility for safety as outlined in the Trust's safety policy and the Health and Safety at Work Act 1974.
- 2.44 This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

3. General Data Protection Regulation

- 3.1 You will familiarise yourself with the Trust's data protection policy which sets 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 summary 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.

4. Safeguarding and Wellbeing of Children and Vulnerable Adults

- 4.1 The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. All staff are expected to be aware of national, organisational and departmental policies and procedures on safeguarding and promotion of the wellbeing of children and vulnerable adults and should be able to communicate this to others.

5. Health and Safety

- 5.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

6. Customer Service Excellence

- 6.1 All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

7. Emergency Planning

- 7.1 In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable

locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

8. Equality and Diversity Policy

- 8.1 The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

9. No Smoking Policy

- 9.1 There is a no smoking policy at this Trust.

10. Flu Vaccination – What we expect from our staff

At The Royal Marsden we have an immune compromised patient population who we must protect as much as we can against the flu virus. Each year, seasonal flu affects thousands of people in the UK. Occurring mainly in winter, it is an infectious respiratory disease capable of producing symptoms ranging from those similar to a common cold, through to very severe or even fatal disease.

The wellbeing of our staff and patients is of the upmost importance to us, and it is the expectation of The Royal Marsden that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust.

11. Review of this Job Description

This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization.

12. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
Education/Qualifications		
Registration Evidence of ongoing professional development Qualification in oncology or speciality Diploma or Degree level study (or equivalent) Recognised teaching qualification Essential Recognised mentoring and assessing qualification First Level management qualification and/or clinical management. Relevant experience post registration	experience in	Application form/ Interview
Experience		

Experience of ongoing professional development Experience of Intravenous Drug Administration Experience of Venepuncture/Cannulation or Willingness to develop these skills on appointment Sufficient experience to be able to undertake Ward Manager role Demonstrate clear ability and responsibility for creating a dynamic learning environment Experience in chemotherapy administration	Essential	Application form / interview
Evidence of relevant teaching experience Knowledge and understanding of clinical trials management	Desirable	Application form / interview
Skills Abilities/knowledge		
Evidence of good leadership qualities including delegation and co-ordination of teams. Evidence of good management practice. Ability to innovate and manage change. Evidence of commitment to customer care initiatives and incorporation of cultural values into practice. Knowledge of quality issues and Clinical Governance. Ability to make decisions, organise and priorities. Awareness of developments within the NHS and their affect upon the service. Excellent interpersonal skills with particular ability to liaise effectively with multi-disciplinary team members. Ability to manage conflict situations.	Essential	Interview / References
Evidence of a good understanding of NHS (or equivalent) reforms including those affecting cancer and relevant services. Budget monitoring/management experience. Computer literacy.	Essential	Application / Interview

Other Requirements		
Flexibility to meet the needs of the service (e.g. shift work) and participate in hospital cover on a rotation basis in 'out of hours' periods	Essential	Application / Interview
Able to work on both sites and to be flexible to meet the needs of the role	Essential	Interview

The above attributes have been identified by management to be necessary for this post and will be used when short listing applicants for interview.