

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Clinical Nurse Specialist – Bone Marrow Transplant
<b>Pay Band:</b>	Band 6
<b>Department:</b>	Haematology (BMT)
<b>Directorate:</b>	Haematology, Clinical Immunology, and Metabolic Medicine
<b>Clinical Board:</b>	Specialist Services
<b>Base:</b>	UHW

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Senior Nurse, Haematology, Clinical Immunology, and Metabolic Medicine
<b>Reports to:</b>	Senior Nurse, Clinical Immunology, and Metabolic Medicine
<b>Professionally Responsible to:</b>	Lead Nurse, Clinical Immunology, and Metabolic Medicine

#### **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:

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

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.

## **JOB SUMMARY/JOB PURPOSE**

The successful candidate would work as part of a multi-disciplinary bone marrow transplant team to provide a local and regional service to the transplant population. They will be responsible for the assessment of patient care needs and implementing appropriate care accordingly. The post holder would offer holistic support to all BMT patients predominantly in the Haematology day unit and outpatient environment.

## **DUTIES AND RESPONSIBILITIES**

### **Professional**

- To deliver high quality and efficient outpatient care for BMT patients
- 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 outpatient setting, ensuring that their care is delivered in a timely and efficient manner
- To work with the ANP/Senior/Lead nurse and BMT Consultant lead to develop and update documentation against an agreed criterion maintaining a governance framework around practice.
- To work with the ANP/senior/lead nurse and BMT consultant lead 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 the course of their disease and treatment
- 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 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

### 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 caring for BMT patients
- 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.

### Clinical

- The post holder will be required to work clinically in the haematology day unit
- The successful candidate will be required to enhance their clinical role by training in practical procedures such as cannulation/venepuncture/chemotherapy/care of central lines and factor concentrate administration. (This list is not exhaustive and may change to meet service meets)
- The post holder would be expected to undertake bone marrow aspiration (BMA) procedures
- The post holder would be expected to be competent in the insertion of vascular access devices (PICC's and power glides are examples)
- To maintain up to date nursing records and care plans

## Management

- In collaboration with the day unit and BMT leads 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 and Day unit sister 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 day unit sister/ lead and senior nurse

## Professional

- 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.

## Audit/Research/Data collection

- To foster and develop nursing research and its application to practice
- To actively be involved in performing nursing audit

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** 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 their manager. 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 legislation 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.
- **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.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB 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 Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **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:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **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.

**PERSON SPECIFICATION**  
**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

<b>Job Title:</b>	Clinical Nurse Specialist – BMT	<b>Department:</b>	Haematology, Clinical Immunology, and Metabolic Medicine
<b>Band:</b>	6	<b>Clinical Board:</b>	Specialist Services
<b>Base:</b>	UHW		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• NMC current registration</li> <li>• Evidence of continued professional development</li> <li>• Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Independent prescriber or working towards this qualification, Non-medical referrer or working towards</li> </ul>	Application Form Certificate Check Registration Card – Nurse/AHP
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant post-registration experience in the same speciality and with related post-registration qualifications</li> <li>• Evidence of managerial ability and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a variety of settings</li> </ul>	Application Form Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Evidence of up to date knowledge and expertise in relevant speciality</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and assessing skills</li> </ul>	Application Form Interview References
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Competent in administration of parental chemotherapy</li> <li>• Experience in cannulation and</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in caring for acute and terminally ill patients</li> </ul>	Application Form Interview References

	venepuncture		
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work autonomously and as part of a team</li> <li>• Ability to prioritise and organise workload</li> <li>• Able to work flexibly to meet needs of client group.</li> </ul>	<ul style="list-style-type: none"> <li>• Good counselling skills</li> </ul>	Application Form Interview References
<b>OTHER</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"> <li>• Excellent command of the English language – written and verbal</li> <li>• Motivated and enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak welsch</li> </ul>	Interview Document Check*