

JOB DESCRIPTION

1. JOB DETAILS

POST: Haematology Transplant/ Apheresis CNS

BAND: 7

ACCOUNTABLE TO: Clinical Matron

2. JOB SUMMARY

- The post holder will be responsible for the daily running of the Transplant service and booking of apheresis procedures
- The post holder will initially be based in the specialty of Haematology
- The post holder will be a highly experienced nurse who uses specialist knowledge and skills to support the Transplant service
- To lead, co-ordinate and facilitate the Royal Cornwall Hospitals Haematology Transplant and Apheresis Service in collaboration with the Transplant Clinical Lead.
- Work closely with the Transplant Team and Multidisciplinary Team at University Hospitals Plymouth (UHP) NHS Trust and the wider Peninsula Transplant team
- Acting as a source of advice the post holder will provide a clinical role for Haematology Transplant patients within Cornwall under the guidance of the Clinical Matron for Cancer Services and in partnership with the Clinical Transplant lead.
- Be a Clinical Nurse Specialist to patients under the care of the transplant team.
- Actively ensure that the voice and needs of patients and carers are at the heart of all service improvement through online activity and face to face support.
- Contribute to the development, design and implementation of Transplant Services within Cornwall and the Peninsula Transplant Team.
- Contribute to change in clinical practice for the benefit of Transplant patients.
- Plan and coordinate Transplant team activities.

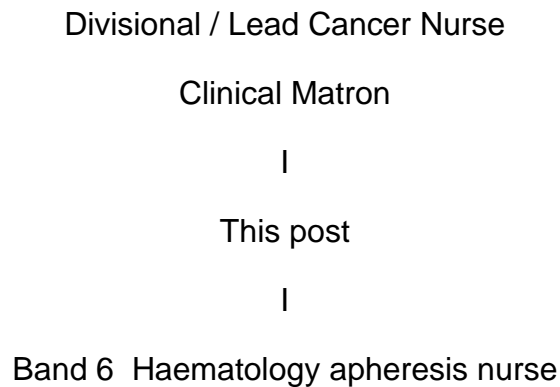
- The post holder will be able to take a relevant history and clinical assessment to develop a management plan and evaluate the progress of that plan within the limitations of their knowledge and skills while being supported by medical and other members of the multi-disciplinary team. They will demonstrate clinical judgement and critical decision-making skills based upon established guidelines.
- The post-holder will work under the supervision of Clinical Matron and Transplant Clinical Lead

3. DIMENSIONS

Scheme of delegation for this post:

- Not applicable.

4. ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

5.1. Clinical

As part of the multi-disciplinary team, and under the supervision of the lead transplant consultant, the post-holder will utilise their specialist knowledge and skills to:

- assess, plan, implement and evaluate treatments and interventions for patients undergoing stem cell harvest and transplantation within the parameters of local protocols.
- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge of allogeneic and autologous transplant issues.
 - Act as an expert resource to patients and their families to help them through their transplant journey.
- Under-take relevant clinical examinations pre apheresis as indicated by the patient's condition; analysing clinical signs and investigating results to support diagnosis and initiating any treatment as required
- Coordinate booking of apheresis procedures according to clinical need and liaise with Headland unit regarding staffing and allocation.
- Provide specialised advice, both written and oral information to patients, relatives in order to gain informed consent for patients undergoing stem cell mobilisation and harvest in the absence of the Transplant Clinical Lead clinician.
- Perform delegated clinical interventions against specialty protocol incorporating appropriate history and examination

- Coordinate the clinical timing, book and perform pre assessment for all autologous stem cell transplant patients.
- request investigations such as blood, urine and other laboratory tests, electrocardiographs (ECGs), ultrasound scans, x-rays in accordance with IR(ME)R regulations and as local policy allows,
 - Non medical referrer for radiology procedures
 - Undertake Nurse Independent / Supplementary Prescriber qualification if the role dictates
- Integrate both pharmacological and non-pharmacological treatment in patient care/management plans
- Produce accurate and complete documentation and patient records consistent with legislation, policies and procedures to meet JACIE and HTA standards.
- Receive, process and communicate highly complex information requiring persuasive, motivational, reassuring and empathetic communication skills to maximise co-operation with care and treatment programmes, often about complex, sensitive and potentially distressing information.
- In the absence of the transplant clinical lead be able to provide counsel to siblings, children or parents when identified as potential stem cell donors for allogenic transplant in line with JACIE standards. Taking into account sensitive situations and family dynamics while maintaining confidentiality and rights of patient and donor at all times.
- Provide and receive highly complex and/or highly sensitive patient/staff related information and ensure this is interpreted and shared, where required, in order to ensure seamless and effective care, in line with rules of information governance.
- Anticipate barriers to communication and establish methods of overcoming these, ensuring patients and significant others are kept fully informed and consent to treatment is maintained
- Act as a resource for staff advising on local, Trust and national policy, procedures and guidelines ensuring patient safety and clinical governance
- understand and apply the legal framework from JACIE and keep this knowledge up to date by undertaking regular learning and attending update meetings

The post holder will be expected to work one day per month in ward-based clinical practice (unless previously exempt through the exception panel process).

5.2. Freedom to act

- 5.2.1. Work autonomously within local and national policies and codes of conduct. Independently plan and prioritise own workload, liaising with relevant multi-disciplinary team members within the Trust and wider health community.
 - 5.2.1.1. Coordinate with the stem cell transplant team at UHP to ensure timely referral and seamless and effective transfer of their care and back.
 - 5.2.1.2. To identify physical and psychological needs of patient and family that may be of particular social difficulty during the transfer process.
 - 5.2.1.3. Liaise with Bristol regarding tissue typing result and relay to donor and patients as appropriate.
 - 5.2.1.4. Liaise with GP's and community nurses as necessary for review or treatment of transplant patients
 - 5.2.1.5. Act as point of contact for all teams involved in the care of stem cell transplant patients both internally and externally.
 - 5.2.1.6. Provide clinical speciality advice to other clinical areas in both secondary and primary care settings
- 5.2.2. Autonomously assess patients; receive and make referrals; assess, order, interpret and act upon investigative tests; support diagnosis; evaluate, treat, plan, refer and discharge patients within the Trust.
 - 5.2.2.1. Use this clinical information to plan apheresis in line with the patients clinical need

5.3. Managerial

- 5.3.1. Work in partnership with the multi-disciplinary team, supporting departmental development and change.
- 5.3.2. Support staff development in order to maximise potential, encouraging everyone to learn from each other and from external good practice.
- 5.3.3. Possess effective time management and personal organisation skills.
- 5.3.4. Develop and contribute to local guidelines, interpreting and adapting national protocols and standards to enhance patient care and safety.
 - 5.3.4.1. Write and implement Clinical SOP's in line with the changing needs of the transplant service
 - 5.3.4.2. To participate in the JACIE Quality Assurance and Audit Programme and cancer care clinical governance.
 - 5.3.4.3. Maintenance and update of clinically significant SOP's and the clinical implementation of changes
- 5.3.5. Lead and take responsibility for the line management of team members.

- 5.3.5.1. Demonstrates ability to make judgements relating to patient treatment and care.
- 5.3.5.2. Respond to requests for assistance and act as point of call for clinical advice for junior staff during apheresis
- 5.3.6. Coordinate Optia maintenance contracts and adherence with maintenance visits.
- 5.3.7. Perform stock takes and take responsibility for ordering of disposables and apheresis specific equipment to ensure adequate supply is always available.

5.4. Education and Research

- 5.4.1. Work in partnership with the research team to jointly manage patients who are taking part in research studies.
- 5.4.2 Have a working knowledge of currently open Haematology research projects being run at The Royal Cornwall Hospital.
- 5.4.3 Take responsibility for own learning and performance including participation in clinical supervision and maintaining awareness of relevant research evidence.
- 5.4.4 Support the development of education in collaboration with the multi-disciplinary team ensuring that all patient care is based on current research and best practice.
- 5.4.5 Act as expert resource to staff and provide training as appropriate.
- 5.4.6 Lead the training of all apheresis staff and perform competency assessments annually.
- 5.4.7 Train staff in all transplant related clinical systems and processes.
- 5.4.8 Support others with clinical advice and information.
- 5.4.9 Stock takes and ordering of disposables and apheresis specific equipment
- 5.4.10 Design, co-ordinate, plan and implement regular audit and formal research activities.
- 5.4.11 Teach and support nursing, medical and other members of the multi-disciplinary team.

5.5 Professional Responsibility

- 5.5.4 Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC).

- 5.5.5 Take every opportunity to expand one's practice in line with the principles contained within the NMC's Code of Conduct. Identify personal career development pathway as part of formal appraisal system.
- 5.5.6 Ensure that all elements contained within the NMC's Code of Conduct are adhered to and, in particular, those relating to professional accountability and revalidation.
- 5.5.7 Through supervision and mentorship, identify personal learning needs; participating in personal continuing education and other activities to promote one's own personal growth.
- 5.5.8 Develop and further clinical knowledge and professional skills through relevant training and study.
- 5.5.9 Adhere to occupational health guidelines at all times.
- 5.5.10 Work on own initiative, independently and as a team. Read and interpret policy documentation, sometimes of a clinical nature requiring periods of intense concentration.

6 KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

6.1. Knowledge and skills

- Highly specialist knowledge and skills/university qualification in specialty and/or evidence of extended competences.
- In depth knowledge of autologous and allogenic stem cell transplant and the standards set by JACIE and HTA.
- Completion of relevant extended role scope competencies.

6.2. Experience

- Relevant nursing experience in specialty.
- Apheresis competency
- Clinical leadership experience.
- Audit or research experience.
- Teaching and education experience.

7 KEY RESULT AREAS

To deliver:

- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge of allogeneic and autologous transplant issues.
- Lead the Haematology Transplant and apheresis service at The Royal Cornwall Hospital
- Ability to write and implement new SOP's according to clinical need. Provide training to junior members of the transplant team and apheresis nurses.

- Maintain in depth and up to date knowledge of local, national, JACIE and HTA standards with regards to Stem cell transplantation and act as JACIE and HTA point of contact for inspections.
- Write and implement Clinical SOP's in line with the changing needs of the transplant service
- To participate in the JACIE Quality Assurance and Audit Programme and cancer care clinical governance.
- Contribute to the development of specialised programmes of care

8 COMMUNICATIONS & WORKING RELATIONSHIPS

- 8.1. Ensures that privacy, dignity and confidentiality is maintained in all aspects and levels of communication especially pertaining to patients, carers and staff.
- 8.2. Demonstrates a sensitive and empathetic communication style to build trusting relationships, ensuring patients are fully informed and consent to treatment. Facilitates communication between patients, their relatives and the multi-professional team both within the organisation and with external stakeholders that results in clear responsibilities being identified and ensures that care is delivered both effectively and efficiently.
- 8.3. Actively involves patients, their relatives and carers in their treatment and encourages others to enable individuals to assist in their own recovery.
- 8.4. Communicates highly complex information and subsequently supports patients, relatives, carers and colleagues as appropriate. Imparts highly sensitive and distressing news to patients/relatives in considerate and professional manner.
- 8.5. Communicates proactively with all staff on the clinical condition and treatment/discharge plans of patients and ensures accurate records are maintained by self and all other staff. Supports others in co-ordinating the discharge process and ensures written and verbal advice is available to patients, their relatives and carers.

9 MOST CHALLENGING PART OF THE JOB

The most challenging part of the job is to ensure safe high quality care to patients requiring peripheral blood stem cell collection while working in an ever changing and highly emotive environment, with an acutely ill patient group.

10 OTHER

- The post holder must comply with all RCHT policies and procedures.
- The post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post-holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.

11 JOB DESCRIPTION AGREEMENT

Job holder's signature:

Date:

Head of
Department signature:

Date:

Title:

Please note: This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in Trust uniform and/or wearing a Trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.

Person Specification For The Post Of: Clinical Nurse Specialist

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	<p>NMC registration</p> <p>Holds a first level degree.</p> <p>Qualification / attended relevant course in specialist field</p> <p>Non-medical prescribing qualification or commitment to undertake if clinically necessary.</p> <p>Completion or commitment to undertake relevant extended role scope competencies, such as informed consent training.</p>	<p>Educated to Masters level or equivalent</p> <p>University qualification in specialty</p> <p>Teaching/assessment/mentoring qualification</p> <p>Managerial experience/leading a team</p>	<p>Application Form</p> <p>Interview</p>
EXPERIENCE	<p>Relevant nursing experience within specialty</p> <p>Audit or research experience</p> <p>Apheresis</p> <p>Teaching and education experience</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)	<p>Ability to prioritise and manage own workload</p> <p>Able to identify learning opportunities</p> <p>Able to organise own learning and development</p> <p>Ability to manage change</p>		<p>Application Form</p> <p>Interview</p>

	<p>Able to develop others within the team</p> <p>Excellent verbal and non-verbal communication skills</p> <p>Ability to develop effective interpersonal relationships with colleagues across health and social care settings</p> <p>Able to present information to professional groups</p> <p>Demonstrate dexterity and accuracy in undertaking clinical skills, use of equipment and documentation</p> <p>Competent and capable of using medical equipment</p> <p>Able to undertake patient manual handling manoeuvres and non-patient manual handling manoeuvres</p>		
DISPOSITION / ADJUSTMENT/ ATTITUDE	<p>Able to respond to problem situations and to ensure effective interventions are put in place</p>		<p>Interview</p> <p>References</p>
TRAINING	<p>Mandatory training</p> <p>Evidence of continuing professional development</p> <p>Willingness to undertake training as required</p> <p>Able to develop and support all grades of staff and deliver specialist training</p>		<p>Application Form</p> <p>Interview</p>
ADDITIONAL CIRCUMSTANCES	<p>A criminal record check satisfactory to the organisation</p> <p>OH clearance</p> <p>Post-holder must comply with professional code of conduct and / or code</p>		<p>Application Form</p> <p>Interview</p> <p>References</p> <p>DBS</p> <p>OH Clearance</p>

	<p>of conduct for NHS managers where applicable.</p> <p>Able and willing to travel and attend local, regional and national meetings</p>		
	<p>Flexibility around working times and commitments</p>		