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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

Job Description

JOB DETAILS

Job Title:	Clinical Nurse Specialist – Apheresis Service
Grade:	Band 6
Department/Directorate:	Directorate of Haematology, Clinical Immunology and Metabolic Medicine
Base:	UHW
Clinical Board:	Specialist Services Clinical Board

Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and the people we work with</i>	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

ORGANISATIONAL ARRANGEMENTS

1.	Lead Clinical Nurse Specialist – Apheresis service	(Managerially)
2.	Senior Nurse, Haematology and immunology	(Reporting)
3.	Lead Nurse, Haematology and immunology	(Professionally)

Job Purpose

The post holder will be working as part of a specialised team to deliver lifesaving and life enhancing treatments to patients and donors. The post holder will work in conjunction with the bone marrow transplant (BMT) team accessing referrals for patients requiring Stem Cell collection. The post holder will co-ordinate the apheresis service ensuring patients requiring apheresis receive the treatment they need in an effective and timely manner. This will involve communicating with clinical nurse specialists within Cardiff and Vale UHB and other Health Boards throughout South and Mid Wales.

DUTIES AND RESPONSIBILITIES

Professional

- To work with the lead CNS for Apheresis, to deliver high quality and efficient in-patient and outpatient care for haematology patients undergoing apheresis procedures.
- To assess, plan, deliver and evaluate patient care using a holistic and individualised approach, based on the principles of best practice and clinical effectiveness
- To provide continued support to patients throughout their journey through the apheresis service, ensuring that their care is delivered in a timely and efficient manner
- To work with the lead apheresis CNS to develop and update documentation against an agreed criteria maintaining a governance framework around practice.
- To work with the lead apheresis CNS to review and develop patient education literature
- To be familiar with all Haematology and BMT specific competencies, policies and protocols that have been agreed and ratified at the Haematology and Clinical Board QSPE.

- To provide patients with information, education and psychological support throughout their journey through the apheresis service
- Develop individualised patient care plans incorporating relevant research findings and information. Participating in regular reviews of clinical practice in conjunction with all team members in order to improve the quality of patient care.
- Act as a patient advocate where necessary, where informed discussions may lead to choices being made concerning treatment options. Ensuring effective communication between patients/relatives/colleagues.
- To provide psychological and practical advice/support to patients' carers/ families undergoing apheresis whilst respecting patients' confidentiality
- To liaise with primary and secondary care services such as health professionals in neighbouring UHB's to ensure the coordination of care is clearly communicated and undertaken
- Maintain standards of conduct in accordance with the NMC code of professional Conduct
- Be conversant with and adhere to the Cardiff and Vale UHB Policies and procedures.

Education

- Demonstrate a commitment to personal professional development and identify one's own educational requirements in order to develop specialist knowledge and skills.
- Participate in meetings locally and nationally to develop and further clinical expertise of self and others
- Meet educational requirements of patients, carers and members of the MDT in terms of provision of care outside the specialist centre, within own scope of practice.
- The post holder will be required to assist in the updating/development of protocols and policies pertaining to the delivery of apheresis

- The post holder will be expected to develop both formal and in formal teaching sessions and identify training needs of the staff within the team
- Ensure personal attendance at mandatory training sessions.
- Actively participate in the objective setting process, ensuring the completion of a personal development plan.
- To provide up to date evidence based care.

Clinical

- To be competent in practical procedures such as cannulation/venepuncture chemotherapy/care of central lines and factor concentrate administration. (This list is not exhaustive)
- To contribute to the development and implementation of policies, protocols and clinical pathways to improve care within the clinical area of expertise in line with UHB/ National strategic policy.
- To maintain up to date nursing records and care plans
- To have a specialised knowledge base of apheresis and become an advice resource for other healthcare professionals from the multi disciplinary team across primary care and secondary care.
- To actively participate in benchmarking with other specialist services across local/ national/ international organisations.
- The post holder would be undertake a portfolio of treatments which include (this list is not exhaustive):
 - Automated Red Cell Exchange
 - Therapeutic Plasma Exchange
 - Stem Cell Harvest
 - Lymphocyte Collection
 - White Cell Depletion
 - Platelet Depletion
 - Low Density Lipid Removal
- To participate in an on call apheresis service

Management

- In collaboration with the lead apheresis CNS identify and implement changes that may enhance the care of the patient, or may lead to a more effective service delivery
- Inform Lead/Senior nurse of any professional concerns and promote high standards of professional practice at all times
- Ensure the views of all service users are effectively sought, channelled and acted upon. Including assisting with the investigation of complaints as advised by the lead and senior nurse

Audit/Research/Data collection

- To foster and develop nursing research and its application to practice
- To actively be involved in performing nursing audit
- To participate and /or co-ordinate UHB, local and national research activity within the specialist area of practice. Ensuring GCP (Good Clinical Practice) certification is 100% up to date

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process to ensure continued professional development including rotation
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with the Chief Operating Officer. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** : In line with the Data Protection Act 1998 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

- **Health & Safety:** The post holder is required to co-operate to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available

for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219

- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for any one who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date prepared: August 2019

Prepared by: Mary Harness/Jennefer Williams

Date reviewed: August 2019

Reviewed by: Jennifer Proctor



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PERSON SPECIFICATION

Job Title: Clinical Nurse Specialist – Apheresis Service **Band:** 6
Department: Directorate of Haematology, Clinical Immunology and Metabolic Medicine
Base: UHW
Clinical Board: Specialist Services

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Registered Nurse NMC current registration Evidence of continued professional development Educated to degree level 	<ul style="list-style-type: none"> Independent prescriber (or willing to working towards) Non-medical referrer or (or willing to working towards) 	Application form Certificate check Registration card
Experience	<ul style="list-style-type: none"> Relevant post-registration experience in the speciality Evidence of managerial ability and experience 	<ul style="list-style-type: none"> Previous experience of working in a variety of settings 	Application form Interview References
Professional knowledge and Skills	<ul style="list-style-type: none"> Excellent command of the English language Evidence of up to date knowledge and expertise in relevant speciality Competent in administration of parental chemotherapy Experience in cannulation and venepuncture 	<ul style="list-style-type: none"> Teaching and assessing skills 	Application form Interview References
Personal qualities	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Ability to work autonomously and as part of a team Ability to prioritise and organise workload Able to work flexibly to meet needs of client group. 	<ul style="list-style-type: none"> Good counselling skills Experience in caring for acute and terminally ill patients Ability to speak welsh is desirable 	Application form Interview References

