

JOB DESCRIPTION

Job Title: Staff Nurse – Chemotherapy Oncology
Breastcare Team
Full-time contract - 37.5 hours per week

Responsible to: Outpatients Department Senior Sister

Accountable to: Chief Executive

Overall objective: As a member of the Specialist Oncology Nurse team, deliver a patient focused, high quality service for patients with cancer, throughout the period of investigation, diagnosis and treatment.

Main duties and responsibilities:-

Clinical Practice

1. Co-ordinates, plans and delivers efficient patient centred care.
2. Be present at oncology clinics and provide information and support to patients who require treatment / carers. Manage own caseload.
3. Communicate effectively with patients and families, to assess and provide relevant support, information, education, advice, counselling and refer appropriately to other specialties.
4. Ensure patients have the relevant knowledge to make informed decisions regarding treatment options.
5. Identify physical / social / psychological needs and refer to other specialists when necessary.
6. Deliver and maintain competency in Systemic Anti-Cancer Therapy (SACT) administration.
7. Develop and maintain the provision of the SACT service.
8. Maintain accurate records.
9. Attend and participate in meetings within the Clinic.
10. Represent the Clinic externally at Oncology meetings.
11. Practice in accordance with all Clinic policies, procedures and guidelines, participating with the updating of same, as required.
12. Adaptable and innovative in the approach to patient care in relation to changing needs and advances in treatment.
13. Work effectively as part of the multidisciplinary team in the Clinic and externally in collaboration with Provider.

Professional Responsibilities

1. Organise and participate in the management of Oncology services within the Clinic to agreed standards.
2. Act in accordance with the NMC Code of Professional Conduct.
3. Work closely with the other members of the Breast Care / Oncology team.
4. Communicate effectively with other departments within the Clinic and the community to provide a seamless service for patients / carers.
5. Maintain and improve own professional competency.
6. Participate in audit / evidence based practice / quality improvement.
7. Adheres to DHSSPS and NMC requirements for the safe handling, administration, storage and custody of medicinal and chemotherapy products.

Educational

1. Address the educational needs of the patients and carers.
2. Provide information and education to ward staff and students relating to cancer treatment options.
3. Participate in the induction and training of new staff – supporting, mentoring and teaching as necessary.
4. Promotes evidence based practice.
5. Keep up to date in best practice, new treatments and research findings in the management of patients undergoing SACT.

Management

1. Participate and assist in the strategic planning and operational delivery of an effective, efficient oncology service as required.
2. Participate in planning and implementing objectives of the Oncology Service.
3. Assist in the preparation of the yearly budget and service plans.
4. Facilitate and encourage continued professional development (CPD) for all staff.
5. Assist OPD senior Sister in developing effective training programmes as appropriate to post.
6. Effectively and efficiently manage the resources of the Oncology Service.
7. Effectively manage own caseload.

8. Co-operates with the off-duty scheduling so as to ensure adequate cover and efficient staffing.
9. Develop and Review departmental policies and procedures.
10. Undertake and supervise departmental audits as required.
11. Investigate and assist in the management of all complaints from patients/ relatives or other service users.
12. Investigation and assist in the management of departmental accidents and incidents, ensuring all relevant documentation is completed.

General Duties

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures at all times.
2. Comply with the Ulster Independent Equal Opportunities Policy at all times.
3. Complete mandatory training and development activities as required in order to remain competent and develop within role.
4. Attend all mandatory in-service training and lectures.
5. Actively participate and contribute to the continuous improvement of the service in own work area.
6. Adhere to and carry out all duties & responsibilities in accordance with hospital Health & Safety policies and statutory regulations.
7. Co-operate with and communicate effectively with all users of service, being courteous and respectful at all times.
8. Participate in annual performance review and maintain own personal development file.
9. Responsible for own professional development and maintenance of knowledge and skills according to professional guidelines (where relevant).
10. Adhere to and abide by professional code at all times.
11. Perform any other duties in the department deemed appropriate to the grade by the OPD Senior Sister.

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
Experience	Have attained a recognised SACT competency. AND 2 years' experience working as an Adult Registered General Nurse in Oncology Nursing	Currently competent in the administration of chemotherapy Experience of oncology clinics
Education/ Qualifications / Training	Be willing to undertake training and development qualifications and; participate in the management of patients in the Oncology / Breast Care Service.	Have undertaken a module in Breast Care, or a willingness to undertake.
Professional Membership	Current NMC registration.	
Other	The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts and evening / late evening clinics. Current professional indemnity insurance Evidence of continuing professional development Computer literate Satisfactory completion of the following checks: • References • Evidence of right to live and work in UK (refer to Right to Work Checklist)** • Health screening • Qualification checks • Satisfactory *ACCESSNI clearance.	

Competencies:

- Effective Teamworking
- Patient Focus
- Effective Communication and Interpersonal Skills
- Ability to plan and organise own work

Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

****You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.**