

STAFF NURSE – CHEMOTHERAPY DAY CENTRE

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone

- You will care for patients by planning, giving, and checking treatments.
- You will help give chemotherapy and other medicines after training.
- You will show and guide other staff on how to do care tasks.
- You will work with doctors and nurses to keep patients safe.
- You may run the Oncology Day Unit when senior staff are away.
- You will use medical equipment and computers to support patient care.

Job Description

Job title:	Staff Nurse – Chemotherapy Day Centre
Grade:	5
Site:	RSH
Accountable to:	Ward Manager
DBS required:	Yes

Post Summary

- The post holder will be responsible for assessing, planning and implementing patient care and evaluating outcomes
- In the absence a more senior staff nurse the post holder will take responsibility for the Oncology Day Unit.
- The post holder is expected to carry out all relevant forms of basic patient care without direct supervision and will also be required to supervise and demonstrate procedures to trained /untrained members of staff.

Scope and Range

The post holder is based in Oncology Day Unit, The Royal Shrewsbury Hospital

Main Duties and Responsibilities

Clinical

- Assesses, plans, implements and evaluates clinical care of patients.
- Administers complex chemotherapy regimens and other I.V therapies such as monoclonal antibodies with guidance from senior Oncology staff nurse until all training completed to administer chemotherapy.
- Demonstrates dexterity when undertaking venepuncture, cannulation and venesection after appropriate training and supervised practice.
- Receives and communicates complex and at times sensitive information to the patient and carers, also needing to reassure, encourage cooperation and empathise.
- Works with members of the multi-disciplinary team.

Managerial

- The post holder will be responsible for assessing, planning and implementing patient care and evaluating outcomes.
- After appropriate training and supervised practice, in the absence of a more senior staff nurse the post holder will take responsibility for the Oncology Day Unit.
- Promotes a safe clinical environment for all patients, staff and visitors.
- Works with the CNS to foster a supportive working environment and maintain staff morale.
- Collaborates closely with other health care professionals to ensure that all hospital policies and procedures are observed.

Technical

- Demonstrates competent use of complex infusion pumps and their regimens.
- Demonstrates competent use of a PC, accessing all appropriate patient information.

Education

- Maintains an awareness of current advances with support from senior Haematology nursing staff, thus ensuring the delivery of evidence-based care to the highest standard.
- Assists the senior Haematology nursing staff in the training and education of HCA's and student nurses within the department.

Administrative

- Records personally generated clinical observations.
- Assists in the planning clinic workload in a diary identifying areas that need addressing.

Research and development

- Not directed involved with research or audit work but able to collect and/or record patient data as requested by senior Haematology nursing staff.

Professional Development

- Agrees in consultation with the NS learning objectives designed to meet identified goals of personal and professional development.

Systems and Equipment

- Competent in the use of complex infusion pumps and their regimens.
- Competent use of PC, accessing all appropriate patient information.

Decisions, Judgements and Freedom to Act

- The postholder will work within the Nursing Midwifery Council Code of Practice, be accountable for their own professional actions and adhere to the Trust Policies and Procedures.

Communication and Relationships

- Receives and communicates complex and at times sensitive information to the patient and carer, also needing to reassure, encourage cooperation and empathise.

Physical, Mental and Emotional Demands of the Post

This post is physically, mentally and emotionally demanding, the post holder must maintain high levels of concentration at all times when on duty in this very busy clinic where the work pattern is unpredictable. This is a specialised day case facility and complex therapies are given, often in combinations. Multi-tasking and the ability to prioritise and remain calm and professional with support are essential.

Working Conditions

This post is based in Oncology Day Unit, the working conditions are cramped and the post holder will need to manage the working space, patient care and health and safety issues proactively to minimise risk.

The post holder will be exposed to patient body fluids (mainly blood) on a daily basis and some patients will be 'high risk', at all times adhering to the Trust infection control policies to minimise the risk to themselves and others.

Handle cytotoxic drugs on a daily basis and dispose of cytotoxic waste, at all times adhering to the Trust Chemotherapy Policies.

Handle and dispose of sharps, at all times adhering to Trust Policies.

Need the skills required to deal with occasional verbal aggression from members of the public.

Infection control

The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his/her work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or themselves:

All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff;

All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;

Any breach of infection control policies is a serious matter which may result in disciplinary action;

All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Registered Nurse (NMC) • Willingness to undertake specialist Haematology nurse training 	
Experience	<ul style="list-style-type: none"> • Post registration acute hospital experience 	<ul style="list-style-type: none"> • Haematology / Oncology experience
Knowledge and skills	<ul style="list-style-type: none"> • Confident • Positive attitude • Calm and friendly manner • Effective communicator • Ability to use a computer to access and record patient and work related issues and access/utilise the intranet and internet • Phlebotomy and cannulation skills or willing to learn these skills • Effective time management skills • Ability to work under pressure and remain calm with sound decision making skills or seek support with complex problems 	

Other	<ul style="list-style-type: none"> • Flexible and able to work different hours depending on the needs of the service 	
-------	---	--

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the

creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

