

Job Description

Job title:	Haematology Senior Staff Nurse
Division:	Haematology
Board/corporate function:	Cancer and Surgery Services
Salary band:	Band 6
Responsible to:	Ward Manager
Accountable to:	Chief Nurse
Hours per week:	37.5
Location:	Haematology Inpatients

University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing and Grafton Way Building)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

We are committed to sustainability and have pledged to become a carbon net zero health service, embedding sustainable practice throughout UCLH. We have set an ambitious target of net zero for our direct emissions by 2031 and indirect emissions by 2040.

UCLH Vision and Values



UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, Grafton Way Building, Macmillan Cancer Centre and University College Hospital at Westmoreland Street) Royal London Hospital for Integrated Medicine, Royal National ENT and Eastman Dental Hospitals, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street,

At UCLH, we have a real 'One Team' ethos, and our values – safety, kindness, teamwork and improving, are central to the way we work. This is supported by our staff, who voted us as the #1 NHS Acute Trust to work for in the whole of England.

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
---------------------------	------------------	---------------------------	------------------------------

We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
---------------------	------------------------	-----------------------	----------------------

We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
-----------------	---------------------	---------------------	-------------------------

We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop learning through	Innovate and research
--------------------------------------	--------------------------	--------------------------	-----------------------

Equality, Diversity, and Inclusion at UCLH

At UCLH, we take equality of opportunity seriously and are committed to being a diverse and inclusive employer, with a culture that creates a real sense of belonging and trust. Respect, inclusion and sensitivity are hallmarks of quality of our care. That is why it is our fundamental aim, to recruit, retain and promote a diverse mix of people from all backgrounds, cultures, and perspectives, who are representative of our local communities to support our world class research, innovation, and creativity. We are proud to have 5 different networks that are owned and led by our staff which give a voice to all our staff to feed up to leadership of the organisation, including the Trust board, thus creating a sense of community and support and help drive cultural change to become a more inclusive organisation.

Our staff networks are:

- Black, Asian and Minority Ethnic (BAME) Network
- Lesbian, Gay, Bisexual Transgender, Queer, Intersex and Asexual (LGBTQIA+)
- Women's

- Disability Network
- Mental Health Network

Department / Division

Cancer services at UCLH are one of the key areas in which the Trust aims to compete with the best services in Europe; Clinical Haematology is considered one of UCLH's 'World Class' specialties due to its clinical service and translational research. The cancer division leads the strategic development of cancer services, and manages extensive cancer services such as day-care, ambulatory care, outpatient and inpatient facilities in oncology, haematology and head and neck services.

The inpatient Haematology Unit consists of 6 inpatient wards over two sites, Grafton Way Building (GWB) and the 16th floor in the Tower at UCLH. UCLH has one of the biggest haematology centres in Europe equipped with 98 inpatient beds. UCLH combines cutting-edge therapy with the expertise of highly skilled nurses and medical professionals to provide patient centred care. The post holder will be based primarily on GWB level 3 East.

Job Purpose

This post is for an experienced cancer nurse with over 2 years of experience. The post holder is required to have existing specialist haematology experience to meet the requirements of the position. In their capacity as a more senior nurse on the ward, the post holder takes on leadership, clinical expertise, and personalised patient care within a healthcare setting. Senior Staff Nurses ensure the delivery of high-quality care by providing guidance, support, and mentorship to junior staff. They play a pivotal role in coordinating patient care, ensuring adherence to protocols, and maintaining high standards of clinical practice. Additionally, they often act as a liaison between medical teams, patients, and their families, facilitating effective communication and promoting a patient centred approach. The Senior Staff Nurse serves as a role model, fostering a positive work environment, and actively contributes to the continuous improvement of healthcare services through their expertise and leadership skills.

Within Band 6 there is scope to progress to a Team Leader position on the ward. At this level of practice, the post holder is required to undertake greater management, leadership and teaching activity reflective of established experience both in the speciality and in developing others. Additional responsibilities or roles inherent to the Team Leader post are detailed at the end of this job description and within the person specification and KSF outline.

Key Results Areas

To support the delivery of safe, specialist haematology nursing care and help advance the inpatient service for patients through sound specialist knowledge, participation in research and audit activity, user involvement and a commitment to the professional development of self and others. To help ensure patient needs/ expectations are met or exceeded.

Main Duties and Responsibilities

1. PATIENT CARE RESPONSIBILITIES

- 1.1 To maintain a safe ward environment and work with other members of the team ensuring a health care environment that is conducive to safe, therapeutic and ethical practice. To work in a collaborative relationship with medical and allied health colleagues
- 1.2 To maintain and foster the ethos of nurse led care by: being proactive in initiating change to patients' plan of care according to changes in their clinical or psychological condition appropriately challenging care and existing practice in order to act in the best interests of the patient promoting professional nursing leadership and patient advocacy.
- 1.3 To be accountable for assessing and interpreting the patient condition in acute, palliative care and other situations within the context of the 'Named Nurse' initiative.
- 1.4 To respond with appropriate actions including seeking advice from others where necessary.
- 1.5 To competently coordinate the ward (during the day and at night), seeking help or advice where appropriate
- 1.6 To be competent in the safe handling, administration and disposal of cytotoxic drugs including novel treatments used in the treatment of cancer. To be able to manage a cytotoxic spill / extravasation autonomously in line with North London Cancer Network policy.
- 1.7 To be familiar with the main protocols used in the treatment of leukaemia, lymphoma and myeloma and ensure safe administration in accordance with protocol. To assist in the monitoring and management of patients' symptoms and treatment related toxicities.
- 1.8 To help educate patients about the side effects of treatment (including chemotherapy) in line with Trust policy.
- 1.9 To begin to develop expertise in the following:
 - 1.9.1 caring for patients with acute / high dependency needs e.g., sepsis, respiratory complications, renal impairment, confusion, acute tumour lysis syndrome caring for patients undergoing bone marrow and stem cell transplantation.
 - 1.9.2 the care and active management of patients with non-malignant haematology conditions including sickle cell and thalassaemia.
 - 1.9.3 supporting patients and families through terminal phases of illness
- 1.10 To administer all intravenous drugs and treatments in line with Trust Aseptic Non-Touch Technique (ANTT).
- 1.11 To handle and dispose of all body fluids in accordance with universal precautions.
- 1.12 To promote a patient focused approach to care helping them gain access to health and social care, information, support and advice relevant to their individual needs.

- 1.13 To provide information that enables patients to make choices about adopting a healthier lifestyle.
- 1.14 To effectively communicate with patients (and their relatives/significant others) demonstrating empathy, intuition and understanding of the complexity of the illness' impact.
- 1.15 To impart news of terminal illness or bereavement alongside other members of the multi-disciplinary team in line with local policies.
- 1.16 To ensure safe discharge of patients in accordance with UCLH Discharge Policy.
- 1.17 To ensure that all-clinical documentation is completed correctly by members of the nursing team.
- 1.18 To participate in the promotion and maintenance of effective communication.
- 1.19 To respect patient confidentiality
- 1.20 To appropriately supervise and support junior staff in the delivery of care.
- 1.21 To acknowledge personal limitations and seek help of others to maintain safe practice.

2. Personal and People Development

- 2.1 To be accountable for your practice and ensure you are competent in your practice.
- 2.2 To develop general ward / unit management skills and specialist haematology expertise
- 2.3 To be responsible for own personal performance / development plan (PDPs) including yearly updates.
- 2.4 To assist with the induction of new staff by contributing to local orientation programmes and teaching. To develop own teaching skills and participate in staff / student education programmes.
- 2.5 To feed back to others (via teaching boards, seminars etc) visits to conferences, courses and othersponsored educational opportunities
- 2.6 To be responsible for developing and sustaining own knowledge, clinical skills and professionalawareness in accordance with PREP requirements and maintain a professional portfolio.
- 2.7 To have successfully completed a recognised specialist haematology course and be responsible forundertaking further professional development.
- 2.8 To help take responsibility for the practice-based training of student nurses and junior staff and assistin the management of their performance.
- 2.9 To help facilitate the orientation and training of medical staff.
- 2.10 To be aware of the actual and potential emotional impact of working with haematology patients on self and others and seek / offer support as felt appropriate.
- 2.10 To maintain professional boundaries and working relationships with patients and colleagues
- 2.11 To work with the ward team, Modern Matron / Senior nurse and Practice Development Department indeveloping and implementing nursing practice.
- 2.12 To participate in the training and development of Health Care Assistants and

complete assessor training as required.

- 2.13 To work in accordance with the local policies and standards of the haematology unit
- 2.14 To develop computer literacy skills and ensure work towards developing computer skills in relation to electronic patient record (EPR)

3. RESEARCH AND DEVELOPMENT RESPONSIBILITIES

- 3.1 To assist in promoting nursing practice in line with current evidence, relevant research and evidence-based practice. To deliver care, where possible based on this.
- 3.2 To work with the haematology research / Practice Development Team in development and implementing best practice.
- 3.3 To contribute to and participate in research, clinical audit and practice development programmes within the department by having direct or indirect involvement in a haematology unit-based project or research study at least once per annum.
- 3.4 To work with the team in establishing areas of interest under the 'link nurse' structure. To act as a link nurse between the ward and the chosen area / speciality ensuring local practice is safe and in accordance with best practice and Trust / national guidance.
- 3.5 To assist in the development and implementation of nursing practice guidelines, standards and policies.

4. AUDIT, QUALITY AND RISK MANAGEMENT RESPONSIBILITIES

- 4.1 To assist in the setting and monitoring of measurable standards of care and be accountable for maintaining standards
- 4.2 To use and encourage innovation and initiative to develop or contribute to changes in working practices, taking account of the 'bigger picture' when doing so.
- 4.3 To be familiar with policy and quality issues relevant to the delivery of nursing services, e.g., NHS PLAN, Making a Difference, Agenda for Change, Modernisation agenda etc
- 4.4 To promote quality initiatives that improve 'customer care' and enhance the interface between staff, patients and visitors.
- 4.5 To ensure the maintenance of a safe environment and identification of potential risks for all patients and visitors, taking appropriate action and advice
- 4.6 Ensure a safe working environment for all staff in line with the Zero Tolerance policy.
- 4.7 To participate in the audit process for monitoring and reviewing nursing quality and assist in raising the impact of the "Essence of Care" Benchmarking process and implementing the action plans.
- 4.8 To be able to undertake a role in handling complaints in accordance with UCLH policy.
- 4.9 To maintain a clean and safe environment
- 4.10 To participate in risk management, completing appropriate documentation and

notifying manager (or deputy) of potential or actual risk to patients, visitors or staff.

5. RESOURCE MANAGEMENT RESPONSIBILITIES

- 5.1 To develop an awareness of budgeting, exercising care and economy in the ordering and use of equipment
- 5.2 Maintain stock control in line with local arrangements.
- 5.3 To assist in the assessment and management of day-to-day staffing ensuring safe and appropriate skill mix and staffing numbers. To report any problems to the appropriate manager
- 5.4 To manage staffing resources effectively and efficiently ensuring prudent use of bank and agency staff in line with Trust / local policy

6. INFORMATION TECHNOLOGY

- 6.1 To utilise the Nursing Information System and the developing Electronic Patient Record (EPR) to its full potential.
- 6.2 To demonstrate competence in word processing
- 6.3 To demonstrate competence with electronic presentation e.g. (Power Point)

Person Specification

Requirements	Essential	Desirable	Assessment Criteria			
			A	I	R	T/P
Knowledge and Qualifications						
Registered Nurse (Adult)	✓		✓			
Successful completion of at least one Haematology specific course at level 6-, or 4-years clinical cancer experience	✓		✓	✓		
Teaching/mentorship qualification or equivalent	✓		✓			
Attained BSc qualification.		✓	✓			

Experience Minimum 2 years clinical experience at Band 5 with at least 12 months relevant clinical cancer experience Patient Care Able to prioritise own workload and that of others appropriate to grade. Chemotherapy competent, advanced IV administration skills Evidence of developing expertise in clinical practice relevant to haematology Able to problem solve, utilising resources available. Able to work on / under own initiative Able to take charge and delegate duties Able to act as a patient educator.	✓		✓	✓		
	✓			✓		
	✓		✓	✓		
	✓		✓	✓		
	✓		✓	✓		
	✓			✓		
Requirements	Essential	Desirable	Assessment Criteria			
			A	I	R	T/P
Skills and Abilities Personal & people development Demonstrates evidence of being able to educate others within the specialty Experience of facilitating practice and acting as a mentor Awareness of the actual / potential emotional impact of working with haematology patients on self and others Quality and service improvement	✓		✓	✓		
	✓		✓	✓		
	✓		✓	✓		

Develops commitment to research and evidence based practice	✓		✓	✓		
Demonstrates understanding of audit and quality issues Demonstrates ability to participate in risk management.	✓		✓	✓		
Demonstrates ability to innovate / change practice	✓		✓	✓		
Information processing (IT skills)						
Willing to work on established nursing information system relevant to post	✓		✓	✓		
Computer literacy	✓		✓	✓		
Values						
Demonstrate ability to meet Trust Values of safety, kindness, teamwork and improving	✓		✓	✓		
Communication						
Able to communicate effectively verbally and in writing.	✓		✓	✓		
Demonstrates awareness of the importance of / ability to work as part of a team.	✓		✓	✓		
Able to act as a patient advocate	✓		✓	✓		
Personal and People Development						
Demonstrates evidence of being able to educate others within the specialty.	✓			✓		
Experience of facilitating practice and acting as a mentor	✓			✓		

Awareness of the actual / potential emotional impact of working with haematology patients on self and others	✓			✓		
Responsibilities towards promoting Equality Diversity and Inclusion Demonstratable understanding of the Equality, Diversity, and Inclusion and/or <u>Knowledge of the NHS obligations under the Equality Act 2010 and the Public Sector Equality Duties</u>	✓			✓		
Ensure the risk of infection to self, colleagues, patients, relatives and visitors is minimised by: Being familiar with, and adhering to Trust policies and guidance on infection prevention and control.	✓			✓		
Completing all required training and education (both via e-learning and face to face) on infection prevention and control.	✓			✓		
Including infection prevention and control as an integral part of your continuous personal/professional development and included in your annual appraisal	✓			✓		
Taking personal responsibility so far as is reasonably practicable, in helping ensure that effective prevention and control of health care associated infections is embedded into everyday practice and applied consistently.	✓			✓		

Specific Requirements						
Able to articulate reasons for desire to work in this clinical area	✓			✓		
Flexible approach to shift patterns	✓			✓		
Manual handling (in accordance with current Trust handling regulations)	✓			✓		
Demonstrates and understanding and commitment to fostering equal opportunity	✓			✓		
Demonstrates aptitude with basic calculations	✓			✓		

A= Application I= Interview R= References T/P = Test/Presentation