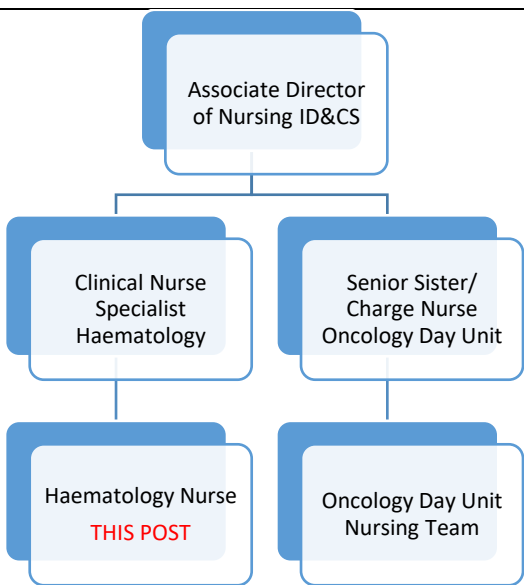


JOB DESCRIPTION

Job Title	Haematology Nurse
Location	Manx Care Integrated Diagnostics & Cancer Services Care Group
Accountable to	Macmillan Associate Director of Nursing
Reports to	Clinical Nurse Specialist (CNS) Haematology
Pay Band	6
Job Evaluation Reference No.	1286/JE/23
Organisation Chart	 <pre> graph TD ADN[Associate Director of Nursing ID&CS] --> CNS[Clinical Nurse Specialist Haematology] ADN --> SS[Senior Sister/Charge Nurse Oncology Day Unit] CNS --> HN[Haematology Nurse THIS POST] SS --> ODU[Oncology Day Unit Nursing Team] </pre>
Job Purpose	<ul style="list-style-type: none"> ♥ To support the Haematology Clinical Nurse Specialist (CNS) in the management of patients with Haematological conditions and provide specialist nursing care and advice to that specific patient group under the direction of the CNS ♥ To work both autonomously and in conjunction with the Haematology CNS in planning and delivering in all aspects of patient care in relation to patients with Haemato-Oncology and other Haematological conditions ♥ Provide safe and streamlined care through early recognition, assessment and management of patients with Haematological conditions ♥ To support the Haematology CNS and members of the medical and nursing teams in the development, management and operational delivery of the service ♥ To support patients and carers and to provide up to date information and advice when presenting with Haematological conditions ♥ To support the CNS in providing effective management of a defined caseload of patients; assessing needs, setting priorities and planning appropriate care

	<ul style="list-style-type: none"> ♥ To coordinate and liaise with multiple Haemato-Oncology and Haematology teams, both on and off island, in optimising care of the Haematology patients ♥ Work collaboratively and cooperatively with clinical colleagues to deliver high-quality care to patients with Haematological conditions ♥ To partake in data collection relating to patients with Haematological conditions throughout the organisation ♥ To assist in provision of training and cascading knowledge to other members of the organisation.
Knowledge, training & experience required to do the job	<ul style="list-style-type: none"> ♥ Registered Nurse with current NMC registration ♥ Degree or equivalent knowledge and experience gained through nursing practice ♥ Up to date experience in caring for patients with Haematological conditions ♥ Working knowledge of requesting blood tests, interpreting blood results and administering blood products ♥ Excellent organisation skills ♥ Ability to organise and prioritise own workload ♥ Advanced communication skills, ability and experience in delivering bad news ♥ Maintain a level of continuing education and development ♥ Ability to cope with difficult and pressured clinical situations ♥ IT skills/knowledge ♥ Knowledge of current research and literature within Haematology/Oncology field.
Main duties & responsibilities Clinical	<ul style="list-style-type: none"> ♥ Work collaboratively with the Oncology/Haematology Medical Team and Haematology CNS, providing continuous support for patients with Haematological conditions, their carers and family, acting as an advocate for the patient and supporting their involvement in decision making about their care ♥ Receives referrals from tertiary centres in relation to continuity of and/or community care arrangements and manages own caseload. Provides support to members of staff within the organisation relating to inpatients ♥ Alongside the Haematology CNS, act as a resource in the field of Haematology to multidisciplinary teams, patients, relatives and carers, giving specialist advice on interventions and treatment and evaluating effectiveness ♥ In collaboration with the medical team, ensure the delivery of patient-centered care for the client group within the defined specialist area to include assessing, planning, implementing, and evaluating specialist care agreed with the patient on a daily basis. Ensure these are communicated for others involved in the patient's care and documented accordingly ♥ In partnership with the patient and/ or carer, develop a comprehensive management plan which takes into account the patient's wishes and needs, making adjustments as necessary and observing the principles of holistic care. Takes into account bank holidays in forward planning for transfusions

	<ul style="list-style-type: none"> ♥ Provide specialist care packages for patients with Haematological conditions, both inpatient and outpatient, and act as a key worker in co-ordinating the care packages in partnership with UK specialist hospitals and local community care ♥ Assist in the provision of specialist information and advice to patients, carers, relatives and health care professionals within primary and secondary care in relation to the management of Haematological conditions in accordance with local policies and protocols; interpreting broader national and international guidelines ♥ Support the implementation of local/ national guidelines and targets in conjunction with the multidisciplinary team ♥ Promote programmes of health education and health promotion and involve patients and carers appropriately in decision-making ♥ With patient consent, independently refer to other disciplines including primary care, palliative care, dietetics, occupational therapy, physiotherapy, community nursing, social services and mental health teams ♥ Provide support to patients and carers during periods of extreme emotional stress related to their diagnosis / disease and its related treatment/ potential complications referring to and liaising with appropriate agencies ♥ Work within national policy frameworks relevant to the patient group and specialty area i.e. Child Protection, Vulnerable Adults, Mental Health Act ♥ Provide interventions to avoid hospital admissions where appropriate, but also arranging admission to hospital when required ♥ Assist in the change process as and when it affects the service for patients with haematological conditions ♥ Promote the specialist service within the organisation, island wide and nationally/internationally ♥ Exercise own judgement in identifying and assessing complex events, problems or illnesses where a broad range of options or implications need to be considered within protocols, guidelines and policies; and when required refer on to clinical medical lead for haematological conditions. ♥ Make clinical decisions working within recognised guidelines, procedures and protocols in planning and prioritising patient care. Where necessary liaising with the Consultant Physician for Oncology/Haematology and refer on to members of the multi-disciplinary team. Refer to Clatterbridge Cancer Centre and Royal Liverpool Hospital protocols/guidelines ♥ Recognise own limitations in the provision of clinical care and/or advice, referring to other multidisciplinary professionals accordingly ♥ Work in collaboration with palliative care team seeking advice on specific situations, e.g. symptom control, end of life care, or in partnership with the patient's agreement with either party taking lead as they work dependent upon patient priority needs ♥ Utilise specialist skills underpinned by theoretical knowledge, to
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	<p>facilitate the assessment, planning implementation and evaluation of individualised programmes of care involving specialist medications, referring on to the Consultant responsible for care as appropriate</p> <ul style="list-style-type: none"> ♥ Monitor side effects of medication and discuss appropriate changes and alternative therapy /treatments with the relevant Consultant both on and off island ♥ Participate in the writing and reviewing of policies and protocols in relation to specialty area of care, including where appropriate, those which may impact on other professional groups ♥ In collaboration with the Oncology team, support the implementation of new and existing national guidelines, initiatives and recommendations which relate to the care of patients with Haematological conditions ♥ Contribute to the Haematology multidisciplinary team working to assist in decisions being made regarding diagnosis, treatment and individual care needs in line with operational policies ♥ Attend and contribute to the Multidisciplinary team meetings and case conferences (see flexible working).
Main Duties and Responsibilities Professional	<ul style="list-style-type: none"> ♥ Undergo professional and personal training and development as identified through the PDP process or in response to change in service needs ♥ Maintain professional registration in line with NMC requirements and maintain professional portfolio and own development ♥ Adhere to the NMC Code of Conduct and associated guidelines ♥ Act as a role model and maintains effective leadership skills ♥ Develops specialist knowledge and competence through continual professional development.
Training, educational & research	<ul style="list-style-type: none"> ♥ Attend mandatory core training as defined by the organisation ♥ Assist in teaching, supervising and mentoring of members of staff ♥ Provide mentorship / preceptorship to pre and post registered health care professionals ♥ Undertake relevant clinical and management/leadership courses to continuously develop specialist knowledge ♥ Understand relevance of clinical research evidence affecting patients within own caseload ♥ In conjunction with the Haematology CNS, support and facilitate the implementation of evidence based nursing care and relevant research findings within the specialist area ♥ Supports learners to ensure their understanding of the relevance of research and development in relation to the provision of quality and evidence based care ♥ Identify relevant literature searches pertinent to patient care and supports staff to carry out these searches, referencing both local and specialist protocols and guidelines ♥ Assist in planning and implementation of audit within the specialist area.
Planning & organisational skills	<ul style="list-style-type: none"> ♥ In the absence of the Haematology CNS, is responsible for the day to day management of the specialist nursing service in haematology

	<ul style="list-style-type: none"> ♥ Be responsible for prioritising changing workload against the needs of patients and service requirements ♥ Be self-directing and managing, recognising and establishing supportive networks, prioritising and regulating own workload ♥ Manages own diary, workload, meetings and schedules ♥ In conjunction with the Haematology Team, plan and co-ordinate day to day patient activities within the Oncology Day Unit, accommodating sudden service changes as required e.g. recommended treatment protocol changes from the UK, changes to capacity and medication management/availability ♥ Record and process data, generating information, creating, updating and maintaining information databases as required.
Communication	<ul style="list-style-type: none"> ♥ Communicate complex, sensitive and potentially contentious information with empathy and understanding, and be able to overcome barriers to understanding where necessary ♥ Give Haematology advice to patients, carers and the multidisciplinary team in a manner appropriate to the level of knowledge and understanding of each individual ♥ Provide and receive complex, sensitive or contentious information, where motivational or training skills are required in the presence of barriers preventing co-operation or understanding. This includes explaining the nature of a condition to patients with limited understanding and gaining their cooperation in achieving lifestyle changes that would be beneficial to their health ♥ Raises awareness to multidisciplinary teams of current / new research and practice & disseminating this knowledge within the organisation ♥ Communicate effectively with all members of the MDT giving specialist support and advice in the care and treatment of patients within the specialty and provide expert professional advice for other members of the healthcare team and patients as required ♥ Provide and receive information orally, in writing or electronically, to inform clients, work colleagues, and the public ♥ Actively support staff members of the multidisciplinary team, including medical clinicians in links with: <ul style="list-style-type: none"> ♥ Heads of Departments ♥ Nurse Educators ♥ Committees ♥ Electro Bio Medical Engineering [EBME]/Estates Department ♥ External agencies and educational institutes and bodies ♥ Fellow professionals in a similar field across the UK ♥ UK Tertiary Centres ♥ Assist in the production of reports for dissemination to multi professional teams within the organisation.
Managerial/Leadership	<ul style="list-style-type: none"> ♥ Point of contact alongside Haematology CNS for cancer care patients within the outpatient/Oncology Day Unit setting providing specialist knowledge and skills in conjunction with hospital and community teams

	<ul style="list-style-type: none"> ♥ Establish clear, positive and credible leadership within the clinical team, promoting and supporting the maintenance of a cohesive multi-disciplinary team ♥ In collaboration with the Haematology Team, contribute to the strategic development of the Haematology service ♥ Be aware of, and follow, Financial Regulations, budgetary constraints and practice effective resource management ♥ Assist in planning and evaluating treatment pathways within the speciality ♥ Plan and organise evidence based care interventions and specialist advice in a variety of settings, within the hospital and community, to promote flexibility and choice for patients with Haematological conditions ♥ In collaboration with the Haematology Team, Matron and Divisional Manager, contribute to the development and dissemination of the annual report for the specialist service through the management structure of the organisation; quarterly report for Divisional Manager, copied to medical clinical lead ♥ Demonstrates a working style that creates a culture of enabling others to act, promotes practice development and encourages life long learning and effective team working ♥ Ability to forward plan and anticipates the needs of patients ♥ Act as a role model and assist members of the team with planning, priority setting and decision making.
Clinical governance	<ul style="list-style-type: none"> ♥ Adhere to organisational, local and national policies, procedures and current legislation relating to specialty ♥ Actively encourage staff members within the organisation to adhere to policy ♥ Assist the Haematology CNS in working groups for the development of policy within specialist area ♥ Assist in producing new and evaluating current policies within specialist area ♥ Ensure compliance with the reporting of adverse events and assist in the investigation of incidents and complaints ♥ Deal effectively and sensitively with patient issues collaborating with the complaints department as appropriate and taking a proactive approach to resolving issues and learning lessons from complaints ♥ With the medical team and CNS, develop clinical audit to measure local standards against national standards and / or policies within the specialist area ♥ Analyse and disseminate the findings of audit in conjunction with the Clinical Audit Team ♥ Adhere to organisational, local and national policies, procedures and current legislation relating to specialty ♥ Under guidance contribute to research based projects on behalf of the organisation and across other organisations Island-wide ♥ Act as a catalyst for change, challenging the practice of others and organisational systems to ensure evidence based practice is achieved and maintained



	<ul style="list-style-type: none"> ♥ Represent the organisation locally and nationally through attendance at specialist conferences ♥ Contribute to the promotion and development of the specialist service at local and national level through attendance at secondary/primary care meetings and conferences.
Decisions & Judgements	<ul style="list-style-type: none"> ♥ In collaboration with the Haematology Team, Haematology Specialist Nurse, contribute towards decisions regarding the provision and development of the specialist service, based on comprehensive expert knowledge, skills and experience ♥ In collaboration with the Haematology Team, anticipate challenges of future service needs and contribute towards resolving them proactively, including the development of policies, procedures and/or guidelines ♥ In the absence of precedents and protocols, in collaboration with the Haematology Team, make decisions which are evidence based and ethically sound in the interest of the patient, relatives and/or carers ♥ Analyse, interpret and evaluate information from diverse sources to make informed judgements about quality and appropriateness of treatment interventions ♥ Utilise a range of diagnostic tools and interpret the results within the assessment and diagnosis of the speciality and other patient conditions, providing advice upon the appropriate course of action ♥ Assist in assessing a range of treatment options and, using specialist knowledge, skills and experience, provides a balanced judgement to members of the Oncology team, medical staff, and ward based nursing staff, GP's, Practice Nurses and Community Nurses upon the most appropriate treatment or care interventions for the individual patient ♥ Use specialist knowledge and experience to manage patients proactively by anticipating changes to their physical, physiological and/ or psychological well-being and implementing the appropriate actions required to reach their optimum level of independence and health ♥ Respond to challenging and/or complex situations both clinically and administratively in the interest of patients, relatives, carers and multidisciplinary team ♥ Use clinical judgement skills when assessing and advising patients and relatives or carers in crisis or difficult situations ♥ Recognise own limitations in the provision of clinical care and/or advice, referring to other members.
Confidentiality	<p>In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. 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</p>

	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 2018.
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.
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.
CARE	In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. 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.
<p>JOB DESCRIPTION AGREEMENT</p> <p>I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.</p> <p>Job holder's name (please print) </p> <p>Job holder's signature </p> <p>Line manager's name (please print) </p> <p>Line manager's signature </p>	
	<p>Date</p> <p>Date</p>





JOB DESCRIPTION APPENDIX 1

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

Haematology Nurse

Physical effort	<ul style="list-style-type: none"> ♥ Movement of equipment and handling case notes to and from outpatient clinic and medical records ♥ Transporting and setting up of equipment, and relevant clinic literature to/ from clinic area ♥ Occasionally assists in the moving and handling of patients ♥ Frequently stands, kneels, crouches, twists and bends throughout the day ♥ Standing for long periods and walking long distances around the site ♥ Daily use of keyboard skills
Mental effort	<ul style="list-style-type: none"> ♥ Requirement to concentrate during teaching of clinical and manual skills, this could be a full days training or several shorter sessions throughout the day ♥ Requirement to concentrate approximately 20% of working hours when compiling reports, policies, guidelines and the development of education programmes ♥ Requirement to concentrate while completing complex tasks. ♥ Carrying a pager on a daily basis leading to interruptions at any time ♥ Requirement to critically analyse and synthesise research and publications on a daily basis, approximately 5%-10% of working hours, whilst continuing to deal with interruptions and provide the specialist service
Emotional effort	<ul style="list-style-type: none"> ♥ Frequently gives and receives unwelcome/distressing information to patients/carers and members of the multidisciplinary team, providing support as required ♥ Frequently deals with emotionally or mentally challenging situations involving patients, relatives and/or members of the multidisciplinary team ♥ Delivers complex, specialist information at a level of understanding appropriate to each individual patient, relative and/or member(s) of the multidisciplinary team ♥ Occasionally dealing with high-pressured or distressing situations
Working conditions	<ul style="list-style-type: none"> ♥ Expected to provide a flexible service outside of working hours e.g. early morning MDTs with tertiary centres, facilitating and participating in evening training sessions/ conferences for secondary and primary care health professionals and ensuring all patients are signposted/admitted to a place of safety occasionally outside of working hours ♥ In the absence of the Haematology CNS, occasionally working in isolation, with daily access to the Consultant Physician for Oncology/Haematology and the medical team if complex problems arise

	<p>♥ Occasional exposure to body fluids and/or hazardous substances, e.g. blood.</p>
<p>Agreement of above description</p> <p>I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.</p> <p>Job holder's name (please print)</p> <p>Job holder's signature</p> <p>Line manager's name (please print)</p> <p>Line manager's signature</p>	<p>Date</p> <p>Date</p>



MANX CARE

Noble's Hospital, Integrated Diagnostics and Cancer Services

Haematology Nurse

PERSON SPECIFICATION

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	<ul style="list-style-type: none"> ♥ Registered Nurse with current NMC registration, with degree or equivalent knowledge and experience gained through Nursing practice 	<ul style="list-style-type: none"> ♥ Possesses a recognised teaching and assessing qualification, be working towards 	<ul style="list-style-type: none"> ♥ CV ♥ Interview ♥ Pre-employment checks 	
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> ♥ Working knowledge of requesting blood tests, interpreting blood results and administering blood products. ♥ Evidence of working on own initiative, managing time and prioritising workload. ♥ Evidence of working as part of a multidisciplinary team. ♥ Evidence of ability to critically analyse research and audit findings, making recommendations and implementing changes in practice ♥ Maintains a level of continuing education and development with evidence of professional 	<ul style="list-style-type: none"> ♥ Up to date experience caring for patients with Haematological conditions. ♥ Experience in planning, developing and delivering educational programmes. ♥ Experience of working within a Haematology/Haemato-Oncology Team ♥ Experience of working within an Oncology environment ♥ Knowledge of current research and literature within Haematology/Oncology 	<ul style="list-style-type: none"> ♥ CV ♥ Interview ♥ Portfolio 	

	portfolio as defined by NMC registration requirements			
SKILLS & ABILITIES	<ul style="list-style-type: none"> ♥ Experience in making independent judgements whilst being aware of own limitations ♥ Ability to communicate with staff of all disciplines and professional backgrounds ♥ Demonstrates ability to communicate complex information at an appropriate level of understanding to a wide range of individuals. ♥ Demonstrates ability to manage difficult and sensitive situations and deliver bad news to patients/carers ♥ Experience in providing training and education to staff and patients ♥ Demonstrates the ability to utilise information technology including Microsoft word and PowerPoint ♥ Evidence of participation in projects 	<ul style="list-style-type: none"> ♥ Evidence of leading projects (e.g. audit, policy or training) across an organisation ♥ Knowledge of providing expert clinical knowledge in a relevant field of work ♥ Uses initiative, is proactive and able to implement future care planning to anticipate the needs of patients, whilst taking into account organisational limitations ♥ Advanced communication skills 	<ul style="list-style-type: none"> ♥ Interview ♥ Portfolio 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ♥ Demonstrates personal motivation ♥ Excellent organisational skill ♥ Flexible working approach ♥ Professional integrity and confidence ♥ Demonstrates a creative approach and the ability to problem solve under pressure 	<ul style="list-style-type: none"> ♥ Keen learner with the desire to develop own practice and knowledge within the field of Haematology/Haemato-Oncology 	<ul style="list-style-type: none"> ♥ Interview 	
OTHER RELEVANT REQUIREMENTS	<ul style="list-style-type: none"> ♥ Satisfactory Police Check 	<ul style="list-style-type: none"> ♥ Isle of Man Worker 	<ul style="list-style-type: none"> ♥ Pre-employment checks 	