

Job Details

Job Title: Chemotherapy Staff Nurse

Hours of Work: 37.5 hours

Band or Grade: Band 5

Department: Cancer Services

Division: Specialist Services

Base: Cancer Care Centre

Reporting Arrangements

Managerially Accountable to: Chemotherapy Ward Manager

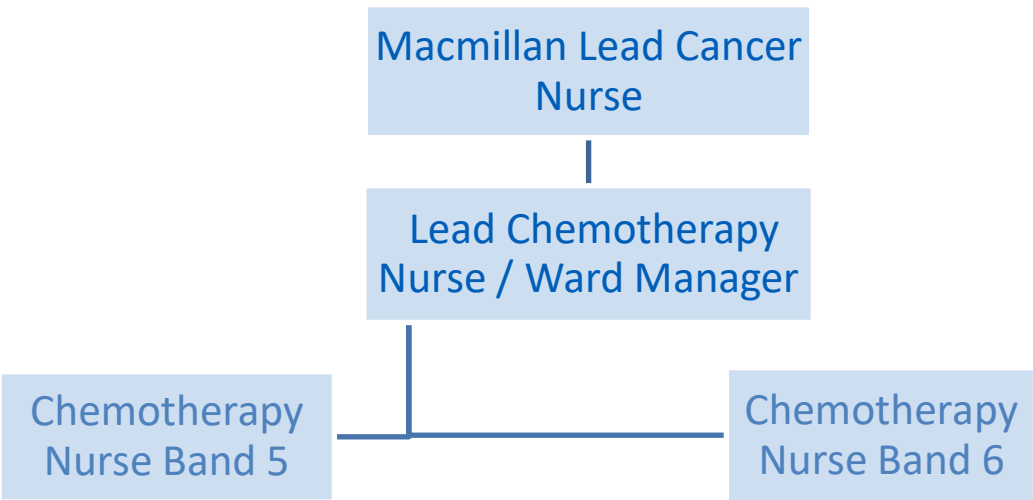
Professionally Accountable to: Chemotherapy Ward Manager

Responsible for: The delivery of Chemotherapy

Job Purpose

To provide a high quality service to those patients who attend the Cancer Care Suite for Chemotherapy and other supportive treatments (including complementary therapies).

Organisation Chart



Duties and Responsibilities

Key results from the job holder

- Provide a supportive role within the Chemotherapy unit for nursing, medical and clerical staff
- To give a clear and accurate update at change of duties and ensure accurate documentation of nursing interventions
- Support and assist in the induction/training of junior staff/health care assistant's acting as mentor to designated staff
- Assist in the general housekeeping duties of the unit
- Correct care and custody of controlled drugs and aid the safe storage of medicines and the return of any unused chemotherapy to pharmacy
- Assist medical staff with procedures as necessary
- Maintains accurate records in keeping with the data protection act

Planning and Organisational Duties

- Be able to act as ward co-ordinator and ensure the safe and timely through put of patients
- To liaise with medical staff in the acute setting and with other stakeholders including community services in order to facilitate a quality pathway of patient care
- To highlight areas of improvement/development within the department and undertake relevant projects
- To act as support for other ward nurses in relation to chemotherapy administration and care
- Assist in the provision of meals / refreshments for patients whilst meeting their nutritional needs

Communications and Key Working Relationships

- To welcome patients to the ward and its routine
- Undertake the nursing care of patients, ensuring privacy & dignity is maintained whilst being aware of physical and psychological needs
- To participate in the rehabilitation of patients and give any necessary instructions, including discharge information

- Participate in nursing procedures appropriate to the department
- Safely escort patients to other areas and collect blood products / chemotherapy from key departments
- Has a lead role in promoting patient advocacy throughout their illness by ensuring that they have access to the relevant information to enable them to make informed choices

Responsibility for Finance

- Handle patient's personal possessions, ensuring cash and valuables kept securely
- Assist the Ward manager in maintaining the departmental budget by suggesting ways of improving the use of stock items etc.

Responsibility for Human Resources

- Participates in the PDR process
- Maintains own professional development as detailed in annual PDR
- Maintains own mandatory training as per Trust policy
- Maintains up to date knowledge and skills by attending relevant conferences and developing an awareness of changing practice by networking with other professionals and accessing most recent literature
- Accesses clinical supervision for personal and professional development
- Maintains a professional portfolio by collecting evidence of personal development through reflective practice

Responsibility for Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to 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, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

- Help to maintain a safe environment and report faults/risks etc. to the nurse in charge
- To be aware of and adhere to all policies including; sickness and absence, confidentiality, uniform and responsibilities under the Health and Safety at work act
- Report and record all accidents and complaints according to the agreed policy

Responsibility for Teaching

- Provides support and information and training as required to meet the needs of patients, relatives and carers within the speciality
- Collaborates with other disciplines to ensure a 'patient pathway' approach to education
- Promotes health education by assessing patient needs and negotiating individual programmes of care to suit their lifestyle

Work Circumstances & on-call

No on-call required.

Standard Duties & Responsibilities

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the General Data Protection Regulators 2016, Data Protection Act 2018 and Information Governance Principles – the post holder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.

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