

## Job Description

<b>Job Title:</b>	Haematology Day Unit Manager
<b>Band:</b>	7
<b>Centre:</b>	Oncology
<b>Job Group:</b>	Nursing and Midwifery
<b>Accountable to:</b>	Centre Manager
<b>Professionally accountable to:</b>	Haematology Lead / Centre Governance Manager
<b>Position Number:</b>	3456317
<b>Date:</b>	May 2012

### Job Purpose

The post holder is responsible for:

- Management of the Day Centre for the Haematology Service.
- To function as an expert clinical practitioner within their designated clinical area. To deliver direct patient care whilst, managing, leading, co-ordinating and overseeing nursing practice
- The post holder carries 24 hour continuing responsibility for the co-ordination and monitoring of all clinical activities within their designated clinical area.
- To ensure that there is efficient and effective utilisation of all resources required to deliver optimum quality care to their client group.
- The post holder will deputise for the Day Centre Manager for Chemotherapy and in his / her absence, will ensure the continuation of evidence-based practice and taking responsibility for the supervision of staff and the policies and practices that operate within their clinical area.
- The postholder will primarily work Monday to Friday office hours but will participate in out of hours working to support service delivery.

This is a clinical role and the post holder is expected to occasionally assess and deliver direct patient care in order to maintain professional competence, authority and credibility. The frequency will be determined upon service need, CPD requirements and discussion with the Centre Manager.

### Main Duties and Responsibilities

#### Management and Leadership

1. To be responsible for the management of the department, effectively leading, motivating, supervising and directing staff to ensure that time and resources are managed through effective teamwork.
2. To ensure that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them throughout the 24 hour period.
3. To ensure that maximum usage of day case service is maintained by utilising agreed operational strategies to facilitate appropriate access to the service. Where admission to the Ward is required as a result of the day case, the Day Centre Manager will liaise with the Ward Manager to ensure immediate or urgent admission.
4. To deputise for Day Centre Manager within the Chemotherapy Day Centre as necessary.
5. To work with the Centre Manager/Governance Manager to ensure that an appropriate managerial and professional infrastructure is in place to support the delivery of services and functional requirements within their ward/ department which are in line with corporate objectives.
6. To take responsibility for proactively developing, implementing and reviewing clinical practices to ensure that they are cost effective.
7. To take delegated responsibility for part of a budget and be an authorised signatory for stock orders, staff time sheets and expenses.
8. To contribute to annual staffing establishment and skill mix reviews, encouraging and promoting new ways of working which support and contribute towards Centre and Corporate Objectives and improvement programmes.
9. To work with all members of the multi professional team to develop services that meet organisational and contractual requirements and to ensure the effective provision of all aspects of clinical care are maintained at a high standard.
10. To contribute and influence the total patient experience and journey through collaborative working and effective communications with all members of the multi-disciplinary team throughout the hospital.
11. Assist in the formulation, and review of clinical policies and procedures. To take responsibility for implementing trust wide agreed policies within area of responsibility.
12. To participate in and promote cross site working.
13. To be a point of contact by ensuring that they are a visible, accessible and assertive figure to whom patients, relatives and staff can turn for assistance, advice and support.

14. To assist PALS staff in helping to resolve the concerns of patients and their families as quickly as possible.
15. To have overall responsibility for the clinical environment, interfacing with relevant staff to ensure high standards of cleanliness, tidiness and décor are maintained.
16. To establish and maintain positive links with external agencies in particular Social Services, and community nursing and domiciliary therapy services.
17. To lead, support, supervise and instruct the team through the process of change, demonstrating tenacity, drive professional integrity, balance and perspective.
18. To contribute towards the development, production and implementation of the department's strategic objectives and business plan, in line with agreed service and financial objectives.

### **Patient Care**

1. To practise clinically, leading, co-ordinating and supervising nursing practice. Ensuring that all patients have their needs assessed, that programmes of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures.
2. To be a competent practitioner, leading innovation and demonstrating clinical expertise. The postholder act as a resource and advisor in their area of expertise to colleagues in other wards and departments throughout the Trust.
3. To take a lead on the implementation and delivery of the Essence of Care standards.
4. To lead the team in utilising the approved manual handling techniques in delivery patient care using procedures taught by the manual handling team, including the safe use of mechanical and non-mechanical manual handling aids.
5. To monitor and review clinical standards and practice within their clinical area, with particular attention paid to the drive for evidence-based practice.
6. In association with the Centre Manager/Governance Manager to monitor and report on the nursing performance indicators and implement action plans to address areas for improvement.

### **Communication and Relationships**

1. To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic nursing records according to NMC guidelines and unit guidance are maintained.
2. Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills

ensure that patients and carers have sufficient relevant verbal and written information during the patient's stay.

3. To actively support staff working with highly distressing / highly emotional levels of illness.
4. To respond appropriately to ineffective communication techniques and styles used by staff, taking first line performance management action in the event of continued issues. To initiate basic ward-based training for junior staff in relation to communication strategies.
5. To demonstrate sensitivity in dealing with complex and confidential information from patients, families and colleagues, giving advice and support when necessary. Respond appropriately to the information given.
6. To ensure that information / decisions are cascaded appropriately both to junior and senior staff using tools such as regular timetabled meetings (for which minutes are produced), newsletters, memos and other relevant communication strategies.
7. To maintain collaborative working relationships and effective communications between all members of the multidisciplinary team, resolving conflict and working within the team to ensure a high standard of co-ordinated patient care.

### **Education, Professional Development and Training**

1. To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self-development.
2. To implement an effective appraisal system, ensuring that all staff has set objectives that identify and support individual development and training needs.
3. To participate in the supervision, training and effective mentorship of junior staff, student nurses and Health Care Assistants.
4. To identify the training and educational needs for all staff, contributing to the development and provision of the yearly training plan and educational training programmes and opportunities.
5. To participate in informal and formal training sessions for their staff, delivering orientation programmes for new staff and provide relevant feedback to all members of the team.
6. To ensure that all team members attend Mandatory training sessions.

### **Research and Audit**

1. Together with the Centre Manager/Governance Manager develop auditable standards of care and initiate and participate in ongoing research, audit and projects.

2. To promote and disseminate relevant research findings to support clinical practice and education within the department.
3. To establish systems for assessing the users views on the quality of services provided and for involving patient relatives and their representatives in the planning and development of services.

### **Human Resources**

1. To ensure that all local and national HR policies, procedures and guidelines are adhered to and report any failure to do so appropriately.
2. To take responsibility for the management of all staff within their ward / department including specific induction, recruitment and selection, deployment, training, performance management, sickness/ absence and first stage formal disciplinary matters.
3. To work with the Centre Manager/Governance Manager on the appointment of registered nursing staff.

### **Use of information**

1. To take responsibility to ensure that staff maintain and update PAS to support patient care
2. To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment and Trust PAS system.

### **Health and Safety**

1. To ensure that the team develops the skills and knowledge to be able to safely and competently use medical equipment and that they are aware of the need to ensure that equipment is cleaned, stored and maintained correctly and that any faults/ defects are reported appropriately.
2. To take responsibility for ensuring that systems are in place to control, audit and track the use and location of medical assets and that any losses are reported accordance with policy.
3. To contribute to the ward/departments implementation of a Health and safety management monitoring structure and as far as is reasonably practical within the designated area of responsibility maintain a safe environment for patients, staff and relatives.
4. To participate in annual H&S audits, working with the Centre Manager/Governance Manager to rectify and address shortfalls.

5. To ensure that at all times the teamwork in a safe and responsible manner by demonstrating a knowledge and understanding of all Trust Health and Safety policies and the implementation of safety measures including:
  - Fire regulations
  - COSHH Regulations
  - Moving and Handling
6. The postholder will, be fully conversant with the Trust Infection Control policies and ensure that infection control policies, protocols and procedures are adhered to.
7. The post holder will frequently be exposed to highly unpleasant working conditions involving exposure of uncontained body fluids, foul linen etc and should be conversant with infection control policies relating to such exposure.
8. The post holder may on occasions be exposed to verbal / physical abuse and should be fully conversant with the Trust's Policy for dealing with these situations. To actively support staff in dealing with such incidents.
9. 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:
  - a. 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;
  - b. 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;
  - c. Any breach of infection control policies is a serious matter which may result in disciplinary action;
  - d. 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).

## **Clinical Governance and Risk Management**

1. To develop a formal programme of risk assessment and action planning in relation to health and safety, clinical risk and other agreed areas of risk management in line with corporate and national frameworks and strategies.
2. To take responsibility for the handling of complaints relating to the service area, personally supervising investigations where necessary and implementing actions and changing practice when necessary.

3. To work with the Centre Manager/Governance Manager to monitor performance within the Clinical Directorate against Controls Assurance and CNST standards and initiate appropriate action to ensure these standards are achieved.

### **Decisions. Judgement and freedom to act**

1. To work autonomously and independently to ensure delivery of quality services within area of responsibility. Is guided by broad polices and protocols, uses discretion and initiative for implementation of such polices. Seeks further advice and support for actions that effect areas outside their area of responsibility.
2. To be accountable for decisions affecting their sphere of responsibility. To liaise with Centre Manager/Governance Manager on issues relating to financial, human resources and corporate quality and Governance issues that have wider service implications across the organisation.

### **Professional Conduct**

1. To adhere at all times to uniform policy.
2. To conduct oneself in a manner perceived by others as constructive. Ensure that any issues with other staff members are addressed at an appropriate level.
3. To adhere to all local, national and NMC guidelines in relation to professional conduct and take the lead in ensuring that local incidents, complaints and issues are dealt with in accordance with Trust policy.

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

### **Review**

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description.

The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.

### **Health & Safety**

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

- take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and

- 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; and
- 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; and
- 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; and
- 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 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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 Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

## Job Description Agreement

I have read and understood the duties that are expected of me.

<b>Manager</b> Name	<b>Post holder</b> Name
Signature	Signature
Date	Date