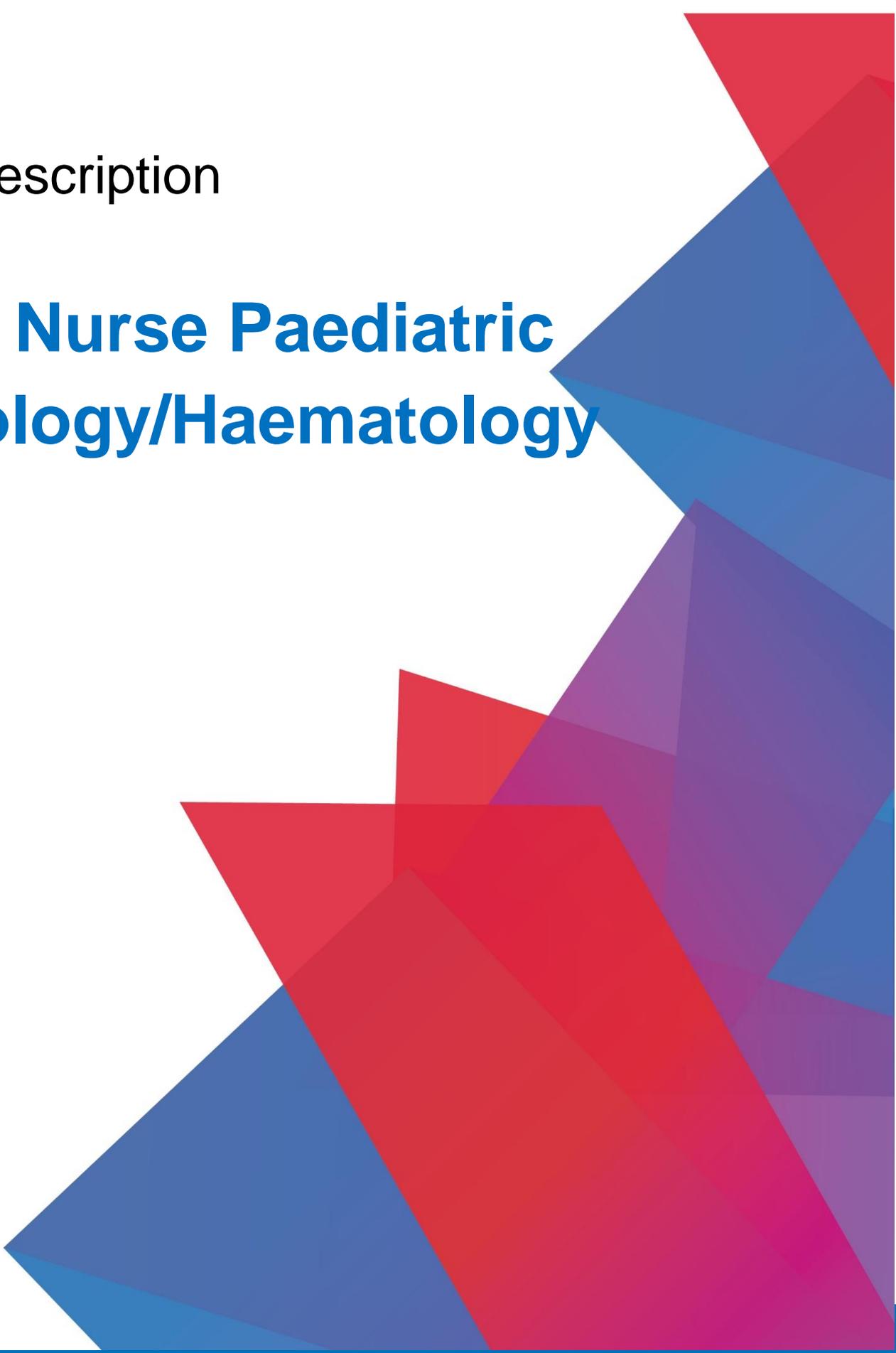


Job Description

# **Lead Nurse Paediatric Oncology/Haematology**

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# Job Description

**At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.**

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.

# Job Description

<b>Job Title:</b>	Lead Nurse for Paediatric Oncology/Haematology
<b>Division</b>	Women and Children's
<b>Base:</b>	Gloucester
<b>Grade:</b>	Band 7
<b>Reporting to:</b>	Matron for Paediatrics
<b>Hours</b>	

## Overview

Gloucestershire Hospitals NHS Foundation Trust operates hospitals on our two main sites in Cheltenham and Gloucester, and we're one of the largest NHS trusts in the country.

Our workforce of almost 8,000 staff provide high quality emergency, elective and specialist care across a range of clinical areas

We have recently been graded as 'Good' by the Care Quality Commission (CQC), which is testament to our dedication and drive to improve clinical excellence, innovation and quality care.

## Our Values:

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and between each other. We have the following three values:

**1. Caring**

Patients said: *"Show me that you care about me as an individual. Talk to me, not about me. Look at me when you talk to me."*

**2. Listening**

Patients said: *"Please acknowledge me, even if you can't help me right now. Show me that you know that I'm here."*

**3. Excelling**

Patients said: *"Don't just do what you have to, take the next step and go the extra mile."*

## Job Overview

# Job Description

To have lead nursing responsibility for specialist evidence-based nursing service for children and adolescents with oncological /haematological conditions and their families/carers:

## Job Purpose

### Key Dimensions

- Provide skilled professional leadership and the development of practice through research, practice evaluation, teaching and support of professional and voluntary sector colleagues
- As an autonomous practitioner provide expert clinical practice to children, adolescents and their families in the community ensuring a seamless service.
- Working in partnership with children and their families to complete a holistic need led assessment of care.
- Provide direct care both in the community and on the Emily Kent Unit at Gloucester Royal
- Provide needs led palliative, end of life and bereavement care to children, adolescents and their families.
- Act as a resource providing expertise in paediatric oncology nursing at local, regional and national level
- Act as a resource providing expertise in palliative, terminal and bereavement care locally, regionally and nationally.
- Facilitate education programme for nursing and other health care and education colleagues
- Engages in Clinical Governance initiatives
- To develop effective links with the Trust Quality Improvement Academy to enable the support of nurses undertaking QI Projects.
- To represent Paediatric Oncology/Haematology at appropriate local, network, and national forums.
- Lead and promote patient and family engagement
- Support the care of the children and Families within the Emily Kent Unit/Ward and in the Community

### Patient Care

- Demonstrates an expert level of knowledge and clinical nursing practice by delivering evidenced based care
- Leads the Paediatric Oncology/Haematology Nursing service and workload using expert clinical judgement and decision-making skills whilst maintaining safe standards
- To provide a specialist oncology nursing service using evidence-based child/family centred care within the acute and community setting.
- Using advanced skills and expert knowledge undertakes assessment of physical, psychological and emotional needs of children with oncology conditions, instigating therapeutic treatments based on best available evidence to improve health outcomes.

# Job Description

- Ability to independently analyse data and interpret test results to enable the implementation of appropriate care and treatment. e.g., blood results for maintenance chemotherapy within protocol guidelines
- Ability to offer appropriate advice about treatment regimens e.g., side effects of chemotherapy and management
- Provide expert nursing advice to other health care professionals e.g., on call medical staff
- Communicates with children and families in ways which empower them to make informed choices about their health and health care, and actively promotes their health and well-being.
- Manage and meet the caseload needs effectively
- Close liaison with CNS's and Consultants at PTC to coordinate patient care, treatment and investigations by sharing of information via electronic prescribing system, phone calls and emails
- Attend and support joint clinics with PTC consultants
- Communicates effectively where the child's ability is compromised e.g., through age or disability
- Ability to disseminate contentious and delicate information appropriately e.g., child protection issues, results of diagnostic or investigative tests.
- Organises and develops health care education packages for children and families/carers, nurseries, schools and respite care facilities to provide them with necessary knowledge and skills.
- In conjunction with other health professionals, develops and regularly reviews patient information using a variety of mediums that take account of cultural diversity and communication difficulties.
- Maintain accurate and contemporaneous multi professional records e.g., To input and retrieve patient information from computer-based systems
- To adhere to all Trust policies and procedures and professional code of conduct of the NMC
- To administer medication and treatment within Procedure for the Ordering, Prescribing and Administration of Medication Guidelines
- To administer intravenous therapy.
- To facilitate needs led individualised palliative, end of life and bereavement care for children and adolescents and their families. To be an expert resource to all professionals and agencies caring for the dying child.
- To be the child/family's key worker.
- To support the child/adolescent and their family through **active** treatment and end of treatment respecting their cognitive, developmental and ethnic needs.
- To agree a flexible holistic care package including physical, psychological spiritual, social, financial and emotional needs.
- To continually evaluate care package in response to child/families changing needs.
- Liaison with the child's school providing support and information to child's teachers and peer group.
- Liaison with the PHCT and other agencies as required.
- Ensure the child and family have their choices respected.
- Liaison with local clergy as appropriate to meet child/families wishes.
- Assist and advise on funeral choices, planning, etc.
- To advise, assess and implement effective symptom control.
- To provide ongoing bereavement care to the family as needed.
- Competent in the use of medical devices and responsible for the correct use of specialist equipment by the multidisciplinary team

# Job Description

- Promote a positive and professional working environment
- Liaise with and report to the multidisciplinary team in the provision of family centred care
- Identify, manage and refer appropriately, any one requiring Safeguarding assessment.
- Promote health education within the clinical area for families
- Assist in the provision of family support and bereavement services
- Co-ordinate and manage the shared care with PTC/discharge/ transfer process of children to other care services
- Responsible for the implementation of, and compliance with, local policies and guidelines
- Respond to emergency situations with composure, lead emergency situations within the clinical practice areas where appropriate, maintaining patient safety and seeking assistance as needed, supporting the patient, family and other staff as required.
- Maintain patient dignity and confidentiality at all times.
- Demonstrate the ability to disseminate contentious and delicate information, e.g., acutely/critically injured/ill patients/suspected abuse. To deliver and receive information which may cause emotional distress to all parties.

## Professional Practice

- ▶ Takes the strategic lead in Paediatric Oncology/Haematology Nursing
- ▶ Acts as an expert resource for all staff caring for children and their families, in both the acute and community setting, disseminating clinical skills and knowledge:
  - act as a role model and expert practitioner working effectively as a member of a multidisciplinary team.
  - organises and develops educational programmes and study days relating to specialist area, which encompasses negotiating and influencing changes in clinical practice within both the acute trust and community setting.
  - contributes to the development of all staff within the acute MDT.
  - Provide clinical supervision to staff
- ▶ To deliver safe care within a challenging and changing clinical environment, using equipment and resources safely and appropriately.
- ▶ To lead and develop the Paediatric Oncology Nursing Service within the Trust and in the wider community, working closely with Primary Care Services, Social Services and Education
- ▶ Ensures policies and guidelines are consistent with National and International standards and current research, facilitating changes in practice which improve clinical outcomes and meet the needs of patients and carers.
- ▶ Responsibility to investigate and implement necessary changes in practice in accordance with clinical governance.
- ▶ Ensure clinical practice is evidence based or peer reviewed “best practice”.
- ▶ Responsible for the maintenance of accurate records, having due regard for legal aspects, confidentiality and informatics management
- ▶ Using Datix, report and manage untoward incidents
- ▶ Support the implementation of change in response to clinical, organisational or service requirements
- ▶ Demonstrate an awareness and compliance with health and safety regulations and procedures within the Trust
- ▶ Leads, responds to and assists with unscheduled service demands in other clinical areas

# Job Description

- ▶ Develop and maintain clinical skills and knowledge necessary to deliver and evidence-based service.
- ▶ With supervision and assistance take on increased responsibility recognising own limitations and seeking help appropriately.
- ▶ Competent use of all relevant Trust IT systems including the electronic patient record, email, and Trak care.
- ▶ Maintain regular use of emails to keep abreast of information disseminated in the Trust.
- ▶ Adhere to NMC code of practice at all times and operate within the NMC scope of professional practice.
- ▶ Demonstrate an awareness and understanding of accountability, responsibility and Duty of Care and work towards the provision of support and education for less experienced and non-registered staff on the implications of practice.

## Leadership and Management

- ▶ To lead the development, implementation and evaluation of policies, guidelines and integrated care pathways within paediatric oncology/haematology nursing care trust wide, contributing to other department areas and agencies e.g., Respite and Palliative Care Agencies.
- ▶ Responsible for/inclusion in national and local research and audit relevant to area of practice and implement change as appropriate
- ▶ Participates in the recruitment and retention of nursing and support staff
- ▶ Identify and manage interpersonal conflicts that may affect the multidisciplinary team or an individual performance
- ▶ Responsible for the maintenance of accurate records, having due regard for legal aspects, confidentiality and informatics management
- ▶ Using Datix, complete pathway for investigating and managing incidents
- ▶ Contribute towards monitoring compliance with Trust Clinical Governance Strategies within Paediatric Oncology/Haematology
- ▶ Performs individual appraisals and personnel management
- ▶ Lead the implementation of change in response to clinical, organisational or service requirements
- ▶ Responsible for the management and compliance with health and safety regulations and procedures within the Trust
- ▶ With the Matron, has budgetary responsibility for the procurement of paediatric oncology/haematology equipment and services
- ▶ Leads the awareness of the nursing strategic development of the paediatric oncology/haematology services and be a representative at local, regional and national meetings
- ▶ Leads the development and implementation of discharge care pathways
- ▶ Comply with Trust and Departmental policies and procedures e.g., Health and Safety at Work Act (1974), manual handling, clinical equipment competency, risk management, Data Protection Acts and patient confidentiality at all times. This will include demonstrating compliance with the terms of all safeguarding policies and processes relevant to the safeguarding of adults and children in the care of GHNHSFT and to undergo regular mandatory training concerned with safeguarding matters.
- ▶ In conjunction with their manager, identify training needs of self, participating in clinical audit and quality projects which contribute to the departmental education programme.

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- ▶ Ensure a smart, professional image that enhances the public perception of the Trust and the professionalism of its staff is portrayed.
- ▶ Demonstrate a positive and pro-active approach to the development of nurses.
- ▶ Role model high standards of patient care, communication, commitment and organisation for others to follow.
- ▶ Encourage and promote a 'shared leadership' model, enabling and empowering others, of all grades, to take the lead with various initiatives within the wider Trust.
- ▶ Provide reports on progress to the Speciality, Division and Trust as required.
- ▶ Communication, interpersonal skills, professionalism and personal qualities.
- ▶ Deliver complex and contentious information to large and small groups sometimes in clinical areas where staff maybe reluctant to be involved.
- ▶ Demonstrate an ability to work cohesively with all members of the paediatric team.
- ▶ Communicate with patients and their relatives with sensitivity and empathy.
- ▶ Demonstrate an ability to work under pressure and to agreed timescales.
- ▶ Take initiative and demonstrate a progressive, creative and forward thinking approach.
- ▶ Act as a good role model for others to follow to include personal appearance and adherence to Trust uniform policy.
- ▶ Work in a manner to promote the Trust values and core objectives.
- ▶ Work within the NMC code of conduct.
- ▶ Maintain own professional development, mandatory training and NMC revalidation requirements.
- ▶ Research and audit.
- ▶ Work in a manner that promotes any audits or research taking place within the clinical area or the wider Trust as appropriate.
- ▶ Promote and demonstrate the use of evidence based practice and related policy, procedure and guidelines.
- ▶ Leads in the collection and reporting of data as appropriate to maintain key performance indicators.

## Education and training

- To have responsibility for all aspects of Paediatric chemotherapy nurse training within the Trust.
- develops and maintains links with Higher Education Institutes and contributes to the teaching programmes of pre-registration and post registration nurses.
- Contributes to the wider development of practice through publishing, presenting and networking locally, regionally and nationally. e.g., CCLG, South West Children's Oncology Operational Delivery Network, South West Paediatric Oncology Nurse Specialist Group, South West Paediatric palliative care forum, ACT.
- Responsible for own professional development using:
  - Personal Development Review Plan
    - Maintain a Professional Portfolio
    - Undertake extended role skills

# Job Description

- Responsible for the continuing assessment of performance and the identification of development needs of the team members by:
  - Facilitating staff members to meet PREP requirements
  - Participating in the educational programmes for staff and trainees

-Provide mentorship, support and management to staff during learning experiences

-Participate in paediatric oncology/haematology educational projects to set and maintain standards of practice

-Initiate, manage and participate in training activities to support staff development

## Improving quality and developing practice

- ▶ Comply with requirements to register with the NMC and identify own learning needs and ensuring own professional development is maintained by keeping up to date with practice developments.
- ▶ Work with others to undertake audit and research projects, to further own and teams' clinical practice within each rotation.
- ▶ Leads the involvement of recommendations for changes to practice and procedures for the paediatric unit, and the implementation of these changes.
- ▶ Contribute to the Clinical Governance and Quality agenda by active participation in service initiatives, and nationally.
- ▶ Develop and share own clinical knowledge with other members of the wider clinical team both locally and nationally.
- ▶ Engage in clinical supervision in order to gain an appreciation of its value in clinical practice.
- ▶ Identify own development needs, aligning these to service requirements and personal aspirations. Proactively develop and improve own practice using all available resources.
- ▶ Leads, understands and contribute to the development, implementation, monitoring and evaluation of policies/protocols/guidelines relevant to the specialist area.
- ▶ Openly question and challenge practice in a constructive way so that standards of patient care are continually evaluated and improved.

## Key result areas

- ▶ To provide a specialist oncology nursing service using evidence-based child/family centred care within the acute and community setting. To deliver safe care within a challenging and changing clinical environment, using equipment and resources safely and appropriately.
- ▶ To lead and develop the Paediatric Oncology Nursing Service within the Trust and in the wider community, working closely with Primary Care Services, Social Services and Education
- ▶ To independently organise and manage own time effectively.
- ▶ To have management responsibility for all aspects of community care
- ▶ To advise nursing colleagues on in and out patient management of nursing care
- ▶ Ability to work under pressure whilst effectively managing own time.
- ▶ Resolving difficult situations ensuring safe and effective care to the child.

# Job Description

- ▶ Provision of continuous psychosocial and emotional support to child and family/carers from diagnosis of cancer and through treatment.
- ▶ Frequent exposure to unpleasant working conditions e.g., bodily fluids, head lice, hazards in the community including smoky atmospheres, domestic squalor, and verbal aggression. Carrying of clinical equipment e.g., used sharps and transporting them for safe disposal
- ▶ Daily requirement to drive, often long distances.
- ▶ As an autonomous practitioner and lone worker, frequent exposure to vulnerable situations.
- ▶ Ability to work where the work pattern is frequently unpredictable, also where there is a requirement for concentration e.g., telephone consultations with family/carers in a busy, shared office
- ▶ To provide continuity of care to children with life threatening illness and their families, who live daily with uncertainty of the outcome of their condition, in both the acute and community setting.
- ▶ Will be required to be flexible in the timing and delivery of educational sessions for children, families and staff.
- ▶ Exposure to highly distressing situations involving patients, relatives and staff e.g., provision of support on diagnosis, and withdrawal of active treatment for children with oncology conditions.
- ▶ Palliative, end of life and bereavement support to child/adolescent and their families.
- ▶ Provide an evidence-based child/family centred palliative, terminal and bereavement care with limitations of resources
- ▶ Working as an autonomous practitioner within a diverse multi-agency framework across acute and community sectors.
- ▶ Enhanced effective communication through the multi-disciplinary team, the wider health care community and other services.
- ▶ Leads and delivers safe care within a challenging and changing clinical environment, using equipment and resources safely and appropriately.
- ▶ Act as a clinical role model, assessing and defining patient needs, developing and implementing patient care through the provision of highly specialised direct clinical care which is evidence based, without direct supervision.
- ▶ Administer medication and treatment within Procedure of Ordering, Prescribing and Administration of Medication Guidelines.
- ▶ Request clinical investigations pathology via Order-comms.
- ▶ Work within Trust, Departmental and National guidelines with peer and line management guidance to deliver service needs. Contribute to the delivery of Directorate, Trust and National targets.
- ▶ Network and communicate at local and regional level to develop service provision
- ▶ In accordance with the data protection act ensure own and staff's ability to input and retrieve patient and staff information from computer-based system. Maintain accurate and contemporaneous patient records.
- ▶ Initiate and participate in audit, research and quality improvement projects, developing and implementing research based practices.

# Job Description

## General conditions

### Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

### Terms and Conditions of Service

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

### Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

### Data Quality

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

### No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

### NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

# Job Description

## Personal Specification:

<b>Job Title:</b>	Senior Sister/Charge Nurse- Neonatal Outreach
<b>Base:</b>	GRH

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

**Key to terms: E: Essential, D: Desirable. How is it assessed? I: Interview, A: Application**

### Qualifications

Registered Nurse (Child) with current NMC registration.	E	A
BSc (Hons) in nursing related subject.	E	A
Post-registration oncology speciality qualification.	E	A
Working towards MSc	D	I

### Experience

Experienced oncology nurse with post registration oncology qualification	E	A
Post registration-teaching experience	E	AI
Evidence of Continuous Professional Development, including clinical competencies	E	AI
Experience of bereavement care for families including siblings	E	I
Management and Leadership experience	E	A
Community experience	D	A

### Knowledge, Skills, Abilities

Able to prioritise own workload to ensure staff are developed	E	I
High personal standards for delivery of excellent nursing care.	E	I
Up to date knowledge of Child Protection Policies and Procedures	E	AI
Act as a role model and lead by example to ensure the Trust's values and behaviours are reinforced throughout their area of practice.	E	A
Escalate concerns to reduce risk and promote patient safety.	E	A
Up to date with professional issues that influence paediatric oncology nursing, relating to practice, management, education and research.	E	AI
Evidence showcasing contributions to the development, implementation, monitoring and evaluation of policies/protocols/guidelines relevant to paediatric oncology	D	AI
Tenacity to pursue goals energetically and succeed despite resistance	E	I
Strong, professional leadership qualities, assertive and self-confident individual	E	I
Self-motivated and able to work under own initiative and prioritise workload	E	I

# Job Description

## Qualities

Enthusiastic, motivated and self-aware	E	I
Creative and flexible	E	I
Resilient under pressure	E	I
Patient and Team focused	E	I
Reliable, adaptable and dependable	E	I