

Job Description

Job Title: Senior Chemotherapy Nurse	Band: 6
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Responsible to: Outpatient Sister
Contact with: Patients and their carers, Multi-professional team and the General Public

Principal Objectives:

- Designated to take charge of outpatients in the absence of the Outpatient Sister who has continuing overall responsibility.
- Participate in Nurse led chemotherapy clinics, including outreach clinics. Involving assessing patients prior to chemotherapy and administering chemotherapy within protocol.
- In conjunction with the Outpatient Sister ensure new and existing staff maintain their chemotherapy competencies.

Key Responsibilities:

Clinical:

- Act as co-ordinator for the day unit on a rotational basis with the other chemotherapy nurses.
- Assess patient's physical, emotional, spiritual and psychological well-being in preparation for treatment and plan care accordingly.
- Develop nurse led pre chemotherapy assessment.
- Liaise with the multidisciplinary team regarding patient's plan of care.
- Ensure that patients receive their treatment in an efficient, timely and clinically effective manner following the appropriate guidelines and protocols.
- To maintain accurate records of all care delivered
- Contribute towards relevant multi-disciplinary team meetings.
- Rotate through to outreach clinics, including the co-ordination and preparation of clinics, assessment of patients and administering treatments according to protocol.
- To be responsible for complying with Trust Infection Control policies and clinical guidelines.

Management responsibilities:

- In conjunction with the Outpatient Sister ensure efficient use of Medical/Surgical Pharmacy supplies
- Acting as the co-ordinator for the day unit ensure the effective administration and organisation of the day unit.
- Monitor standards of care within the outpatient environment, including clinical audit, reporting any concerns to the Outpatient Sister / Head Matron.
- To conduct annual Performance Development Reviews and progress reviews, for staff in your charge and, through this process, to identify and facilitate development opportunities to improve the performance of the individual and the Trust.
- Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their needs and to promote a learning culture.
- Ensure that Department Induction training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.
- Participate in the review of unit policies / guidelines taking the lead for the production of designated guidelines / policies.
- Promote the Directorate model of nursing.
- Act as a role model to the nursing team.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines.

Educational responsibilities:

- Provide advice regarding chemotherapy and its administration to patients and carers and members of the multi professional team.
- Allocate time to work alongside practitioners to assess their competence relating to chemotherapy administration and ensure that staff maintain their competency within this area of practice.
- Participate in the development and delivery of an education programme for nursing staff particularly in relation to chemotherapy administration.
- Facilitate the development of nurses in all aspects of cancer nursing.
- Keep up-dated of new developments and treatments and disseminate information and research findings.
- Identify personal training needs and career development in conjunction with the Lead Nurse.
- Be responsible for personal professional development in relation to PREP requirements.
- To prepare and actively participate in Trust's annual Performance Development Review process and progress reviews.
- Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient and service.

Health, Safety & Security:

In accordance with the Health & Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities and you are to co-operate with the Trust and others in meeting the statutory requirements. You will be issued with an identity badge which you must wear at all times on site.

Confidentiality:

Any matters of a confidential nature in particular any information relating to patients, individual staff records and details of contract prices and terms must under no circumstances be divulged or passed onto any unauthorised person or persons.

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

Person Specification

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Band: 6

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Proven experience within Oncology / Haematology including the delivery of chemotherapy. Experience at Band 5 level including the mentorship of students. 	<ul style="list-style-type: none"> Experience of working within an autonomous role.
Qualifications	<ul style="list-style-type: none"> NMC Registration ENB 998 (or equivalent) 	<ul style="list-style-type: none"> Attended LEO course Relevant post registration course (or working towards).
Knowledge	<ul style="list-style-type: none"> Knowledge of Oncology / Haematology nursing issues. Extensive chemotherapy knowledge. 	<ul style="list-style-type: none"> Knowledge of audit process
Personal Skills	<ul style="list-style-type: none"> Excellent communication and organisational skills Enthusiastic and motivated. Cannulation / venepuncture skills. 	