

JOB DESCRIPTION

JOB DETAILS

Job Title: Senior Apheresis Nurse – Band 6

Department: Haematology and Transplant Day unit - Clinical Apheresis Unit

Division: Network Services

Base: The Christie NHS Foundation Trust

ORGANISATIONAL ARRANGEMENTS

Accountable to: HTDU Senior Unit Manager & Lead Nurse for Clinical Apheresis

Other Accountabilities: Modern Matron

JOB PURPOSE

To support a comprehensive nursing service for clinical apheresis, working within a recognised framework in accordance with NMC Code of Professional Conduct, The Christie Policies and Health and Safety Legislation..

To work collaboratively with the Transplant and Donor co-ordination clinical nurse specialist team and in the coordination and scheduling of apheresis patients on a daily basis.

The post holder will require knowledge and experience in the field of apheresis

The post holder will be required to act as a resource for patients, donors & relatives, and all members of the hospital multidisciplinary team and primary health care teams with regards to apheresis related issues, providing specialist advice and guidance within the field of apheresis

Ensure that the best possible holistic care and support is provided for all patients undergoing therapeutic apheresis and to act as an advocate for donors and a role model within their specialty.

To provide leadership for junior staff ensuring that care is delivered in a professional, timely and courteous manner.

To provide initiative and vision in assisting to move the service forward and develop standards and protocols for the management of this patient group and the clinical apheresis service in conjunction with the Unit Manager/ Lead nurse for Apheresis

The post holder will play a key role in supporting the accreditation process to achieve JACIE/ HTA standards. and will work in collaboration with the Senior Unit Manager/ Lead nurse for Apheresis for ensuring that the apheresis unit is compliant, highlighting any areas of deficiency as required

To actively participate in teaching and training within the clinical apheresis unit and provide ongoing daily support for the day unit and apheresis nursing team.

To ensure that all regulatory and organizational documentation and investigations are in place prior to apheresis

To actively participate in the quality management programme of the Palatine Treatment Centre

Assist in the recruitment process for the Unit taking a pro-active approach to ensure adequate staffing levels and skill mix are maintained.

To organise daily work schedule and off duty rotas ensuring appropriate and effective skill mix and deployment of staff for appropriate patient needs.

KEY DUTIES AND RESPONSIBILITIES

1. CLINICAL PRACTICE

- 1.1 To provide specialist nursing service for patients and donors undergoing clinical apheresis.
- 1.2 Provide holistic support using advanced knowledge and skills throughout the apheresis process
- 1.3 To assist in the day-to-day workload of the Clinical Apheresis Unit undertaking routine clinical procedures as required. In addition to provide support and flexibility to all Haematology clinical areas as requested and required.
- 1.4 Participate in relevant clinics, ward rounds and departmental meetings
- 1.5 Ensure access to timely written and verbal information, providing advice and support allowing an informed decision regarding treatment to be made.
- 1.6 Work collaboratively with all members of the multidisciplinary team to Coordinate and schedule apheresis procedures in a timely manner

- 1.7 Liaise directly with Apheresis Lead Clinician and Senior Unit Manager/ Lead Nurse for apheresis regarding the development, implementation and evaluation of individual programmes of care and protocols



- 1.8 To assist with the review and development of written policies and protocols and overall service development.
- 1.9 To continuously evaluate the quality of care given within the service by audit.
- 1.10 Maintain an accurate record system and collect relevant statistical information for service review.
- 1.11 To escalate any incidents of concern or advice to Senior Unit Manager/ Apheresis Lead Clinician/ Nurse
- 1.12 Collaborate with other service providers in ensuring the highest possible standards of cleanliness are achieved and be proactive in reducing hospital acquired infections and reduce the risk of cross infection. Ensure that unit maintenance issues are reported/ escalated as per local agreement.

2. EDUCATIONAL

- 2.1 To act as an expert resource and support to apheresis day unit staff ensuring all team members have experience and support whilst carrying out procedures of the apheresis.
- 2.2 To participate in planned training and education sessions within the organisation
- 2.3 Maintain own professional development ensuring educational needs are met.
- 2.4 Participate in related conferences and networking representing the Organisation
- 2.5 To actively participate in the training and assessment of members of the clinical apheresis team. Ensuring that staff are orientated and supported as required with the assistance of the Senior Unit Manager/ Lead Apheresis nurse
- 2.6 To promote professional development by the use of the evidence based practice.
- 2.7 To be up to date with current protocols and practices, maintaining specialist knowledge of apheresis and Transplantation

3. LEADERSHIP AND MANAGEMENT

- 3.1 Manage and co-ordinate the Apheresis Service
- 3.2 To ensure efficient use of available capacity, and promote an integrated team approach across the unit.



- 3.3 To work alongside staff as a role model and mentor. To ensure that the caring culture expected of professional staff is being consistently maintained and upheld.
- 3.4 To work within given budget restrictions and ensuring efficient procurement of stocks and equipment
- 3.5 Lead where appropriate the establishment of standards for practice and care protocols. Ensure that these standards are audited and participate in the audit process.
- 3.6 To participate in planning meetings with medical, stem cell coordination and laboratory staff
- 3.7 To actively contribute and participate in the quality management programme of the Palatine Treatment Centre
- 3.8 To assist with regulatory accreditation process to achieve and maintain JACIE standards and ensure HTA compliance

4. RESEARCH

- 4.1 Maintain a sound knowledge base of relevant research.
- 4.2 Assist in the application and evaluation of current research findings in order to provide quality evidence based practice.
- 4.3 Develop research interests within the specialist field of practice.
- 4.4 Participate as required/requested in research and audit initiated by other members of the multidisciplinary team
- 4.5 Assist in the review of research and new apheresis protocols

5. PROFESSIONAL & PERSONAL

- 5.1 Demonstrate a pleasant and approachable manner and help create and promote a good working relationship

- 5.2 Show professional and courteous manner whilst practicing excellent communication skills at all levels
- 5.3 Exercise leadership by example using, clearly defined and fair relationships with staff, sound organization and judgement.



- 5.4 Being aware of one's own limitations, maintain confidentiality and adherence to NMC Professional Code of Conduct
- 5.5 Cooperate in own performance review by indicating learning goals and support needs.
- 5.6 Actively seek mentorship / supervision to enable reflection and development within the role and provide supervision to colleagues.

Date Prepared:

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the post holder requires to perform the job to a satisfactory level.

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	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	RGN Level 1 Have a degree in a health related subject or on a degree pathway Teaching and Assessing in Clinical Practice equivalent.	BMT course Haematology Course Management/Leadership Course.	Certificates
EXPERIENCE	Two years relevant post registration experience in a related nursing field.		Application Form Interview References
SKILLS	Venepuncture Cannulation. Apheresis techniques Computer skills Excellent Communication with MDT		Application Form Interview References

KNOWLEDGE	A sound clinical knowledge of the specialty Excellent interpersonal and communication skills. Understanding of need for evidence based practice		Application Form Interview References
OTHER <i>(Please Specify)</i>	Demonstrate leadership and management skills. Dedication to service development Flexibility in working practices		Application Form Interview Document Check

TO INCLUDE RELEVANT GENERAL STATEMENTS:

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT/DATA PROTECTION ACT

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

TRUST POLICIES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.
