

*The* ROYAL MARSDEN  
NHS Foundation Trust

# Job description **Trust Nursing**



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, reading 'Mairead Griffin'.

Best wishes  
**Mairead Griffin, Chief Nurse**

## Job title

Sister/ Charge Nurse

## Terms and Conditions of Service

Trust Terms and Conditions of Service

**1.0 WTE 12 Months Mat Cover**

## Grade

Band 7 – Outpatient Department Chelsea

## Reports to

Matron

## Accountable to

Matron / Divisional Nurse Director Clinical Services

### 1. Job Purpose

- 1.1 This role is an exciting opportunity for an experienced registered nurse seeking a new challenge in a venture in the Trust. The successful applicant should have a flexible approach to their duties, excellent communication, administrative and IT skills and be supportive and open to new initiatives.

### 2. Job Summary

2.1 The role is to create and maintain a safe, therapeutic clinical environment for all patients and their families within the Outpatients Department and to liaise with other departments, RDAC, Radiology, Administrative Team and other services within the Trust

2.2 The post-holder will co-ordinate all functions and activities to ensure excellent customer focused service by treating patients, their families, friends, carers and staff with professionalism respect and dignity

2.3 The Sister will provide strong proactive clinical leadership of the nursing and support workers that are motivating, supportive and sets clear boundaries resulting in high quality safe patient care.

### 3. Key areas of responsibility

**These responsibilities will be carried out under the guidance of the shift co-ordinator.**

3.1 To promote a patient focused multidisciplinary approach to care in collaboration with carers, other health care professionals and external agencies.

3.2 To undertake appropriate assessment of the needs of the patient and family and organising their care whilst undergoing diagnostic and or assessment procedures within the units.

3.3 To ensure good communication with other departments to maximise continuity of care and ensure appropriate information and support for patients following their visit to the unit.

3.4 To assess the educational and informational needs of patients and carers in Outpatients. This includes producing and using appropriate materials to ensure optimum understanding of treatment and care.

3.5 To demonstrate a positive, realistic and supportive attitude to the patient with cancer to ensure that their physiological, psychosocial, spiritual and cultural needs are met.



3.6 To ensure that staff maintain and update patient documentation according to Trust policy. Encourage nursing staff to apply critical thinking through the process of clinical assessment of patients or problem solving and to effectively document this process in the nursing records.

3.7 To be knowledgeable of the various treatment modalities including surgery, chemotherapy and radiotherapy and the potential adverse effects and to adopt a problem solving approach to assessment and symptom management in collaboration with the medical teams.

3.8 To recognise and respond to patients' changing condition, using knowledge, skills and experience to direct, support and manage both staff and the situation. To work in collaboration alongside the other Department Sisters in providing support to staff during and after emergency situations, including debriefs and clinical supervision as necessary.

3.9 To be involved in the direct delivery of skilled and specialized nursing care involving complex physical skills, e.g. wound dressings, venepuncture, performing ECGs, assisting with diagnostic medical procedures e.g. biopsies, FNAs etc

3.1.1 To administer medicines as prescribed with adherence to Guidelines for Medicine. This will exclude administration by the intravenous route until you have passed the written drug administration test and been assessed as competent.

3.1.2 To assist in the collection of specimens for diagnostic testing eg. pathology specimens, blood tests and ensure appropriate transfer to the relevant department in a timely manner. Monitor the transport of specimens to the labs and take appropriate action to ensure the system works efficiently and that good liaison with the labs is maintained.

3.1.3 To maintain clinical credibility through practice and to utilise the findings of nursing research and evidence based care to optimise high quality patient care.

3.1.4 To maximise high quality specialist outpatients care through effective assessment, planning, implementation and evaluation of care in response with the patient individual needs.

3.1.5 To work closely with the Clinical Nurse Specialists in the provision of a professional cancer nursing service and to provide specialist input into the care package that it is planned and delivered to individual patients

3.1.6 Through liaison with all members of the multi-disciplinary team to manage a coordinated nursing service and maximise high quality patient care. This will involve ensuring that satisfactory systems are in place to maintain effective communication and that any Trust Communications Systems are utilised.

3.1.7 To monitor and review nursing practice regularly by participating in audits in accordance with Trust policy and NMC Guidelines.

3.1.8 To be a professional role model for junior staff by demonstrating clinical skills competently and being a knowledgeable, critical thinking practitioner. To demonstrate a polite, compassionate attitude towards patients and their families.

3.1.9 To provide support for anxious patients and/or relatives demonstrating empathy and understanding in a professional manner. Provide empathetic support when involved in the process of giving patients and/or relatives bad news acting as a role model for staff to ensure patients are treated sensitively.

3.2.1 To work closely with the Matron to ensure development of staff and high standards maintained within the departments.

3.2.2 Work in collaboration with the other Outpatient Departments in Chelsea and Sutton to ensure parity across sites.

3.2.3 To observe and comply with the Trust's policies and procedures for Health and Safety ensuring the environment in which you and your team is safe, clean and tidy.

3.2.4 To comply with standard infection, prevention and control precautions to prevent or minimise the spread of micro-organisms and communicable diseases to patients, staff and surrounding community.

3.2.5 To ensure self and staff are provided with adequate protection if exposed to body fluids, odours and infections. Be aware of needs and ensure that staff, patients and relatives use personal protection equipment provided and adhere to Trust policies in relation to health and safety and infection control

3.2.6 To maintain responsibility of the safety of the environment by keeping abreast of health and safety legislation and ensuring departmental procedures are in place eg. COSHH, audits, staff awareness, fire risk assessments

3.2.7 To identify and manage areas of risk including infection, prevention and control and radiation protection issues.

3.2.8 To take responsibility for the safety of staff, patients, environment and ensure that fire safety procedures are maintained at all times

3.2.9 To monitor trends and prevalence's of clinical incidents according to the Trust's Clinical Governance Guidance and Directives and develop strategies to prevent them reoccurring.

3.3.1 To contribute to the Trust quality assurance and clinical governance strategy by implementing and reviewing service development and improvement.

3.3.2 Work closely with the Senior Management within the Clinical Service Division to ensure service development, efficient and effective use of resources.

3.3.3 To be effective in the recruitment and selection of staff in line with the Trust's Recruitment Code and Recruitment & Selection Processes and Standards.

3.3.4 To manage resources efficiently to keep pay and non-pay within budgetary limits e.g. agency and bank spend, supplies and equipment.

3.3.5 To produce duty rosters with appropriate skill mix and staffing levels through the use of electronic rostering and assist the Matron in managing short notice absence flexibly in order to provide an effective skill mix.

3.3.6 To assist in the development of clinical and management policies and procedures and regularly review these and their affect within the unit.

3.3.7 To maintain awareness of current advances in cancer treatment, care and research. Using relevant education and learning opportunities to maintain the highest standards and up to date care offered to the patient with cancer. To inform and ensure staff on the unit are aware of advances in these areas also and that they develop an analytical approach toward research.

3.3.8 To ensure all staff is educated, trained, supported and have the skills to work at the level specified within their job description.

3.3.9 To participate in teaching in programmes of learning within the hospital and to work with the senior Nursing staff in the unit to ensure a local teaching programme is developed and maintained within Outpatients Department

3.4.1 To participate in ongoing professional development through the completion of a higher level of education that is appropriate to your professional development plan.

## **4. General**

- 4.1 The post holder has personal responsibility for safety as outlined in the Trust's safety policy and the Health and Safety at Work Act 1974.
- 4.2 This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

## **5. Confidentiality and Data Protection Act**

- 5.11 All employees of The Royal Marsden NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff (please also see the Trust's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

## **6. Safeguarding Children and Vulnerable Adults**

- 6.1 All staff must be familiar with and adhere to the Trust's child protection and safeguarding adult policies and procedures. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

## **7. Health and Safety**

- 7.1 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.

## **8. Customer Service Excellence**

- 8.1 It is the 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.

## **9. Emergency Planning**

- 9.1 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

## **10. Equality and Diversity Policy**

- 10.1 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

## **11. No Smoking Policy**

- 11.1 There is a no smoking policy at this Trust

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

- 12.1 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, in which case it will be reviewed in conjunction with the post holder

## 13. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
<b>Education/Qualifications</b>		
First level registration	Essential	Application form
RMH Certificate in Intravenous Drug Administration/or to be obtained within three months of appointment	Essential	Interview
Experience in area of speciality	Desirable	Application form/interview
<b>Skills Abilities/knowledge</b>		
Good interpersonal skills with particular ability to liaise effectively with multidisciplinary team members	Essential	Interview/references
Ability to demonstrate motivation	Essential	Interview
Ability to make decisions, organise and prioritise own workload	Essential	Interview
Evidence of commitment to customer care initiatives	Essential	Interview
Awareness of quality issues	Essential	Interview
Evidence of Leadership	Desirable	Application form/interview
Evidence of good understanding of NHS reforms and the contracting process	Desirable	Interview
Computer literacy	Desirable	Application form/interview
Commitment to personal and professional development	Essential	Application form/interview
<b>Other Requirements</b>		
Ability to work rostered shifts	Essential	Interview
Flexibility to meet service needs	Essential	Interview/references

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