

# RECRUITMENT INFORMATION PACK

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story



Junior Sister/  
Charge Nurse



## 1. Job Particulars

<b>Job Title</b>	<b>Junior Sister/ Charge Nurse</b>
<b>Reference Number</b>	
<b>Pay Band</b>	Band 6
<b>Location</b>	Whipps Cross Hospital Woodlands Day unit
<b>Reports to</b>	Senior sister/ Senior Charge nurse
<b>Responsible to</b>	Matron/Senior Nurse

## 2. Job Purpose

To provide the highest standard of assessment, planning, implementation and evaluation of individualized, holistic patient care in conjunction with the inter-professional team.

As a proficient practitioner in SACT care, the post holder acts as a professional role model and clinical teacher. He / she will also provide effective mentorship and supervision, participating in the education and training of nursing and non-nursing staff.

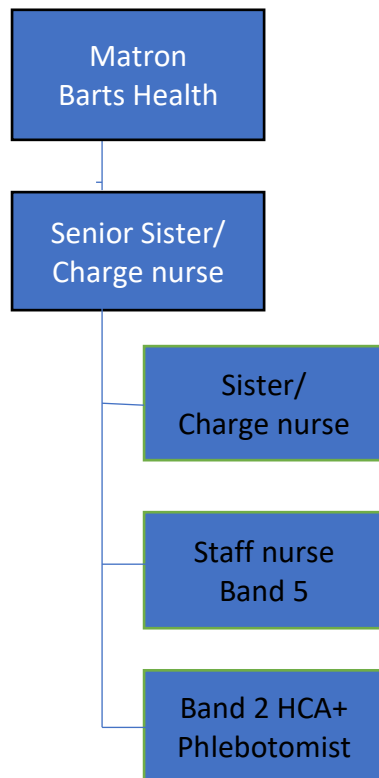
He/she also takes charge of the Day Care Unit as required, liaising closely with the Senior Sister/Charge Nurse with continuing responsibility. The post holder will be asked to perform the Nurse coordinator at times – coordinating all the prescriptions, blood tests and confirmations in advance, so that treatment production /dispensary occurs in a timely manner.

## 3. Key Working Relationships

<b>Internal</b>	<b>External</b>
<b>Senior sister/ Charge nurse</b>	<b>Patients relatives</b>
<b>Matron</b>	<b>Members of the public</b>
<b>Chemo Pharmacy – clinical and production</b>	<b>Visitors to the trust</b>
<b>Clinical Nurse Specialists</b>	<b>Community Teams GP, Palliative Care</b>
<b>All clinical staff</b>	<b>Maggie's Centre</b>
<b>External departments</b>	<b>Transport</b>
<b>Members of the Chemotherapy Management Team</b>	<b>District Nurses</b>



#### 4. Structure Chart



#### 5. Main duties, responsibilities and results areas

##### Key result areas

- Delivers high standards of clinical care to SACT patients according to clinical guidelines and trust policies.
- Maintains effective communication between the clinical areas, with the MDT and service users utilising a variety of means, including accurate documentation, consistent with Trust policy and wider legislation.
- Functions as a proficient clinical practitioner in the SACT area and a credible role model.
- Provides support and deputises for the Senior Sister/charge nurse in the effective day to day management of nursing team members, whilst developing personal leadership skills.



**-Coach, teach and mentor junior nursing staff.**

**1 Communication**

- 1.1 Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the health care team.
- 1.2 Utilises a variety of strategies to communicate effectively with patients and those involved in their care to optimize the patient's journey and ensure an informed decision making process.
- 1.3 Liaises closely with other wards and departments, maintaining good communication to ensure continuity of patient care.
- 1.4 Accepts responsibility for establishing and maintaining productive inter-professional working relationships.
- 1.5 Demonstrates proficient communication skills with cancer patients, their relatives, and members of the inter-professional teams.

**2 Clinical practice and decision making**

- 2.1 Demonstrates proficient specialist skills and knowledge in clinical practice and is seen as a clinical leader.
- 2.2 Takes responsibility for the organisation and effective delivery of patient care on a day to day basis.
- 2.3 Monitors and promotes high standards of nursing care and documentation. Evaluates planned care regularly according to unit standards.
- 2.4 Acts as a resource to other clinical areas for their specialist field.
- 2.5 Ensures patients' views are sought and taken into account in the decision making process.
- 2.6 Encourages and utilizes evidence-based nursing practice.
- 2.7 Develops skills in accordance with the development of role (previously "scope of practice") relevant to the post holder's clinical area.
- 2.8 Undertakes required mandatory training and acquires competences (clinical and organisational) appropriate to their role.
- 2.9 Safely administers prescribed medication and monitors effects; assesses the practice of junior staff.
- 2.10 Is a proficient user of electronic chemotherapy prescribing systems
- 2.11 Participates in ongoing implementation and practice of Clinical Governance / Clinical Risk Management, specific to the unit.
- 2.12 Demonstrates proficiency in the use of all equipment used in the care and management of cancer patients in treatment areas, and can demonstrate / explain their use to junior staff.
- 2.13 Demonstrates the required knowledge and skills to safely transfer and supervise /facilitate the transfer of patients from the day care environment to other hospital departments and, when necessary out of the hospital itself.



### **3. Management**

- 3.1 Provides effective, visible clinical leadership for the team, liaising with the Senior Sister / Charge Nurse as appropriate.
- 3.2 Deputises for the Senior Sister/Charge Nurse as requested.
- 3.3 Is aware of financial considerations and makes judgements to maximise cost effectiveness and cost efficiency under the direct supervision of a Senior Sister / Charge Nurse.
- 3.4 Assists the Senior Sister / Charge Nurse to operate the unit in a cost-effective manner. This includes consideration of skill mix, agreed activity targets, & clinical standards to maintain a safe environment for both patients & staff.
- 3.5 In conjunction with senior colleagues in the inter-professional team, is aware of the need for and the implications of change and is an effective change agent.
- 3.6 Conducts individual performance reviews with allocated staff members, ensuring the development of appropriate learning objectives recorded within the Personal Development Plan.
- 3.8 Assists with the recruitment and selection of staff.
- 3.8 Exercises leadership & maintains awareness of the individual needs of other team members.
- 3.9 Acts as a resource within own specialty area to provide and ensure senior nursing support.
- 3.10 Supports junior and senior members of staff.
- 3.11 Promotes effective inter-professional teamwork to optimise patient care, staff development and support.

### **4. Quality of Care**

- 4.1 Participates in and promotes evidence-based practice.
- 4.2 Demonstrates awareness of local and core policies / guidelines, adheres to them and promotes awareness.
- 4.3 Demonstrates awareness of the Trust's programme of nursing audit and participates as appropriate in the quality audit programme.
- 4.4 Participates in the Trust / Directorate / Unit Clinical Governance programmes.
- 4.5 Actively reports incidents and encourages reporting of incidents.
- 4.6 Addresses poor or non-compliant practice appropriately.
- 4.7 Provides pre chemotherapy counselling to patients
- 4.8 Proficient in the use of the UKONS triage tool for patients calling the 'hotline' once trained and deemed competent

### **5. Strategic and Service Development**



- 5.1 Participates in quality and audit programmes.
- 5.2 Is a member of and actively contributes towards one of the Units working groups.
- 5.3 Takes a lead role in facilitating clinical and organisational practice changes as required.
- 5.4 Takes a lead role (with Team Leader) in facilitating developmental project work identified to improve service delivery and / or patient experience.

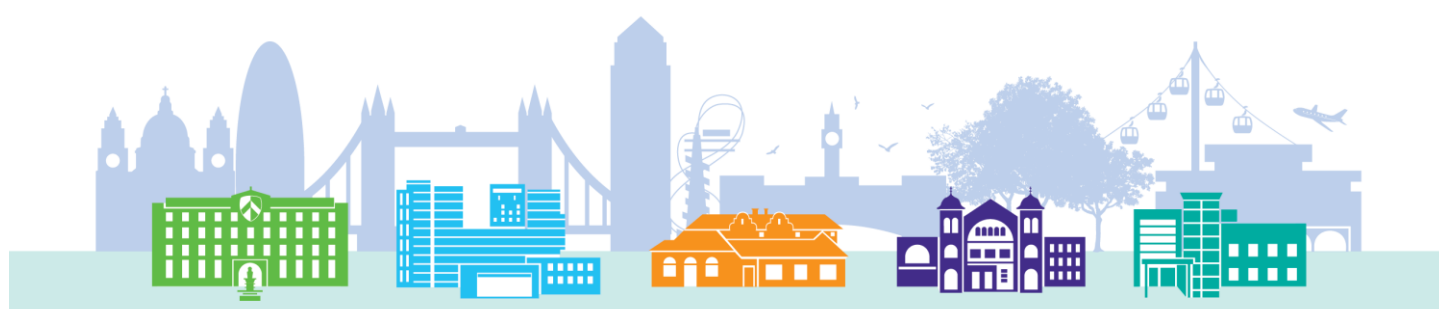
## **6. Personal and professional development and training**

- 6.1 As a proficient practitioner, acts as an effective role model.
- 6.2 Takes part in staff orientation, mentorship, and educational programmes, assessing competence as required.
- 6.3 Takes responsibility, with colleagues, for the appropriate supervision and teaching of qualified and unqualified staff, staff and visitors.
- 6.4 Encourages reflective practice and utilises opportunities to engage in clinical supervision.
- 6.5 Participates in personal and staff individual performance review, developing a proactive Personal Development Plan.
- 6.6 Identifies and pursues own educational and professional development, maintaining a balance between clinical practice and acquisition of management skills.
- 6.7 Participates in the provision of up-to-date, accurate and relevant health education.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

## **6. Working conditions**

Criteria	Description
<b>Physical</b>	<p>This post requires manual dexterity to operate the full range of equipment used in the chemotherapy day care unit and to provide all elements of patient care. Moving and handling of patients and equipment will be carried out in line with Trust policies and training. The role involves transporting patients to areas within the Trust. It will be necessary for the post holder to assist with various invasive procedures as appropriate for their level.</p> <p>Standing for long periods during each shift and providing patient care requires moderate physical effort. Emergency situations such as cardiac arrest will incur short periods of increased effort in delivery of resuscitation.</p>





<b>Emotional</b>	<p>Providing bedside care and communicating with patients undergoing cancer treatments requires intense emotional effort. The role involves emotionally distressing work such as supporting families and patients through the unpredictable course of a deteriorating illness.</p> <p>Support junior staff whilst they care for very sick or dying patients</p>
<b>Working Conditions</b>	<p>Distressed relatives are occasionally aggressive in their behaviour and confused patients may be physically or verbally aggressive. Elements of the role may require working with offensive odours from patient body fluids. Antichlor Plus is used for cleaning body fluid spillages and contaminated items. Noise levels from equipment and personnel are increased at certain times according to activity and occupancy.</p>
<b>Mental</b>	<p>The post holder will need to be able to maintain patient care and accurate documentation concurrent with interruptions from colleagues, relatives and from other sources. Mathematical calculations need to be carried out with consistent accuracy throughout each shift. On occasion this will need to be done at speed. The ability to manage several things at one time is essential.</p>

## 7. Person Specification

Domain	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"> <li>-Relevant cancer care experience</li> <li>-chemotherapy certification</li> <li>Preceptor to newly qualified nurses</li> </ul>	Mentor to student Nurses
<b>Skills</b>	<ul style="list-style-type: none"> <li>-Evidence of proficient clinical skills in SACT care</li> <li>-Proficient in communication</li> <li>-Understanding of reflective practice and how it can be used</li> <li>-Evidence of critical thinking and initiative to solve problems and manage workload</li> <li>-Able to work in a changing environment and to actively support / promote planned change</li> <li>-Demonstrates effective team work skills</li> <li>-Basic computer skills</li> </ul>	



<b>Knowledge</b>	<ul style="list-style-type: none"> <li>-Evidence of continuing professional development</li> <li>-Up to date knowledge of clinical speciality and evidence based practice</li> <li>-Knowledge of current NHS, professional and educational issues</li> <li>-Understanding of current educational practices relating to training</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>-Registrant with NMC (Live registration)</li> <li>-<b>chemotherapy certified</b></li> <li>-Mentorship course</li> <li>-Specialist relevant clinical course</li> </ul>	<ul style="list-style-type: none"> <li>-Leadership programme or equivalent</li> <li>-Degree or working towards first degree.</li> <li>Haematology /Oncology course</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>-Caring manner towards both patients, visitors and colleagues</li> <li>-Able to form good inter-personal relationships with all members of the inter-professional team</li> <li>-Approachable and enthusiastic</li> <li>-Professionally assertive</li> <li>-Competent teacher of critical care skills and practices</li> <li>-Competent mentor</li> <li>-Evidence of continued personal learning</li> </ul>	

## 8. Summary of Terms & Conditions and Employee Benefits

Domain	Summary
<b>Salary Band and Range</b>	As per agenda for change Band 6
<b>Annual Leave Entitlement</b>	As per agenda for change





## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

