

*The* ROYAL MARSDEN  
NHS Foundation Trust

# Job description **Trust Nursing**



At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.



Life demands excellence



## 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.

Best wishes  
**Eamonn Sullivan, Chief Nurse**

## Job title

Staff Nurse

## Terms and Conditions of Service

Trust Terms and Conditions of Service

## Grade

Band 5

Location Outpatients & RDAC Sutton

## Reports to

Departmental Sister

## Accountable to

Matron

### 1. Job Purpose

- 1.1 The Band 5 Staff Nurse is an integral member of the team in the Outpatients department (OPD) caring for a variety of patients. The post-holder will join our nursing team to provide expert care and support to our patients in the Outpatients department and RDAC.

### 2. Job Summary

- 2.1 To plan, document, deliver and evaluate evidence-based nursing care for patients in a responsible and efficient way, which has been drawn up in conjunction with the co-ordinator of the shift.
- 2.2 To develop a greater awareness and understanding of the needs of patients with cancer and the different treatment modalities administered within the unit.
- 2.3 To develop an understanding of the roles and responsibilities of managing a shift with the guidance of the departmental Sister.

### 3. Key areas of responsibility

**These responsibilities will be carried out under the guidance of the shift co-ordinator.**

- 3.1 To complete the first level assessment of the patient's needs to gain an understanding of the physiological, psycho-social, spiritual and cultural needs of the patients with cancer and their families and to develop a positive, realistic and supportive attitude to ensure that the needs of the patient and family are met.
- 3.2 To plan, document, deliver and evaluate care plans from admission through to discharge/transfer discussing this with the patient and multi-disciplinary teams and to alert the Sister/Charge Nurse of any changes to the patients' health care needs.
- 3.3 To assist with teaching patients in preparation for investigations, treatment and homecare.
- 3.4 To be aware of the side effects of any treatment in progress, and adopt a problem-solving approach to minimise the potentially adverse reactions.
- 3.5 Be involved in the direct delivery of skilled specialised nursing care with supervision until competent (eg wound dressings, removal of drains and insertion of urinary catheters).
- 3.6 To develop an awareness of the protocols involved for patients undergoing clinical trials.
- 3.7 To be aware of all hospital policies and procedures and collaborate with other health care professionals to ensure that these are observed.
- 3.8 To be rostered as part of the ward to care for patients over a 24hr period.



- 3.9** Have frequent exposure to body fluids, odours and infections and ensure that personal protective equipment is used as provided, adhering to Trust policies in relation to Health and Safety and Infection control
- 3.10** Be involved in the collection of samples for diagnostic testing, e.g. urine collection and sputum collection.
- 3.11** Administer medicines as prescribed with adherence to Guidelines for Medicines Administration (NMC2002) and The Royal Marsden Medicine Management Policy. This will exclude administration by the intravenous route or through subcutaneous syringe driver until you have passed the written drug administration test and have been assessed as competent.
- 3.12** To be aware of the emotional demands that come with treating cancer patients and their families.
- 3.13** To participate in educational programmes offered to staff. To attend the induction programme, mandatory training and teaching specific to the clinical areas.
- 3.14** To participate in an annual collaborative appraisal process to enable achievement of objectives and management of learning needs.
- 3.15** To develop time-management skills and the ability to prioritise nursing care for a group of patients.
- 3.16** To demonstrate an enquiring, critical and research-based approach to nursing practice.
- 3.17** To develop knowledge and skills related to the surgical and medical treatments offered within the specialty and the complications and side effects connected with these.
- 3.18** To be aware of the role of the practice educator and link in to them as required to ensure safe and effective practice and continued professional development.
- 3.19** To participate in ward based projects and/or audits as directed by the Ward Sister/Charge Nurse.
- 3.20** To act as an advocate for staff, patients and relatives at all times.
- 3.21** To understand the Hospital's strategy for nursing statement and be committed to patient-focused care.
- 3.22** To assist more senior nursing staff in the organisation and management of the clinical area ensuring the principles of individualised nursing are maintained.
- 3.23** To assist more senior nursing staff to supervise any Student Nurses and Health Care Assistants.
- 3.24** To ensure the benefits to patients are maximised through careful, economical and appropriate use of NHS resources including equipment, property, money, time etc.
- 3.25** It is the post holder's responsibility to ensure that they are fully aware of the location and content of all Trust policies and procedures and comply with these as relevant to the performance of their role. Trust employees have responsibility to ensure that all data collection performed either directly or by supervised staff is accurate and timely or is in accordance with any local procedures.
- 3.26** To assist with any local or trust initiatives to ensure the continuous improvement of the quality of services and safeguarding of high standards of care.
- 3.27** To promote a safe clinical environment for all patients, visitors and staff.
- 3.28** To be accountable for own actions in accordance with the code of conduct (NMC,2008).

## **4. General**

- 4.1 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.
- 4.2 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.

## **5. Confidentiality and Data Protection Act**

- 5.11 All employees of The Royal Marsden NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff (please also see the Trust's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

## **6. Safeguarding Children and Vulnerable Adults**

- 6.1 All staff must be familiar with and adhere to the Trust's child protection and safeguarding adult policies and procedures. All staff are required to attend child protection and safeguarding adults

awareness training, additional training and supervision regarding child protection relevant to their position and role.

## **7. Health and Safety**

- 7.1 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.

## **8. Customer Service Excellence**

- 8.1 It is the 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.

## **9. Emergency Planning**

- 9.1 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

## **10. Equality and Diversity Policy**

- 10.1 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

## **11. No Smoking Policy**

- 11.1 There is a no smoking policy at this Trust

## **12. Review of this Job description**

- 12.1 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, in which case it will be reviewed in conjunction with the post holder

## 13. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
<b>Education/Qualifications</b>		
First level registration	Essential	Application form
RMH Certificate in Intravenous Drug Administration/or to be obtained within three months of appointment	Essential	Interview
Experience in area of speciality	Desirable	Application form/interview
<b>Skills Abilities/knowledge</b>		
Good interpersonal skills with particular ability to liaise effectively with multidisciplinary team members	Essential	Interview/references
Ability to demonstrate motivation	Essential	Interview
Ability to make decisions, organise and prioritise own workload	Essential	Interview
Evidence of commitment to customer care initiatives	Essential	Interview
Awareness of quality issues	Essential	Interview
Evidence of good understanding of NHS reforms and the contracting process	Desirable	Interview
Computer literacy	Desirable	Application form/interview
Commitment to personal and professional development	Essential	Application form/interview
<b>Other Requirements</b>		
Ability to work rostered shifts	Essential	Interview
Flexibility to meet service needs	Essential	Interview/references

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