

*The* ROYAL MARSDEN  
NHS Foundation Trust

**Radiology  
Sister / Charge  
Nurse**



**NHS**

At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.



Life demands excellence



## Dear candidate,

Thank you for applying to join the nursing team at The Royal Marsden. This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our groundbreaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the centre of the hospital are our dedicated nursing staff. Being part of the nursing team at The Royal Marsden means being at the forefront of cancer nursing across the world.

With over 1100 registered nurses we are able to offer a wide range of internal appointments and a range of flexible working possibilities.

We also offer a blend of NHS and Private Care opportunities, as well as community nursing roles. Nurses are also heavily involved in the hospital's research agenda and we encourage continued professional development both through The Royal Marsden School and external centres.

At The Royal Marsden, our patients are at the heart of everything we do, and pivotal to this are our nurses, whose dedication and compassion ensures that patients receive the very best care throughout their treatment. I wish you every success with your application to join our team, and be part of this amazing work.

A handwritten signature in black ink that reads "Mairead Griffin". The signature is written in a cursive, flowing style.

Best wishes  
Mairead Griffin, Chief Nurse

## **Job title**

Radiology Sister/Charge Nurse

## **Terms and Conditions of Service**

Trust Terms and Conditions of Service

## **Grade**

Band 7

## **Location**

Chelsea

## **Hours**

7.5 hrs each day within Monday – Friday 8am-8pm and Saturday 9-5pm , as required for the IR rota and on call provision

## **Reports to**

Unit Matron and IR Superintendent Radiographer

## **Managerially Accountable to**

Radiology Services Manager

## **Professionally Accountable to**

Unit Matron

## **Liases with**

All members of the Radiology department including, Superintendents, Consultant Radiologists, Interventional Radiology Matron, SpR's, Radiographers, Nursing and admin staff.

- Referring clinical teams.
- Private Patient Care
- Patients and their families/carers.
- The quality team to help with on-going ISAS accreditation, submissions and inspections
- Procurement and materials management teams
- Chelwest IR radiographic and IR nursing leads
- Divisional nurse director and CCU matron as appropriate

## **Background**

The Diagnostic Imaging Services exist to provide support to the clinicians in charge of the medical care and treatment of patients attending the Trust. It aims to do this speedily and to provide interpretation and advice on results. The department supports the teaching functions of the Trust and its commitment to the research and development of new modalities. Interventional Radiology (IR) is a form of image guided surgery that uses imaging techniques to guide equipment to parts of the body that surgeons couldn't normally reach without an open operation. The Imaging department also works within a high quality management system and has been awarded QSI Accreditation by UKAS since February 2018

## 1. Job Purpose

- 1.1. To take responsibility for the clinical nursing care of patients attending the Diagnostic Imaging Department.
- 1.2. To assess the needs of patients and develop, implement, document and evaluate appropriate care within the department ensuring that procedures are carried out within local and trust policies and procedures. To meet the requirements of the NMC's Code of Conduct and Scope of Professional Practice, with particular reference to personal accountability for nursing duties undertaken.
- 1.3. To work with other members of the internal and external multidisciplinary team, to ensure the delivery of a safe, efficient and effective service.
- 1.4. To provide strong clinical leadership of the nursing and support workers that is motivating, supportive and sets clear boundaries resulting in high quality safe patient care.
- 1.5. To support a clinical learning environment that enables nursing staff to develop professionally and promotes the use of evidence in practice
- 1.6. To manage and participate in the joint IR nursing on-call rota, liaising with their counterparts from the Chelsea and Westminster NHS Foundation Trust.  
The post is full time, 37.5 hours per week. The post holder must be prepared to work flexibly, working 7.5 hours per day commencing their duties as appropriate for the service and its developments at the time . They must be prepared to help cover IR non-residential on call rota as appropriate and if required
- 1.7. This post would suit an experienced Nurse from either a Radiology or Critical Care background

## 2. Key areas of responsibility

### 2.1 Clinical Leadership

- 2.2 Manage a co-ordinated IR nursing service in liaison with the IR lead, the IR consultants, the IR nurses, IR support workers and all the members of the multi-disciplinary team to maximise high quality patient care
- 2.3 To maintain clinical credibility through practice and to utilise the findings of nursing research and evidence based care to optimise high quality patient care
- 2.4 To monitor and review nursing practice regularly, participating in audits which must include documentation in accordance with Trust policy and NMC Guidelines
- 2.5 Monitoring of trends and prevalence's of clinical incidents according to the Trust's Clinical Governance Guidance and Directives and develop strategies to prevent them reoccurring
- 2.6 To monitor quality of service provision through internal and external review. To ensure that the department continues to implement the ISAS standards across the departments.
- 2.7 To be the department Nursing lead for visitation from ISAS, CQC and HSE inspections
- 2.8 To control the nursing and support worker allocation and to produce duty rosters with appropriate skill mix and staffing levels, utilising staffing resources effectively with the use of electronic rostering.
- 2.9 To be responsible for the pro-active recruitment and retention of nursing and support staff within Radiology. Undertaking best practice such as exit interviews, local orientation, one to one's, appraisals and objective setting.
- 2.10 To be the nursing lead for all IV practice in the department, including IV cannulation, venepuncture, IV sedation and reversal, and care and use of all venous lines.
- 2.11 To be the nursing lead for the continuation and implementation of any national clinical standards that applies to the Radiology and IR departments.
- 2.12 To be the nursing liaison for the department in relation to general meetings within the trust, such as the monthly Sister's and Charge Nurse's meetings.

### 2.13 Clinical

#### 2.14 Pre-Procedural Nursing Duties

- 2.15 To actively manage, delegate and participate in the daily IR huddle, brief and debrief in line with local policy (LocSSIPs)

- 2.16 Liaise with referring doctors, wards and day area staff to ensure pre-procedural work is completed in line with the local policy and checklists.
- 2.17 To manage, implement and document the daily nursing checks which cover all necessary equipment that is required to run the list safely and effectively. This includes the safe handover of the patient into the IR care and to undertake the IR pre-procedure checks.
- 2.18 Support and inform family members and carers who often accompany patients for both elective and emergency procedures
- 2.19 Identify and act upon potential hazards to both patient and staff and where appropriate act to prevent injury
- 2.20 Communicate effectively with other members of the interventional radiology team regarding the patient
- 2.21 To be able to cannulate and perform venepuncture for the administration of IV contrast, and other IV medications required in the department, after appropriate training and ensure knowledge is updated appropriately as per trust policies, procedures and patient group directives (PGD's)
- 2.22 To be actively involved in all aspects of the pre-procedure checklist and to manage, delegate and participate in the WHO checklist before every procedure.
- 2.23 To be able to prepare efficiently and aseptically any IR procedure trolley in line with the IR sterile trolley procedure list. To manage/delegate the upkeep of the IR sterile trolley procedure list and communicate changes in a timely manner.

#### **2.24 Procedural Nursing Care**

- 2.25 In liaison with the IR lead/deputy and IR co-ordinator, manage, delegate and participate in the planning/management of the IR procedure list, paying attention to the staffing levels of IR and bed capacity of the trust.
- 2.26 To complete documentation relating to patient care and ensure that staff maintain and update documentation as changes occur according to trust policy. Encourage nursing staff through role modelling to apply critical thinking through the process of clinical assessment of patients or problem solving. To then follow this process through the planning and evaluation stages of patient care and to effectively document this process in the nursing records
- 2.27 Assess, plan and implement the total care of the conscious or conscious sedated patient in line with current trust guidelines and policies. Including checking that all controlled drugs have been prescribed before the procedure as per the trust policy.
- 2.28 Practice and monitor wearing of personal protective equipment, including radiation protective apparel.
- 2.29 Practice the principles of asepsis and act as a lead in infection control

#### **2.30 IR Scrub Nursing**

- 2.31 To act as the department lead in all aspects of the IR scrub nursing, to create, maintain and teach competencies to junior staff.
- 2.32 Check the requirements for the procedure with the interventional radiologist and collect any specialist equipment and instruments needed before the case in line with the WHO checklist
- 2.33 To ensure that the patient is safely and comfortably transferred to the IR table in line with any special instructions in the transfer document.
- 2.34 To ensure that all the pre-procedure checklists (including the WHO) and consents have been taken and where appropriate, signed and dated.
- 2.35 To ensure that the patient monitoring has been connected and in working order before anyone commences scrubbing.
- 2.36 Assist in skin preparation and draping.
- 2.37 Dispense catheters, swabs and other equipment as needed and clean and replace catheters and wires as required.
- 2.38 Keep an accurate account of catheters, wires and blades collected during the procedure and make sure that drugs in syringes are labelled appropriately and are in date.
- 2.39 Continually anticipate the needs of the interventional radiologist by observing the progress of the procedure.
- 2.40 Check and apply wound dressings, ensure catheters and drains are secure, dispose of all sharps in line with the Health and Safety Executive guidelines.

- 2.41 To ensure that the area around the wound dressing is clean and that the patient's gown and sheet are clean and dry.
- 2.42 To effectively hand over to the ward nurse or the post-procedure nurse all documentation of the procedure and to ensure that the post procedure care history sheet has been filled in correctly.
- 2.43 To be able to use the trust clinical documentation system to document any implant data in line with the local policy.

#### **2.44 Circulating Nurse/IV Conscious Sedation Nurse**

- 2.45 To ensure that the procedure room has all the necessary stock and equipment available and in working order.
- 2.46 To ensure that the emergency drugs are available and the crash trolley has been checked (Daily)
- 2.47 Prepare sterile gowns and gloves for the team and assists in tying gowns.
- 2.48 Open instruments and bowl packs and other necessary equipment for the scrub nurse.
- 2.49 To actively monitor the patient, ensuring their comfort and where appropriate document pulse, blood pressure and oxygen saturation.
- 2.50 Escalate any abnormal readings or pain issues to the IR consultant.
- 2.51 To provide pre-prescribed drugs, such as sedatives, anticoagulants and vasodilators, ensuring that they are in-date and to check these with the scrub nurse or IR consultant. Also to re-check in any unused prescription drugs as soon as possible following the procedure and follow local guidelines if there are any discrepancies.
- 2.52 To be able to administer medications using Hickmann, PICC, accessed Portacaths and Central Venous Lines after appropriate training.
- 2.53 To be fully cognisant with all contrast media and drugs in use within the department and ensure appropriate reaction/reversal treatment is available at all times.
- 2.54 To be fully cognisant with the signs and symptoms of over sedation and the reversal procedure.
- 2.55 On completion of the procedure, to ensure that all the monitoring and drugs have been documented and ready for hand over to the ward or day team. Also to ensure that any post procedure medication and discharge criteria have been prescribed and documented.
- 2.56 To be responsible for the disconnection and connection of IV pumps for the purposes of radiology examinations, and to be able to rectify pump problems.

#### **2.57 Post-Operative Patient Care**

- 2.58 To be the department lead in post-operative patient care, recognise early signs of complications (NEWS), maintain the patient's airway and maintain adequate circulation and patient comfort. Document any pain scores appropriately and seek advice if needed. To ensure the transfer of the patient to the ward or day area is completed safely and effectively.

#### **2.59 General**

- 2.60 To assist in ultrasound examinations undertaken outside of the department (Critical Care Unit, ward) and participate in procedures at those sites if necessary, on request.
- 2.61 To be responsible for the order, storage and management of the controlled drugs in the radiology department.
- 2.62 To have detailed knowledge of advanced life support skills and to take personal responsibility to ensure knowledge is updated annually.
- 2.63 To assist the IR lead in the management and ordering of equipment and supplies with due regard to ongoing stock commitments and the financial policy of the department.
- 2.64 To liaise with the stores department about stock fulfilment and shortages and pre-empt extra or specialised equipment that is needed.

### **3. General Data Protection Regulation**

- 3.1 You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

## **4. Safeguarding and Wellbeing of Children and Vulnerable Adults**

- 4.1 The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. All staff are expected to be aware of national, organisational and departmental policies and procedures on safeguarding and promotion of the wellbeing of children and vulnerable adults and should be able to communicate this to others

## **5. Health and Safety**

- 5.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

## **6. Customer Service Excellence**

- 6.1 All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

## **7. Emergency Planning**

- 7.1 In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic

## **8. Equality and Diversity Policy**

- 8.1 The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation

## **9. No Smoking Policy**

- 9.1 There is a no smoking policy at this Trust

## **10. Review of this Job description**

- 10.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization

## 11. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
<b>Education/Qualifications</b>		
Registration Evidence of ongoing professional development	Essential	Application form / Interview Application form / Interview
Qualification in oncology or speciality Diploma or Degree level study (or equivalent) Recognised teaching qualification Advanced Life Support Certificate Intermediate Life Support Certificate	Desirable  Desirable Essential	Application form Application form Application form Application Form Application Form
<b>Experience</b>		
Demonstrable experience in Radiology Nursing or Critical Care would be considered Experience in intravenous conscious sedation drug administration Sufficient post registration nursing experience in oncology or speciality to be confident and competent in using the required skills to do the job	Essential Essential  Essential Essential	Application form / interview Application form / interview  Application form
Experience in IV Cannulation and Venepuncture Experience in Clinical Management Evidence of relevant teaching experience Knowledge and understanding of clinical trials management	Essential Desirable Desirable Desirable	Application form / interview Application form / interview Application form / interview Application form / interview
<b>Skills Abilities/knowledge</b>		
Evidence of effective interpersonal skills with particular ability to liaise with multidisciplinary team members Evidence of working well in a team Ability to demonstrate self-motivation Ability to make decisions, organise and prioritise Evidence of commitment to patient care initiatives Knowledge and understanding of quality issues Evidence of understanding the NHS Plan Computer Literacy (eg: Microsoft Word and Outlook)	Essential	Interview / References  Interview / References Interview Interview Interview Interview Interview Interview Interview
Evidence of effective negotiating and influencing skills Ability to lead a team Ability to motivate others	Essential	Application form / interview Interview Interview Interview

<b>Other Requirements</b>		
Flexibility to meet the needs of the service (e.g. shift work)	Essential	Interview
Able to work on both sites and to be flexible to meet the needs of the role	Desirable	Interview
Ability to work flexible hours to meet service needs	Essential	
Ability to participate in the Joint on-call service (24 hours)	Essential	

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.