

## Job Description

<b>Job Title</b>	: Bank Senior Staff Nurse (SSN)
<b>Department</b>	: Staff Bank
<b>Division</b>	: Workforce Operations
<b>Band / Grade</b>	: 6
<b>Responsible to</b>	: Chemotherapy Day Unit Manager
<b>Accountable to</b>	: Staff Bank Clinical Nurse Manager
<b>Location</b>	: Denmark Hill

### **King's College Hospital**

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching hospitals with a turnover of c£1 billion, 1.5 million patient contacts a year and more than 11,500 staff based across 5 main sites in South East London. The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) sites at Denmark Hill in Camberwell and at the Princess Royal University Hospital (PRUH) site in Bromley.

King's College Hospital NHS Foundation NHS Trust is currently delivering an ambitious financial efficiency programme for 2018/19 and beyond with the aim to achieve long-term financial sustainability.

***The post holder must be an RN (1) and is therefore bound by the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors Particular emphasis is put at Kings on the need to ensure that all staff recognises their responsibility to deliver services in a high quality, courteous, patient focused manner maintaining patient confidentiality at all times.***

### **Job Summary**

To provide expert, holistic care of a high standard to both the patients receiving chemotherapy and their relatives within the King's College Hospital.

Confidently manage caseload and be responsible for safe chemotherapy delivery in accordance with national and the trust guidance on the delivery of Systematic Anticancer Therapy (SACT) for both cancer and non-cancer indications across the trust.

Manage and safely administer SACT for patients undergoing clinical trial.

To take direct managerial responsibility for the clinical area in the absence of or as delegated by the Unit Manager/ Nurse in Charge/ Head of Department.

SSN: Bank Band 6 Chemotherapy Nurse

To assist in the leadership and development of an identified group of nurses within the unit complement.

To act as a clinical resource within the unit and across the Care Group as necessary.

To act as a positive role model to junior staff members. Particular emphasis put at Kings is the need to ensure that all staff recognizes their responsibility to deliver services in a high quality, courteous, patient focused manner and to maintain patient confidentiality at all times.

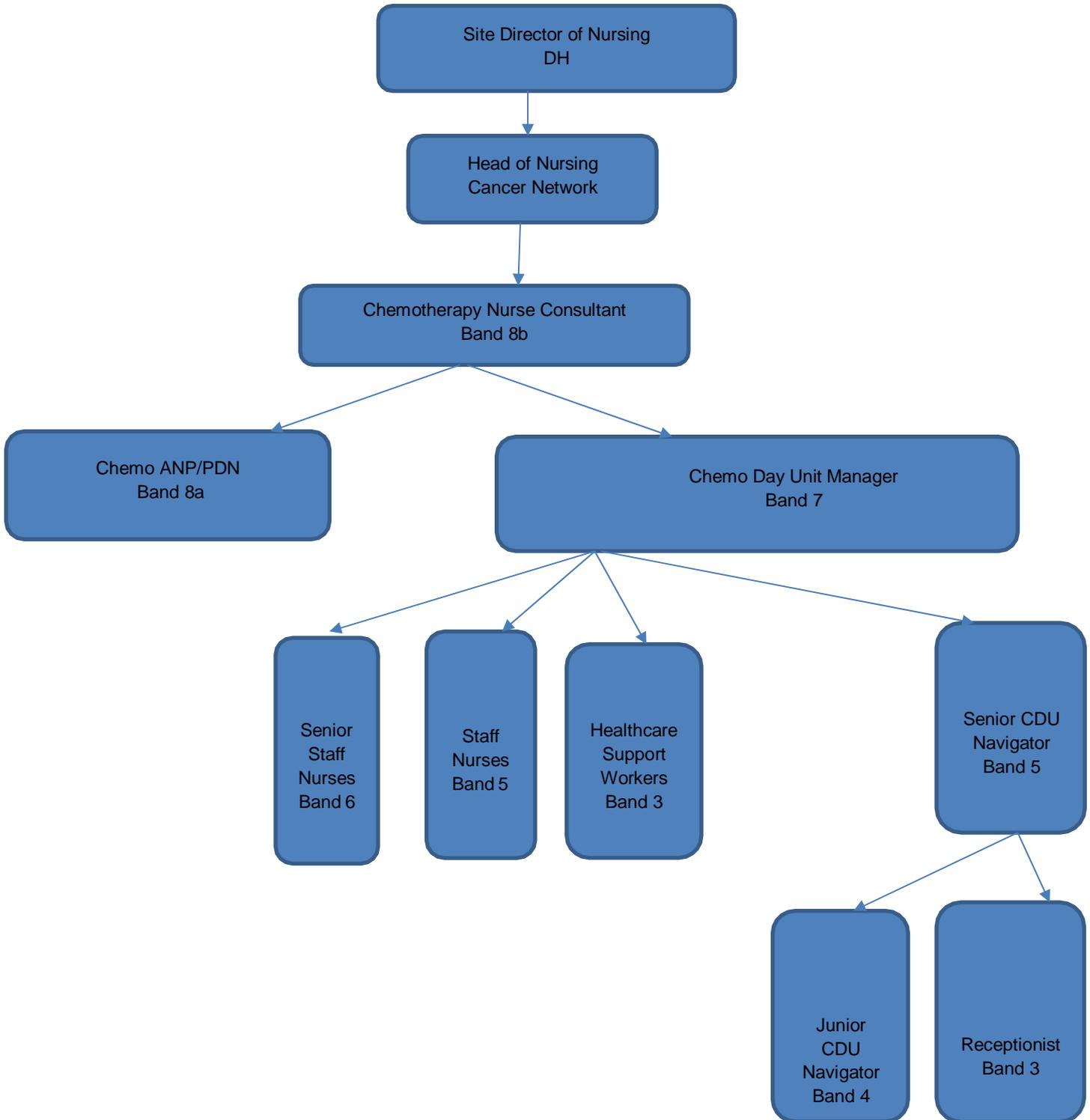
### **Key Working Relationships**

King College NHS foundation has two Chemotherapy Day Unit (CDU) sites working closely together, Denmark Hill and PRUH Chartwell CDU.

Communication and working relationship include:

- Ward Manager
- Senior Staff Nurse
- Chemotherapy Advanced Nurse Practitioner/Practice Development Nurse
- Chemotherapy Nurse Consultant
- Head of Nursing – Cancer
- Lead Haematology Nurse
- Service Manager/ General Manager
- Ward nursing teams
- Clinical Practice Educator
- Medical and multi-disciplinary teams
- CNS teams
- Acute Oncology Service
- Patients and carers
- Administrative/Support staff
- Pharmacy staff
- Dietician
- Clinical site management team
- Research Nurse team
- Medical consultant
- Referring consultants
- District nurses

**Unit Structure Chart**



## Main Duties and Responsibilities

- To adhere to the NMC Code of Professional Conduct and adhere to this at all times.
- To assist in the delivery of an advanced specialist nursing service for people with specialist needs within the chemotherapy day unit
- To provide specialist nursing advice and support to patients, their families and other healthcare professionals following diagnosis and through treatment
- To ensure continuity of a high standard of evidence based nursing care, assessing health, health related and nursing needs of patients, their families and other carers by identifying and initiating appropriate steps for effective care.

### Sub headings based on core aspects of a job

#### Clinical Responsibilities

- To accept responsibility for own patient caseload, ensuring all patients accurate plan of care, which reflects the assessment undertaken and incorporates the clinical care plan and recommendations made; ensuring clear documentation in the patient's electronic and hand held records.

#### Communication and Representation

- To act as a resource person to others, providing accurate information, advice and support to the multidisciplinary team, patients and their relatives.
- To ensure that records are maintained reflecting both changes in the patient's condition and treatment delivered.
- To ensure that patients and their relatives are updated regularly with accurate information and ensure that this is presented in a way they understand.
- To support the unit manager and the chemotherapy nurse consultant in processes of continuous quality improvement, formally evaluating standards of care and assisting in the implementation of changes in the light of such findings.

#### Administrative Responsibilities

- To attend and contribute to departmental meetings as required.
- To be a fully active and committed member of the multidisciplinary team operating in the Care Group which include on treat meeting.

#### Information Systems and Data Management

- To accept responsibility for own patient caseload, ensuring all patients accurate plan of care, which reflects the assessment undertaken and incorporates the clinical care plan and recommendations made; ensuring clear documentation in the patient's electronic; chemotherapy electronic prescribing (Mosaic) and Electronic Patient Record (EPR) and PiMs.

#### Education and Training

- To contribute to health education of patients and their families, ensuring that all patients receive appropriate advice and support to maintain a healthy lifestyle.
- Recognise own limitations and work in within own scope of practice.
- To undertake an approved mentorship programme, NMC Standard for Student Supervision and Assessment (SSSA).

- To act as a mentor for students undertaking further education as requested, ensuring a positive learning experience and facilitating the development of their clinical skills.
- To demonstrate an insight into own professional development, contributing to the process of identifying own educational and clinical training needs in conjunction with the unit manager and PDN.
- Participate in own Individual Performance review and after suitable training, to be.
- To ensure own educational commitment is at least sufficient to maintain Personal Development Plan (PDP) requirements and ensure own mandatory training certificates are current, in liaison with the line manager and PDN.

#### **People Management/Performance**

- To act as a mentor to junior staff members, responsible for the orientation, supervision and ongoing development of junior and student nurses, in conjunction with Unit Manager and Practice Development nurse.
- To act as practice supervisor, responsible for completing competency documents for junior staff within agreed timeframes.
- To work within and accept responsibility for maintaining agreed levels of clinical competence.
- To keep up to date with NMC, Trust and Care Group policies and guidelines and adhere to these at all times.
- Review skills mix at regular intervals in order to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date.

#### **Leadership**

- To represent the unit manager in meetings in the absence of the unit manager.
- To actively support the implementation of the Trust nursing strategy and uphold the ethos of the local philosophy.
- To manage the clinical workload effectively, ensuring care is prioritised appropriately.
- To contribute positively towards the delivery of cost effective service, adjusting staffing levels to meet demand and assisting the ward manager to keep within agreed resources.
- To assist with ongoing organisation of Chemotherapy Day Unit (CDU), co-ordinating the activities of the clinical area which includes chemotherapy outlier.
- To liaise with the medical personnel and the site team/ bed manager to ensure optimal bed usage at all times, facilitating timely admission and discharge of patients if required.
- To act a team leader to an identified group of staff, monitoring and documenting the development of their clinical skills.
- To develop own skills in recruitment and retention, sickness management and performance management as determined by line manager and chemotherapy nurse consultant.
- To actively support the process of risk assessment, ensure incidents are reported appropriately and helping identify ways of preventing errors and accidents to both patients and staff.
- To communicate varied and complicated information (verbally and in writing) in a way that is understood and gets the important facts across.
- To resolve local problems/conflicts, keeping managers/ others informed and maintaining positive team dynamics across the Care Group at all times.

<ul style="list-style-type: none"> <li>To take leadership role in crisis situations, resolving problems across the Care Group as necessary.</li> </ul>
<p><b>Policy and Process</b></p> <ul style="list-style-type: none"> <li>To ensure that Clinical Guidelines are implemented and to be actively involved in auditing practice in conjunction with the unit manager and chemotherapy nurse consultant.</li> </ul>
<p><b>Research and Service Development</b></p> <ul style="list-style-type: none"> <li>To ensure that practice is evidence based and with support, assist in the development of policies and protocols within the clinical area.</li> <li>To uphold high standards of nursing care according to existing policies and standards.</li> <li>To promote and encourage the application of research and of evidence based practices.</li> <li>To participate in any research projects conducted in the clinical area as appropriate.</li> <li>To make a positive contribution to service development affecting the clinical area and positively influence others to adapt to change.</li> </ul>

## General

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of King's College Hospital NHS Trust together with all relevant statutory and professional obligations.
- To live and role model the King's Values of:
  - ❖ **Kind.** We show compassion and understanding and bring a positive attitude to our work.
  - ❖ **Respectful.** We promote equality, are inclusive and honest, speaking up when needed.
  - ❖ **Team.** We support each other, communicate openly, and are reassuringly professional.
- To observe and maintain strict confidentiality of personal information relating to patients and staff.
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.
- All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication.

## **Safeguarding**

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns
- reporting any safeguarding child or adult concerns appropriately

## **Infection Control Statement**

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role.

These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

## PERSON SPECIFICATION

### Senior Staff Nurse (SSN) – Bank Band 6

	Essential	Desirable
<b>Education and Qualifications</b>		
1 <sup>st</sup> level Registered General Nurse	X	
First degree or a willingness to work towards this		X
Significant experience in cancer care/haematology & chemotherapy	X	
Mentorship qualification or willingness to work towards this	X	
Completion of a recognised accredited chemotherapy course or willingness to work towards		X
Completed UKONS Chemotherapy Passport	X	
<b>Knowledge and Experience</b>		
Demonstrable knowledge of the haemato- oncology speciality	X	
Demonstrable interest in and commitment to the professional development of others	X	
Demonstrable clinical expertise in haemato-oncology area.	X	
Awareness and understanding of current health issues and in particular to demonstrate a good understanding of the NHS Plan and recent initiatives	X	
Previous experience of leading change in a clinical environment		X
An understanding of HR processes and issues pertaining to staff management		X
An understanding of nursing issues in relation to finance management		X
<b>Skills and Competencies</b>		
Ability to organise and manage day-to-day departmental activities and the activities of large multidisciplinary team within this.	X	
Communication skills – able to relate and communicate with patients and staff at all levels and from different professions. Adapts communication style as necessary and is able to work with and through others	X	
Team building and working skills – able to lead a team to achieve results	X	
Understanding of the issues pertaining to change management		X
Ability to utilise research in clinical practice	X	
Problem solving skills – able to respond to unexpected issues and provide first line response and to identify appropriate sources of secondary support	X	
Computer literacy (ie use of databases and electronic systems)	X	
SACT drug administration skills: <ul style="list-style-type: none"> <li>• Intravenous</li> <li>• Oral chemotherapy administration</li> <li>• Subcutaneous or Intramuscular</li> </ul>	X	
Intrathecal Chemotherapy		X
Pre-Chemotherapy Consultation		X
Virtual chemotherapy consultation		X

Cannulation and venepuncture skills		X
Management of Central Venous Device Access, excluding Port-A-Cath	X	
Management of patients with Port-A-Cath		X
<b>Personal Attributes</b>		
Strong motivation to work within a chemotherapy setting	X	
Highly self- motivated: Possesses high internal work standards, sets themselves and helps others to set attainable goals; wants to do things better, to improve, to be more effective and efficient; measure progress against target	X	
Flexibility: Able to adapt to ensure achievement of objectives within constantly changing situations and environments	X	
Patient focussed – committed to ensuring a positive hospital experience for patients and their relatives/ carers	X	
Good general health status and attendance	X	