

Job Description

Section 1 Post Details

Job Title:	Staff Nurse
Payband:	Agenda for Change Band 5

Section 2 Post Details

Division:	Trust wide
Department:	Trust wide
Accountable to:	Matron
Reports to:	Ward Manager
Job Summary	<p>The post is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care.</p> <p>The post is responsible for carrying out all relevant forms of nursing care without supervision.</p> <p>The post holder will be responsible to work varied shift patterns to cover a 24 hour nursing service.</p>

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SECTION 3 KEY RESPONSIBILITIES

1. Key Responsibilities

1. Responsibility to ensure all nursing care is carried out as determined by the care plans.
2. Responsibility to ensure care plans are regularly updated reflecting evidence based practice.
3. Responsibility to provide accurate information to patients and relatives regarding treatment and side effects.
4. Responsibility to ensure that all patient information is collected and recorded accurately and timely during a span of duty.
5. Responsibility to provide accurate reports both verbally and electronically.
6. Responsibility to ensure compliance with agreed nursing policies, procedures and protocols within the ward.
7. Responsibility for the safe custody and administration of drugs and blood products according to CCC policy.
8. Responsibility to administer treatments;
9. Responsibility to act in advisory capacity to staff and patients regarding chemotherapy toxicity with consultation of medical staff.
10. Responsibility to provide education to patients and relatives on aspects of chemotherapy treatment, including side effects and psychological support.
11. Responsibility in collaboration with the senior nursing team to make immediate decisions relating to any aspects affecting the nursing care and treatment of the patient.
12. Responsibility to advise and change care plans as a result of re-assessment and evaluation.
13. Responsible for the correct use of all supplies to ensure effective use of the allocated ward budget.
14. Responsibility for the safe use and cleanliness of all ward equipment.
15. Responsibility to keep the ward environment clean, tidy and safe.

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2. Supervisory and Managerial Responsibilities

1. Responsibility for maintaining professional, objective and positive leadership for non-registered staff ensuring they are able to receive adequate advice and support in the absence of the senior nurse.
2. In collaboration with the ward manager and deputy ward manager participate in the teaching and demonstration of procedures to new staff nurses, student nurses and nursing assistants.
3. Responsibility to ensure that all junior staff under supervision have received training when using any ward equipment.
4. Responsibility to delegate to suitably qualified and experienced members of the ward team as appropriate.
5. Responsibility to advise the Matron/s and Ward Manager on professional matters relating to the delivery of the Nursing Service, ensuring all clinical practice is informed by and informs the CCC clinical governance agenda.
6. Responsibility to take charge of a group of patients during your shift.
7. Responsibility to report all accidents and untoward incidents according to agreed CCC policies.
8. Responsibility to carry out and supervise specific projects as delegated by the Matron/s or Ward Manager.
9. In collaboration with the ward manager and the deputy ward manager, be responsible for the delivery of food and nutrition to the patients ensuring the food meets the needs of the patient and report any deficiencies in the service to the ward manager.
10. Responsibility to ensure that communication systems set up by the ward manager for all staff, other wards and other CCC services are used effectively.
11. Responsibility to take charge of a ward during a shift due to the absence of the ward manager or Deputy Ward manager e.g. to cover sickness.
12. Responsibility to participate in informal teaching sessions within the ward environment.

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13. Responsibility for the care and maintenance of central venous access devices.
14. Responsibility to work with the clinical trials team and keep up to date with new trials and regimes.

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical key responsibilities of the post. It may be reviewed from time to time to ensure that it relates to the job as then being performed, or to incorporate required changes. This process will be conducted in consultation with the post holder in line with the Trust Job Evaluation Policy and Process.

Job Description

Departmental Organisation Chart

TO FOLLOW

Job Description

SECTION 4 PERSON SPECIFICATION

	Essential	Desirable
Qualifications:	1st level registration with the Nursing and Midwifery Council (NMC – pin demonstrable)	
Knowledge and Expertise:	IT literate	
Experience:	General nursing experience	Oncology experience
Key Skills and Attributes:	Good communication skills. Team player; Ability to deal with upsetting situations; Good personal organisation skills.	
Work Related Circumstances	Able to demonstrate the Trust core values and behaviours in day-to-day approach to work	

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SECTION 4

1. Trust Mission & Values

The Trust's values support our mission to drive improved outcomes and experience through our unique network of specialist cancer care across Cheshire and Merseyside.

Our Values represent who we are and what we believe in. They define how we act to deliver the best possible care for our patients and shape The Clatterbridge Cancer Centre as a great place to work.

Our values are;

We are:

- Kind
- Empowered
- Responsible
- Inclusive

2. Health and Safety

The Trust will take reasonably practical steps to ensure your health, safety and wellbeing at work. You must familiarise yourself with Trust health and safety policies. It is your legal duty to take care for your own health and safety as well as that of others.

3. Infection Control

All employees are expected to follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique and to be aware of and follow all Trust infection control guidelines and procedures relevant to their work.

4. Equality and Diversity

All employees must demonstrate a positive attitude to the Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and will treat patients, colleagues and members of the public with dignity and respect.

5. Competency of Health Professionals

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in continuing professional development.

6. Partnership

To work in partnership to achieve Trust objectives and promote a culture of working together through good communications, openness and honesty.

7. Safeguarding

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection. You must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trusts child protection and safeguarding procedures.

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the DBS. All staff required to have a DBS disclosure for their post will undergo a check every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

8. Mandatory Training

Mandatory training relates to information and/or training regarding the management of general and specific risk. All staff are required to attend mandatory training which is relevant to their role as identified in the Trust's risk management mandatory training matrix.

9. Data Protection, Information Security and Confidentiality

There are several Trust policies relating to data protection, information security and a Code of Conduct for the handling of person identifiable information. All staff must protect the Trust's information, information assets, systems and infrastructure. During the course of your employment you may have access to, see or hear information of a confidential nature. You are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should only be disclosed to authorised people in accordance with NHS confidentiality guidelines (Caldicott) and the Data Protection Act 2018, unless explicit written consent is given by the person identified or where information sharing protocols exist. Any failure to comply with this term of your employment will be treated as an act of misconduct under the Trust Disciplinary Policy. Staff must maintain their knowledge of the principles of data protection and information security.

10. Code of Conduct

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's Disciplinary Policy) up to and including dismissal. In addition, managers are required to carry out their duties in a manner which complies with the code of conduct for NHS Managers Directions 2002.

11. Research Governance

Research and development is at the heart of providing effective treatments and high quality services, supporting a culture of evidence based practice and innovation amongst staff. All staff have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research, or as research participants themselves.

12. Smoking

The Trust is a smoke free site and therefore smoking is not permitted anywhere on the Trust site (this includes electronic smoking devices). Employees are not permitted to leave the Trust site to smoke during their contractual hours except during localised agreed breaks. If staff smoke off site, uniforms and any Trust identification must be fully covered to ensure that they cannot be recognised as Trust staff.

13. Travel Requirements

In line with business needs and requirements of the post you must be able to demonstrate potential travel requirements.

14. On-call

The post may require you to participate in an on-call rota. In these circumstances your line manager will inform you of the pattern and regularity of this commitment and reimbursement will be in line with Trust terms and conditions.

