

The ROYAL MARSDEN
NHS Foundation Trust

Job description **Junior Sister** **BAND 6**



NHS

At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.



Life demands excellence



Dear candidate,

Thank you for applying to join the nursing team at The Royal Marsden. This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our groundbreaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the centre of the hospital are our dedicated nursing staff. Being part of the nursing team at The Royal Marsden means being at the forefront of cancer nursing across the world.

With over 1100 registered nurses we are able to offer a wide range of internal appointments and a range of flexible working possibilities.

We also offer a blend of NHS and Private Care opportunities, as well as community nursing roles. Nurses are also heavily involved in the hospital's research agenda and we encourage continued professional development both through The Royal Marsden School and external centres.

At The Royal Marsden, our patients are at the heart of everything we do, and pivotal to this are our nurses, whose dedication and compassion ensures that patients receive the very best care throughout their treatment. I wish you every success with your application to join our team, and be part of this amazing work.

A handwritten signature in black ink, appearing to read 'Eamonn', is shown above the typed name.

Best wishes
Eamonn Sullivan, Chief Nurse

Job title

Junior Sister

Terms and Conditions of Service

Trust Terms and Conditions of Service

Hours of Work

37.5 Hours Full-time

Grade

Band 6

Location

Outpatient Department Chelsea

Reports to

Sisters of OPD

Accountable to

Matron / Divisional Nurse Director Clinical Services

1. Job Purpose

- 1.1 This role is an exciting opportunity for an experienced registered nurse with a strong clinical background and experience in an Outpatients setting, to support and develop the service whilst gaining further leadership experience. . The successful applicant should have a flexible approach to their duties, excellent communication, administrative and IT skills and be supportive and open to new initiatives.

2. Job Summary

2.1 To assist the Sisters of Outpatient in creating and maintaining a safe, therapeutic clinical environment for all patients and their families who come to the area. The post holder will work with the Unit Sister to co-ordinate all functions and activities to ensure a smooth running service to patients and their families.

2.2 To assist the Unit sister in managing resources within the clinical area in a cost effective way. This includes maintaining and monitoring equipment and being proactive in managing staff rosters to minimise the use of temporary staffing.

2.3 To work with the Unit Sister to provide a clinical learning environment that enables nursing staff to develop professionally and promotes the use of evidence in practice.

3. Key areas of responsibility

3.1 To provide strong leadership and management of the Outpatients service. Supporting staff with training and competencies within the service.

3.2 To manage and support unwell patients within the department. Providing staff with the skills to look after and monitor unwell patients, following sepsis guidelines as required.

3.3 To promote a patient focused multidisciplinary approach to care in collaboration with carers, other health care professionals and external agencies.

3.4 To undertake appropriate assessment of the needs of the patient and family and organising their care whilst undergoing diagnostic and or assessment procedures within the units.

3.5 To ensure good communication with other departments to maximise continuity of care and ensure appropriate information and support for patients following their visit to the unit.

3.6 To assess the educational and informational needs of patients and carers in OPD. This includes producing and using appropriate materials to ensure optimum understanding of treatment and care.

3.7 To demonstrate a positive, realistic and supportive attitude to the patient with cancer to ensure that their physiological, psychosocial, spiritual and cultural needs are met.

3.8 To ensure that staff maintain and update patient documentation according to Trust policy. Encourage nursing staff to apply critical thinking through the process of clinical assessment of patients or problem solving and to effectively document this process in the nursing records.

3.9 To be knowledgeable of the various treatment modalities including surgery, chemotherapy and radiotherapy and the potential adverse effects and to adopt a problem solving approach to assessment and symptom management in collaboration with the medical teams.

4.0 To recognise and respond to patients' changing condition, using knowledge, skills and experience to direct, support and manage both staff and the situation. To work in collaboration alongside the other Outpatients Department Sisters in providing support to staff during and after emergency situations, including debriefs and clinical supervision as necessary.

4.1 To be involved in the direct delivery of skilled and specialized nursing care involving complex physical skills, e.g. wound dressings, venepuncture, performing ECGs, assisting with diagnostic medical procedures e.g. biopsies, FNAs etc

4.2 To administer medicines as prescribed with adherence to Guidelines for Medicine. This will exclude administration by the intravenous route until you have passed the written drug administration test and been assessed as competent.

4.3 To maintain clinical credibility through practice and to utilise the findings of nursing research and evidence based care to optimise high quality patient care.

4.4 To maximise high quality specialist outpatients care through effective assessment, planning, implementation and evaluation of care in response with the patient individual needs.

4.5 Through liaison with all members of the multi-disciplinary team to manage a coordinated nursing service and maximise high quality patient care. This will involve ensuring that satisfactory systems are in place to maintain effective communication and that any Trust Communications Systems are utilised.

4.6 To monitor and review nursing practice regularly by participating in audits in accordance with Trust policy and NMC Guidelines.

4.7 To be a professional role model for junior staff by demonstrating clinical skills competently and being a knowledgeable, critical thinking practitioner. To demonstrate a polite, compassionate attitude towards patients and their families.

4.8 To provide support for anxious patients and/or relatives demonstrating empathy and understanding in a professional manner. Provide empathetic support when involved in the process of giving patients and/or relatives bad news acting as a role model for staff to ensure patients are treated sensitively.

4.9 To work closely with the Sister to ensure development of staff and high standards maintained within the departments.

5.0 Work in collaboration with the Outpatient Department in Sutton to ensure parity across sites.

5.1 To observe and comply with the Trust's policies and procedures for Health and Safety ensuring the environment in which you and your team is safe, clean and tidy.

5.2 To ensure self and staff are provided with adequate protection if exposed to body fluids, odours and infections. Be aware of needs and ensure that staff, patients and relatives use personal protection equipment provided and adhere to Trust policies in relation to health and safety and infection control

5.3 To assist the Department sisters in managing resources efficiently to keep pay and non-pay within budgetary limits eg agency and bank spend, supplies and equipment.

5.4 To be effective in the recruitment and selection of staff in line with the Trust's Recruitment Code and Recruitment & Selection Processes and Standards.

5.5 To assist the sister with producing duty rosters with appropriate skill mix and staffing levels through the use of electronic rostering and assist the Matron in managing short notice absence flexibly in order to provide an effective skill mix.

5.6 To assist in the development of clinical and management policies and procedures and regularly review these and their affect within the unit.

5.7 To ensure all staff are educated, trained, supported and have the skills to work at the level specified within their job description and assist the department sister with training, setting objectives and appraisals.

5.8 To Understand the Hospital Strategy for nursing statement and be committed to patient-focused care.

4. General

4.1 The post holder has personal responsibility for safety as outlined in the Trust's safety policy and the Health and Safety at Work Act 1974.

4.2 This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

5. Confidentiality and Data Protection Act

5.11 All employees of The Royal Marsden NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff (please also see the Trust's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

6. Safeguarding Children and Vulnerable Adults

6.1 All staff must be familiar with and adhere to the Trust's child protection and safeguarding adult policies and procedures. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

7. Health and Safety

7.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

8. Customer Service Excellence

8.1 It is the All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

9. Emergency Planning

- 9.1 In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic

10. Equality and Diversity Policy

- 10.1 The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation

11. No Smoking Policy

- 11.1 There is a no smoking policy at this Trust

12. Review of this Job description

- 12.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization, in which case it will be reviewed in conjunction with the post holder

13. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
Education/Qualifications		
First level registration	Essential	Application form
RMH Certificate in Intravenous Drug Administration/or to be obtained within three months of appointment	Essential	Interview
Experience in area of speciality	Desirable	Application form/interview
Skills Abilities/knowledge		
Good interpersonal skills with particular ability to liaise effectively with multidisciplinary team members	Essential	Interview/references
Ability to demonstrate motivation	Essential	Interview
Ability to make decisions, organise and prioritise own workload	Essential	Interview
Evidence of commitment to customer care initiatives	Essential	Interview
Awareness of quality issues	Essential	Interview
Evidence of good understanding of NHS reforms and the contracting process	Desirable	Interview
Computer literacy	Desirable	Application form/interview

Commitment to personal and professional development	Essential	Application form/interview
Other Requirements		
Ability to work rostered shifts	Essential	Interview
Flexibility to meet service needs	Essential	Interview/references

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.