

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

*The* ROYAL MARSDEN  
NHS Foundation Trust



NHS



## Dear Candidate,

Thank you for applying to join Private Care 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 boundaries and for our ground-breaking work ensuring patients receive the very latest and best in cancer treatment and care.

The Royal Marsden treats both NHS and Private patients, offering the same level of exceptional care to all, and private patients travel from all over the world to access our exceptional care.

The Royal Marsden Private Care is the most successful NHS private patient unit in the country and the income we generate is reinvested into the Trust for the benefit of all our patients. Our centre in Cavendish square is a dedicated private care diagnostic and treatment centre, located in the heart of London's most respected healthcare district, offering CQC outstanding high standards of clinical care.

We continually invest in our staff to ensure they are able to develop professionally, with education and training available to all as well as opportunities to work flexibly across a range of areas and specialities.

If you have the necessary vision, drive, dedication, and compassion, then we want you to join our world leading team and be part of one of the leading cancer centres in the world. We wish you every success with your application.

**Kirsty Green**

Director of Operations

**Wendy Gill**

Divisional Nurse Director

Job title

Registered Nurse

## **Terms and Conditions of Service**

Trust Terms and Conditions of Service

## **Grade**

Band 5

## **Location**

Chelsea/Sutton

## **Reports to**

Ward Sister/Charge Nurse

## **Accountable to**

Matron and Divisional Nurse Director

## **Responsible for**

Healthcare Assistant & Student Nurses

## **Liaises with**

Ward/Departmental Sister/ Charge Nurse, Medical and Nursing colleagues, Allied Health Professionals, Directorate and Divisional Managers, multidisciplinary team, patients and carers

## **1. Overview of the Post**

- 1.1. To plan, document, deliver and evaluate evidence-based nursing care for patients in a responsible and efficient way, which has been drawn up in conjunction with the co-ordinator of the shift
- 1.2. To develop a greater awareness and understanding of the needs of patients with cancer and the different treatment modalities administered within the unit.
- 1.3. To develop an understanding of the roles and responsibilities of managing a shift with the guidance of the Ward Sister/Charge Nurse.

## **2. Key tasks and responsibilities**

### **Clinical Responsibility – patient care**

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

To complete the first level assessment of the patient's needs to gain an understanding of the physiological, psycho-social, spiritual and cultural needs of the patients with cancer and their families and to develop a positive, realistic and supportive attitude to ensure that the needs of the patient and family are met.

To assist with teaching patients in preparation for investigations, treatment and home care

To be aware of the side effects of any treatment in progress, and adopt a problem-solving approach to minimise the potentially adverse reactions.

Be involved in the direct delivery of skilled specialised nursing care with supervision until competent, e.g. wound dressings, removal of drains, and insertion of urinary catheters.

To develop an awareness of the protocols involved for patients undergoing clinical trials.

To be aware of all hospital policies and procedures and collaborate with other health care professionals to ensure that these are observed.

To be rostered as part of the ward to care for patients over a 24 hr period.

Have frequent exposure to body fluids, odours and infections and ensure that personal protective equipment is used as required, adhering to Trust policies in relation to Health and Safety and Infection Control.

Be involved in the collection of samples for diagnostic testing, e.g. urine collection and sputum collection.

Administer medicines as prescribed with adherence to Guidelines for Medicines Administration (NMC2002) and The Royal Marsden Medicines Management Policy. This will exclude administration by the intravenous route or through subcutaneous syringe driver until you have passed the written drug administration test and have been assessed as competent.

To be aware of the emotional demands that comes with treating cancer patients and their families.

#### **2.1.1 Education and development Responsibility**

To participate in educational programmes offered to staff. To attend the induction programme, mandatory training, and teaching specific to the clinical area

To participate in an annual collaborative appraisal process to enable achievement of objectives and management of learning needs.

To develop time-management skills and the ability to prioritise nursing care for a group of patients.

To demonstrate an enquiring, critical and research-based approach to nursing practice.

To plan, document, deliver and evaluate care plans from admission through to discharge/transfer discussing this with the patient and multi-disciplinary teams and to alert the Sister/Charge Nurse of any changes to the patients' health care needs.

To develop knowledge and skills related to the surgical and medical treatments offered within the specialty and the complications and side effects connected with these.

To be aware of the role of the practice educator and link in to them as required to ensure safe and effective practice and continued professional development.

To participate in ward based projects and/or audits as directed by the Ward Sister/Charge Nurse.

#### **2.1.2 Management and Leadership Responsibility**

To act as an advocate for staff, patients and relatives at all times

To understand the Hospital's strategy for nursing statement and be committed to patient-focused care

To assist more senior nursing staff in the organisation and management of the clinical area ensuring the principles of individualised nursing care are maintained

To assist more senior nursing staff to supervise any Student Nurses and Health Care Assistants

To ensure the benefits to patients are maximised through careful, economical and appropriate use of NHS resources including equipment, property, money, time etc



It is the post holder's responsibility to ensure that they are fully aware of the location and content of all Trust policies and procedures and comply with these as relevant to the performance of their role. Trust employees have responsibility to ensure that all data collection performed either directly or by supervised staff is accurate and timely or is in accordance with any local procedures.

### **2.1.3 Clinical Governance**

To assist with any local or Trust initiatives to ensure the continuous improvement of the quality of services and safeguarding of high standards of care

To promote a safe clinical environment for all patients, visitors and staff

To be accountable for own actions in accordance with the code of conduct (NMC,2008)

## **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 & 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 Flu Vaccination - What we expect from our staff**

- 6.1 At The Royal Marsden we have an immune compromised patient population who we must protect as much as we can against the flu virus. Each year, seasonal flu affects thousands of people in the UK. Occurring mainly in winter, it is an infectious respiratory disease capable of producing symptoms ranging from those similar to a common cold, through to very severe or even fatal disease.

The wellbeing of our staff and patients is of the utmost importance to us, and it is the expectation of The Royal Marsden that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust.

## **7 Customer Service Excellence**

- 7.1 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.

## **8 Emergency Planning**

- 8.1 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

## **9 Equality and Diversity Policy**

- 9.1 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

## **10 Security**

- 10.1 All staff are required to take reasonable care to ensure their own personal security, the security of other staff, patients and visitors, and the security of Trust property, following the requirements set out in the appropriate Trust policies.

## **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

## 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
Qualification in oncology or speciality Diploma or Degree level study (or equivalent) Recognised teaching qualification	Desirable	Application form
<b>Experience</b>		
Experience in intravenous 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	Application form / interview
Experience in chemotherapy administration Experience in Clinical Management Evidence of relevant teaching experience Knowledge and understanding of clinical trials management	Desirable	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 customer care initiatives Knowledge and understanding of quality issues Evidence of understanding the NHS Plan Computer Literacy (e.g: Microsoft Word and Outlook)	Essential	Interview / References
Venepuncture and/or cannulation skills Evidence of effective negotiating and influencing skills Ability to lead a team Ability to motivate others	Desirable	Application form / 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	Essential	Interview

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