

**VELINDRE UNIVERSITY NHS TRUST
JOB DESCRIPTION TEMPLATE**

JOB DETAILS:

Job Title	Staff Nurse
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Velindre Cancer Centre
Department	Outpatients
Base	Outpatients

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	OPD Sister / OPD Nurse Manager
Reports to: Name Line Manager	OPD Sister / OPD Nurse Manager
Professionally Responsible to:	Head of Nursing

Accountable

- Do what you say you are going to do
- Be personally and professionally responsible
- Fulfil your role and deliver high quality outcomes
- Feel empowered to take action and challenge inappropriate behaviour

Bold

- Be ambitious, innovative & able to take decisive action
- Choose to do the right thing & not the easy thing
- Have a 'Can Do' and proactive approach

Caring

- Be kind, respectful & make people feel their views have been taken seriously
- Be inclusive and equitable, valuing all contributions
- Demonstrate excellence in clinical interventions

Dynamic

- Be agile & flexible, responsive and adaptable to change
- Be innovative & creative, always look for opportunities to improve
- Positively engage with change, collaborative & willing
- Be resilient & ready to adapt

Job Summary/Job Purpose:

The post holder is responsible for the assessment of patient care needs, the development, implementation and evaluation of programmes of care, participating and contributing to the wider clinical governance agenda including service developments and flexible working to meet the needs of patients. Managing a case load of patients Attending a range of clinics treatments and management of the associated complications

There is also a requirement to supervise junior staff and teach qualified and unqualified staff including basic and post basic students.

Please be aware that you may be required to cover in Chemotherapy Service or Inpatients.

DUTIES/RESPONSIBILITIES:

- To work with patients and their carers to determine in partnership the assessment of patient needs. Working collaboratively with the multi disciplinary/multi agency team.
- To liaise and provide guidance on your area of practice to Outpatients and community service on the care of patients when requested.
- To lead or contribute to the development of a care plan to meet the holistic needs of the patient and carer which identifies interventions, goals.
- To act as the named nurse for designated individuals
- To ensure that patients receive nursing care according to plan, delegating the care to be given to other members of the team as appropriate.
- To contribute to the creation of a caring environment that values patients/carers opinions and ideas and where motivation amongst staff to develop is a high priority.

- To ensure the development of therapeutic interventions within the team.
- To ensure OPD staff are up to date with patients' progress and full communication is maintained with staff involved regarding admissions and discharges.
- To ensure that patients/clients and their carers receive accurate, current information relevant to their need. This will include information on how to access other services to support their needs
- To provide clinical leadership to junior members of the team and deputise/undertake delegated duties in the absence of the Team Leader.
- To undertake appraisals of junior members of staff.
- To assist and preceptor/coach junior nurses and staff to develop their professional knowledge and skills through the meeting of appraisal objectives and personal development plans, utilising own achievements in this respect as a model.
- To ensure consistency of leadership styles by supporting the Team Leader in establishing and shaping a climate within which the attitudes, knowledge and skills of staff are brought together to develop an ownership for the philosophy of care adopted.
- To identify a personal development plan incorporating measures both through training and self directed study/experiences, ensuring the delivery of evidence based interventions and practice.
- Complete essential training requirements.
- To ensure that mentorship arrangements are in place for student nurses in the clinical setting.
- To be an NVQ assessor.
- To work in accordance with Velindre NHS Trust policy and procedures in all aspects of practice and delegated duties.
- To contribute to and participate in developmental activity in relation to the service as a whole.

- To be responsible for communicating effectively through agreed channels e.g. documentation, meetings with those directly and indirectly involved in the services.
- Keep up to date with national, regional and service area developments e.g. NICE guidance, NSFs, research based information.
- Ensure up to date knowledge is maintained in respect of legislation e.g. Health & Safety, Mental Health Act.
- To ensure requirements of NMC code of professional conduct: standards for conduct, performance and ethics are met and adhered to.
- To participate in the full range of education and research and development opportunities both as a recipient and where appropriate as a facilitator.
- To actively contribute, participate and maintain the full range of clinical governance activities both within and outside of the clinical settings.
- In the absence of a more senior nurse the Staff Nurse assumes acting authority of the daily allocation and management of care clinics.
- To ensure that information technology is embraced by self and others.
- To contribute to the management of the staffing rota with due regard to appropriate skill mix and economy.
- Be flexible in working patterns both within the designated clinical area but also being prepared to support other service areas to meet the needs of the service.
- Contribute to reporting arrangements e.g. complaints, incident reporting.

- To ensure maintenance of risk management arrangements within the clinical area.
- To ensure that standards are maintained within the clinical environment.
- It is the overall responsibility of the post holder to maintain a high level of professional practice. Maintaining at all times up to date knowledge of all areas of practice, policy and legislation. It is a requirement that individual development plans are in place to ensure quality practice is maintained.
- To complete and submit daily, weekly and monthly returns specific to the clinical area.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>1st or 2nd Level registered nurse or practitioner.</p> <p>Degree or Working towards a degree.</p> <p>NMC standards.</p> <p>Chemotherapy awareness</p> <p>WG Cancer plan</p>	<p>Teaching and Assessment.</p> <p>Clinical Assessment skills. Educated to Degree Level</p> <p>Willing to undertake specialist oncology module in chemotherapy.</p> <p>Understanding of the wider policy influences on the NHS.</p>	Application form and pre employment checks
Experience	<p>Evidence of continuing professional development.</p> <p>Evidence of experience in general nursing practice</p>	<p>Oncology experience as a student or qualified.</p> <p>Critical care</p> <p>Chemotherapy Administration</p> <p>Evidence of Mentorship /clinical supervision</p> <p>IT skills – ECDL, ISCO</p> <p>Cannulation</p> <p>Phlebotomy</p> <p>Chemotherapy administration</p> <p>IV skills</p> <p>Advanced communication skills</p>	Application form and interview
Aptitude and Abilities	<p>Evidence of communication skills.</p> <p>Demonstrate competent clinical skills.</p> <p>Ability to be constructive through diplomacy and negotiation..</p>	<p>IT skills – ECDL, ISCO</p> <p>Cannulation</p> <p>Phlebotomy</p> <p>Chemotherapy administration</p> <p>IV skills</p> <p>Advanced communication skills</p> <p>Ability to speak Welsh Level 1</p>	Interview

Values	<p>Demonstrate ability to be flexible to the needs of the service.</p> <p>Demonstrate creative and innovative ways of working.</p> <p>Demonstrate leadership skills.</p> <p>Evidence of team working.</p>	<p>Demonstrate good work life balance.</p> <p>Work well under pressure.</p> <p>Able to prioritise workload</p> <p>Efficient but calm when under pressure</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	<p>Must be prepared to travel and work within the outreach chemotherapy clinic setting when required.</p> <p>Flexible working including late finishes and weekend working</p>	<p>Understanding the wider political influences and changing priorities in the modernising NHS.</p>	<p>Application form and interview</p>

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Trust are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.

- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Trust's Disciplinary Policy.

- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing the Trust's Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

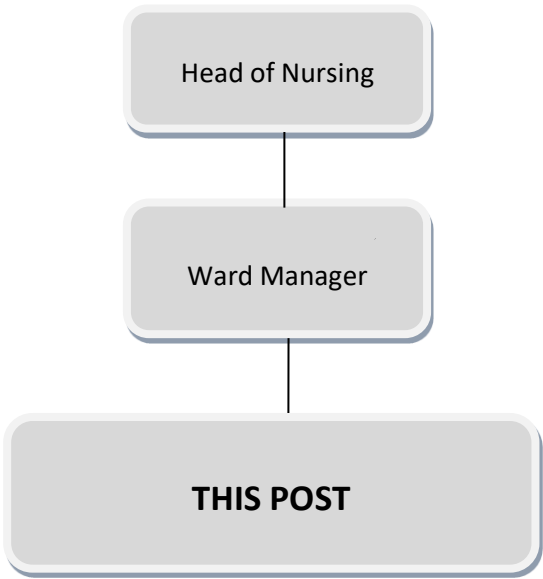
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Band 5 Staff Nurse

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: Band 5 Staff Nurse

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, for example, 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
Patient Manual Handling	Daily	Frequent	
Standing for long periods of time	Daily	Frequent	
Sitting for long periods of time whilst carrying out bolus injections	Daily	Frequent	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines. Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day. For example. 'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Carry out patient drug rounds/ administering patient medication (SACT)	Daily	Frequent	
Carry out patient examinations	Daily	Frequent	
Completing patient documentation via VDU / written notes	Daily	Frequent	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding. Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with. For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Dealing with distressing situations	Daily	Frequent	
Caring for the terminally unwell	Daily	Frequent	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers. Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month. Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Dealing with patient bodily fluids	Daily	Frequent	