

Job Description

Job Title: Chemotherapy Nurse

Band: Provisional Band 5

Job Evaluation Reference Number: 1021/JE/18

Division: Medical

Responsible to: Senior Sister Chemotherapy

Responsible for: Patients receiving systemic anti – cancer therapy and other patients receiving chemotherapy plus supportive treatments

Overview

The oncology day unit is situated within Nobles Hospital on the Isle of Man. We are a dynamic nurse lead unit with three visiting Oncology consultants responsible for directing patient care. The team currently comprises of a Clinical Nurse specialist for Oncology, a Senior Sister Chemotherapy and two Chemotherapy Sisters plus two Chemotherapy Nurses posts and support staff. We work in close collaboration with our multidisciplinary team members, pharmacists, dieticians, palliative care team and other site specific clinical nurse specialists.

We are committed to caring for patients in the outpatient setting and also have an acute oncology service in development to care for our inpatient activity as well as our acutely unwell patients.

We are currently in the process of developing an exciting newly purposed unit. This will provide us with a unit that is designed with our patient needs and wishes in mind. It will also support an efficient and safe working environment for our staff.

Our aim is to provide excellent care by rising to the challenges of change within the oncology community and the cancer strategy for the Island. This is done with integrity and respect for our client group and new medical developments that demand continuous professional development of our staff and service.

The Chemotherapy Nurse will be expected to work with integrity and professionalism. They will be able to communicate with patients, relatives and colleagues at a level that shows appreciation for the needs of our client group and professionals. They will be expected to uphold the values of our health service.

CARE

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

Job Purpose

To provide high standards of evidenced based care for patients receiving systemic anticancer therapy in the oncology day unit and occasionally on the inpatient wards.

To assess patients and monitor condition while on treatment.

To provide advice and signposting for patients, carers and colleagues.

To work collaboratively with Chemotherapy Sisters and the Senior Sister Chemotherapy along with other members of the multi- professional team.

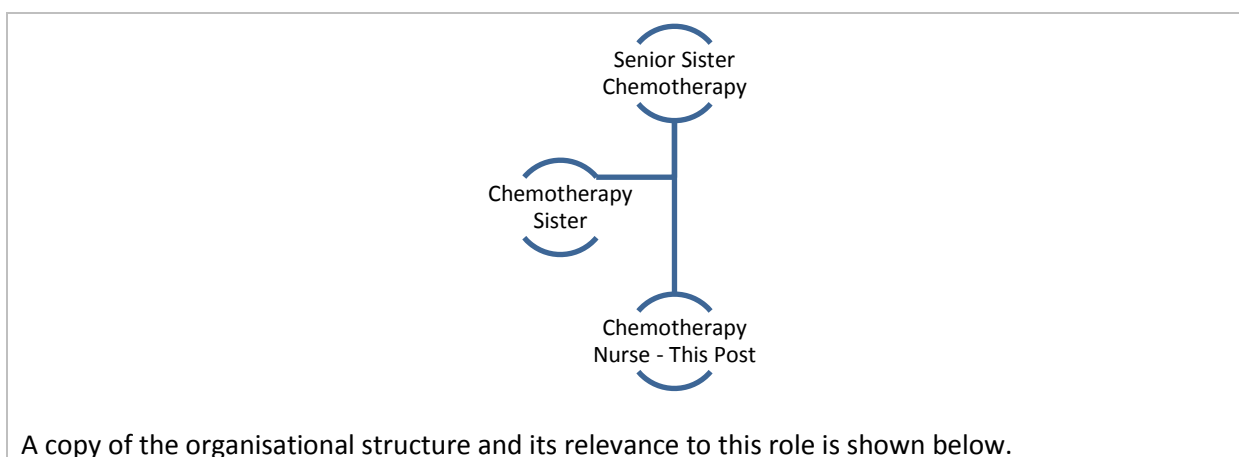
To work collaboratively with the chemotherapy team to maintain safe standards of care within the NMC code of conduct and in line with hospital policies, being committed to the department of health and social cares strategies.

Duties and Responsibilities

The post holder will be committed to working in collaboration with the Chemotherapy Sisters and the Senior Sister Chemotherapy to ensure the safe treatment of patients. The duties will involve:

- In collaboration with the chemotherapy sisters assess, plan, implement and evaluate individual patient care.
- Maintain accurate nursing records within the policy of the hospital
- Work respectfully with colleagues
- Communicate with understanding and care with patients, relatives, carers and colleagues
- Work with integrity
- Accept the challenge of changes that are occurring within the department and within oncology nursing locally and nationally
- In collaboration with the chemotherapy sisters and senior sister maintain stock of medications and equipment
- Engage in the development of the unit within the hospital by supporting the Senior sister in implementing evidenced based change and being proactive in advancing practice
- Assist the senior sister and chemotherapy sisters with any other activity commensurate with the band 5 role.

Organisational Structure



Communication and Relationship Skills

The communication and relationship skill requirements of this role are

- ♥ The post holder will have excellent communication skills that show integrity and respect to patients, carers and colleagues
- ♥ The post holder will be able to communicate in such a way as to facilitate supportive relationships with patients and carers that will enhance patient assessment and care
- ♥ The post holder will be proficient and understand that the manner in which they handle patient queries and the giving of pertinent information to patients, carers and colleagues has an effect on patient outcome
- ♥ The post holder will appreciate how their level and skill of communication upholds the principles of CARE within the departments strategies
- ♥ The post holder will at all times work within the guidance of the NMC code of conduct
- ♥ The post holder will at all times follow the hospitals policy on privacy confidentiality
- ♥ The post holder will work within capabilities and will acknowledge their own skill limitations in communication referring on to more senior colleagues when appropriate
- ♥ The post holder will communicate with patients and carers, other allied health professionals and medical staff regarding treatment and care issues. The post holder will be required to communicate with people who may have communication challenges.

Knowledge, training and experience required to do the job

The essential knowledge, training and experience requirements of this role are:

- ♥ Registered Nurse Sub-Part 1 of the Nursing and Midwifery Council [NMC] (2005) (state which field of practice, e.g. Adult; Mental Health; Learning Disabilities; and/or Children's)
- ♥ 1 years accumulative post registration experience
- ♥ Maintains professional portfolio in accordance with the PREP requirements as defined by the NMC
- ♥ Have or be willing to work towards training and degree level studies in systemic anticancer therapies and communication skills
- ♥ Have or be willing to work towards training to cannulate and administer treatment

The desirable knowledge, training and experience requirements of this role are:

- ♥ Expert venepuncture and cannulation skills
- ♥ Evidence of working on own initiative, managing time and prioritising workload

- ♥ Ability to access and manipulate central venous access devices
- ♥ Be proficient in the administration of systemic anticancer therapies and support treatments
- ♥ Become proficient in analysing blood results prior to treatment administration
- ♥ Become confident in communicating with medical colleagues with regards to the patients they are treating
- ♥ Become proficient at time management and scheduling of patients for treatment with regards to the wider unit

Analytical and Judgement Skills

The analytical and judgement skill requirements of this role are:

- The post holder must be aware of how to analyse research data and the effect it will have on practice
- The post holder must be aware of which basic treatment parameter test results are to be monitored and the implications of these and to report to more senior staff
- The post holder must be aware of skill limitations and when to defer to more senior staff.
- The post holder will not be expected to analyse any test results independently of senior staff but must be aware of normal parameters and when to alert more senior staff.

Planning & Organisational Skills

The planning and organisation skill requirements of this role are:

- In collaboration with the senior staff plan and organise the treatment schedules of patients
- In collaboration with senior staff maintain the safe running and environment of the unit for patients and staff
- Be able to plan and manage time within the constraints of treatment schedules and other activities within the unit

Physical Skills

The physical skill requirements of this role are:

- The post holder must have good hand eye coordination in order to achieve the fine motor skills of cannulation, venepuncture and IV administration
- The post holder must be able to demonstrate keyboard skills
- The post holder must be able to demonstrate skills necessary for multi-tasking necessary for the role
- The post holder must be physically able to work safely and proficiently within the unit handling patients and equipment

Patient/Client Care

The patient/client care requirements of this role are:

- The post holder in collaboration with senior staff will be responsible for implementing the assessment of care and evaluation of patient care
- The post holder will become proficient in the administration of anticancer and support therapies to the patients within the unit
- The post holder will become proficient in central line care and venepuncture and cannulation skills
- The post holder in collaboration with colleagues will maintain the therapeutic environment
- The post holder will take on the challenge of being the patient advocate
- The post holder will be responsible for ensuring the patients care needs are met
- The post holder will be responsible for ensuring accurate and timely patient records are maintained

Policy and Service Development

The policy and service development requirements of this role are:

- The post holder will in collaboration with senior staff be responsible for implementing and maintaining practice in line with hospital and national policies
- Understand their corporate responsibility
- Contribute to the collaborative development of the unit
- Ensure that all nursing practice is evidence based and if not bring it to the attention of senior staff following policy to do so
- Be aware of and comply with all hospital policies and procedures

Financial and Physical Resources

The financial and physical resource requirements of this role are:

- Along with other members of the team manage resources to ensure cost efficiency and safety of the environment for patient care
- Along with other members of the team maintain safe stock levels of equipment (the SHCA usually orders stock in conjunction with the Senior Sister Chemotherapy or deputies.)
- To be always aware of new ways of managing resources to increase efficiency and reduce waste

Human Resources

The Human resource requirements of this role are:

- In conjunction with more senior staff ensure other colleagues are trained in accordance with policies pertinent to the area
- Maintain their own CPD for registration purposes
- Be supportive of other colleagues at all times but be aware of responsibility to report any action that does not comply with their professional registration or hospital policies

Information Resources

The information resource requirements of this role are:

- The post holder must be or work towards being proficient in the handling of electronic resources utilized within the unit. Currently, Medway, Medviewer and PACS. There will be new systems coming on line in the near future and the post holder will following training be expected become proficient in utilising such systems
- The post holder must be aware of the policies and procedures around information technology and sharing of information
- The post holder must be aware of the standards of information given to patient and carers
- Information is recorded in written format currently but electronic annotation is in

development. This will be in line with trust policies and NMC guidelines.

Research and Development

The research and development requirements of this role are:

- The post holder will be expected to participate in Quality assurance initiatives and ongoing audits
- Assist with cancer databases and audits
- Be receptive to the research plans of other colleagues
- Identify own learning needs and make the necessary steps to fulfil these needs

Freedom to Act

The freedom to act requirements of this role are:

- The post holder will work within well-established policies and procedures
- The post holder will be accountable to the senior sister
- The post holder will act with initiative but within the constraints of the NMC professional code and local and national policies and guidelines

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2002.

Health & Safety

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

In the absence of Manager/ Deputy Manager, the Registered Nurse is responsible for all patients, staff, allied health professionals, the building and all safety protocols.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.
Staff must work in accordance with all health and social care policies relating to safeguarding.

Job Description Appendix 1

Physical, mental and emotional demands of the job and working conditions

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

Physical Effort

- Movement of equipment around site e.g. move chairs several times per shift
- Assist in the moving and handling of patients - minimal
- Standing, kneeling, crouching, twisting and bending throughout the day, for example, when cannulating patients the post holder will spend time sitting with patients in confined spaces.
- Standing for long periods and walking long distances around the site
- Daily use of basic keyboard skills

Mental Effort

- Requirement to concentrate during teaching of clinical and manual skills,
- Requirement to concentrate while completing complex tasks – large amount of mental effort required to cannulate patients usually this will be 5 days per week
- Requirement to critically analyse and synthesise research and publications as part of evidence – based practice - 1-2 hours per week

Emotional Effort

- The post holder will be treating patients who will receive unwelcome and distressing information , therefore the post holder should be aware of how to manage such situations or defer to a Senior Nurse/Colleague
- May deal with emotionally and/or mentally challenging patients, relatives and/or members of the multidisciplinary team usually on a daily basis
- Delivers complex, specialist information at a level of understanding appropriate to each individual patient, relative and/or member(s) of the multidisciplinary team on a daily basis

Working Conditions

- Exposure to body fluids and/or hazardous substances – exposed to blood and vesicant chemotherapy drugs on a daily basis, and infrequently to urine and vomit.
- Daily exposure to potentially hazardous products will be provided with PPE and closed systems
- Often working at maximum capacity and under pressure

Agreement of above description

I have read and agree with the above description

Job Holder's Name (please print) _____ **Date:** _____

Job Holder's Signature _____

Line Manager's Name (please print) _____ **Date:** _____

Line Manager's Signature _____



Person Specification

Job Title:	Chemotherapy nurse
Department:	Health and Social Care
Division:	Medical / oncology
Grade:	Band 5

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Qualifications <ul style="list-style-type: none"> • Registered Nurse with relevant Nursing and Midwifery Council Registration [NMC] • Must be able to provide evidence of CPD • Be willing to take on further training in chemotherapy administration and cannulation and central venous access 	 E E E	 Application Interview Interview
Experience <ul style="list-style-type: none"> • 1 year accumulative post registration experience • Evidence of working on own initiative, managing time and prioritising workload • Maintains professional portfolio in accordance with the PREP requirements as defined by the NMC • Must have or be willing to develop cannulation skills • Must have or be willing to train further as need requires is new skills are needed 	 E D E E E	 Application Interview Application/Interview Application/Interview Application/Interview
Attributes <ul style="list-style-type: none"> • Demonstrates personal motivation • Exhibits organisational skills and communication skills • Has a flexible approach to work and commitments of the service • Demonstrates professional integrity and excellence in care • Demonstrates the ability to communicate respectfully with patients and colleagues 	 D D D D D	 Application Interview Application/Interview Application/Interview Application/Interview



<p>CARE</p> <ul style="list-style-type: none"> • Able to demonstrate commitment to the patients, service demand and the departments strategy for care • Demonstrates appreciation of patients' needs and how to meet them • Is respectful of patients, carers and colleagues and management • Demonstrates they strive for excellence in all they do related to work 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>Circumstances and Interests</p> <ul style="list-style-type: none"> • The role holder would be expected to demonstrate that they are competent and committed to caring for our patient group under any circumstances • The role holder should be able to demonstrate that they are interested in the field of oncology but also how they manage to maintain outside interests that maintain the confidence of the employee in the work place • Satisfactory Police Check 	<p>E</p> <p>E</p> <p>E</p>	<p>Application</p> <p>Interview</p> <p>Pre-employment Checks</p>