

**Happy,
Healthy
& Heard**



Candidate Information Pack

**Sister / Charge Nurse, Pine
Therapy Unit**

DG124



“ Thank you for your interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

Jonathan Wade, Chief Executive

Our Trust Vision and Strategy

Providing outstanding care which is skilled, trusted and kind every time



Journey to Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality Improvement

We will develop a learning and improving culture , using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

Our values



Care with compassion



Striving to excel



Respect & dignity



Professional standards



Working together

Job Description

Sister / Charge Nurse, Pine Therapy Unit

Job Details

Grade/Band:	Band 6
Location:	Dartford and Gravesham NHS Trust
Speciality/Department	Haematology / Oncology
Reports to:	Senior Sister Pine Therapy Unit
Managerially Accountable to:	Senior Sister Pine Therapy Unit
Professionally Accountable to:	Macmillan Lead Chemotherapy Nurse
Responsible for:	Junior staff / Junior nurses

Job Summary

The Pine Therapy Unit is Dartford and Gravesham NHS Trust's dedicated Chemotherapy Suite, where patients receive chemotherapy, immunotherapy and supportive care.

The post holder will be responsible for deputising and managing the Pine Therapy Unit in the absence of the Senior Sister, and as an integral part of the Senior Nursing Team, will help to develop and maintain the chemotherapy service, ensuring it is safe and effective

They will be responsible for the supervision of junior staff and the teaching of learners, and will also be responsible for providing first full assessment and pre-chemotherapy counselling of new patients.

Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
 - Delivery high quality **CARE WITH COMPASSION** to every patient.
 - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
 - **STRIVING TO EXCEL** in everything we do.
 - **WORKING TOGETHER** to achieve the best outcomes for our patients.
 - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

Relationships

To communicate effectively with:

Internal Relationships

Lead Cancer Nurse

Lead Chemotherapy Nurse

Senior Sister / Charge Nurses

Members of Local Chemotherapy Multi-Disciplinary Team (MDT):

- Consultant Oncologists
- Consultant Haematologists
- Aseptics Manager/pharmacy

Members of Multidisciplinary Team

Nurse Specialist Colleagues:

- Acute Oncology Nurses
- Macmillan Haematology CNS & Support Nurse
- Macmillan Breast CNS and Support Nurse
- Macmillan Upper GI and HPB CNS's
- Macmillan Uro-Oncology CNS's
- Macmillan Colorectal CNS and Support Nurse
- Macmillan Gynaecology CNS and Support Nurse
- Macmillan Lymphodema CNS
- Palliative Care Nurses
- Psychosocial Worker

Staff Grade Acute Oncology Doctor

Haematology Registrars

Clinical Fellows

Senior House Officer & House Officers

Radiology Staff

Pharmacy Staff

Outpatient Staff

Medical Records Staff

Transport / Porter Staff

External Relationships

Patients Family & Friends

Patients General Practitioner & Practice Nurse

Community Cancer Matron

District Nurse

Ellenor Hospice Nurse

Clinical Oncologists

Macmillan

Specific Responsibilities:

1. Clinical Responsibilities

- 1.1 Implement nurse-led clinics in line with service need and patient review; i.e. pre-chemotherapy clinics.
- 1.2 Ensure safe administration of cytotoxic therapies within the chemotherapy unit and in-patient ward.
- 1.3 Act as a resource for patients and staff and ensure they receive the necessary support.
- 1.4 Be involved in the implementation and audit of cytotoxic treatments received within Dartford & Gravesham NHS Trust.
- 1.5 Support the development of chemotherapy services in the community alongside the Lead Chemotherapy and Lead Cancer Nurse as set out by the 'Independent cancer taskforce in Achieving World Class Cancer Outcomes 2015-2020'.
- 1.6 Cover 24 hour on call telephone as part of the rota, and liaise with the necessary multi-disciplinary teams as and when necessary.

- 1.7 Assist in screening patients suitable for entry into clinical trials and liaise closely with research nurses.
- 1.8 Organise appropriate investigations with other departments and ensure protocols are adhered to.
- 1.9 Set, monitor and review standards on a regular basis.
- 1.10 Utilise research findings and disseminate relevant information to staff.
- 1.11 Participate in nursing research initiatives.

2. Managerial Responsibilities:

- 2.1 Deputise in the absence of the Senior Sister and ensure the smooth and safe running of The Pine Therapy Unit.
- 2.2 Ensure that Consultants are supported and fully aware of the patients under their care who are attending for treatments and reviews.
- 2.3 Identify and maintain support networks for self and relevant junior staff members.
- 2.4 Carry out data collection, audit and monitoring of the service.
- 2.5 Assist with senior staff in the recruitment and selection of junior staff within The Pine Therapy Unit.
- 2.6 Be aware of financial constraints within the directorate and ensure that the budget set aside for Pine Therapy is used appropriately and as far as possible.

3. Professional Responsibilities:

- 3.1 Ensure that trust policies and procedures are adhered to and participate in the writing and updating of policies when necessary.
- 3.2 Exercise leadership within the unit, making sure to maintain a motivated and content team.
- 3.3 Communicate effectively with senior staff if problems arise within the team / workplace.
- 3.4 Organise and manage own work, caseload and practice.
- 3.5 Ensure correct procedures are carried out when handling complaints, ensuring patient satisfaction is paramount.
- 3.6 Offer support and professional guidance to staff within The Pine Therapy Unit and encourage them to develop to their full potential within the Practice Development Review process.
- 3.7 Maintain and develop own professional practice, keep abreast of all new developments and keep an updated portfolio.
- 3.8 Identify and intervene pro-actively where circumstances contribute to an unsafe environment for patients and staff.

4. Educational and Development Responsibilities:

- 4.1 Participate in training needs analysis.
- 4.2 Provide education and training regarding chemotherapy issues to individuals and groups, as needed.
- 4.3 Ensure the maintenance of the correct learning experiences for student nurses and other learners in accordance with NMC, Dartford & Gravesham NHS trust policies.
- 4.4 Develop appropriate literature for use by patients and/or staff in the clinical and educational setting.
- 4.5 All budget holders will undertake on the job training in all matters financial and will be responsible for ensuring they are setup in the finance/procurement/HR systems with the appropriate authorisation levels.
- 4.6 Ensure attendance at department training sessions as required for professional / personal / service development

General responsibilities:

Patient Experience

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

Trust Policies and Procedures

- To adhere to the Trusts agreed policies and procedures.

Equal Opportunities

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

Confidentiality

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

Quality

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

Infection Control

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

Health and Safety

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

Sustainability

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Our Behaviours

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

Safeguarding

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

Person Specification

POST: Sister / Charge Nurse, Pine Therapy Unit

Criteria Group	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> NMC Registered Nurse educated to degree level Recognised Oncology / Haematology Course Chemotherapy Course Evidence of CPD 	<ul style="list-style-type: none"> Mentorship / leadership qualification
Knowledge and Skills	<ul style="list-style-type: none"> Up to date knowledge of current clinical and professional issues Understanding of audit and research-based nursing practice Knowledge of Clinical Governance framework Excellent verbal, written and interpersonal skills Management skills Able to work independently and as part of a team Ability to recognise and resolve conflict Able to remain calm in emergency situations 	<ul style="list-style-type: none"> Excellent planning and organisational skills Advanced assessment skills Advanced communication course
Experience	<ul style="list-style-type: none"> Experienced IV Access Practitioner (cannulation and CVAD) Band 5 experience, with extensive experience in speciality 	<ul style="list-style-type: none"> Experience of clinical supervision Experience of audit and research Experience of resource management Experience of gathering and analysing detailed information
Personal Attributes	<ul style="list-style-type: none"> Flexible and positive approach to work 	

Terms and Conditions of Service

Band	Band 6
Salary Scale	As per Agenda for Change.
Hours of work	37.5
Annual Leave Entitlement	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
Contractual Notice	As per Agenda for Change.
Registration	NMC
Medical	Occupational Health Clearance required prior to appointment
DBS Check	Required

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.