## NHS GREATER GLASGOW & CLYDE

# JOB DESCRIPTION

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| **JOB IDENTIFICATION:** SACT Day Case Staff Nurse (Band 5)  **DEPARTMENT**: SACT Day Case Services. Regional Services – Oncology/Haematology | | |
| **1. JOB PURPOSE**  The role of the SACT Day Case Staff Nurse within Oncology/Haematology is to work within the nursing and MDT team to ensure the safe administration of SACT and Supportive treatments.  The post-holder will independently utilise a broad range of knowledge, skills and theory in the administration of patients undergoing SACT and Supportive treatment for their cancer. A fundamental part of this role is to educate and administer and care for patient’s receiving SACT.  The SACT Day Case Staff Nurse will assess and educate patients prior to their SACT, ensuring all necessary checks are made to include test results and confirmation of CRUK consent.  It is essential that the SACT Staff Nurse must competently perform the necessary technical, invasive, physical assessments and plan of care for this defined patient group.  **2. ROLE OF THE DAY CASE SACT DEPARTMENTS**  Day Case SACT services are currently provided in the Beatson, New Victoria Hospital, Vale of Leven, Inverclyde and Paisley between the hours of Monday –Friday 8-8pm.  The focus of this role is to ensure patients on SACT and supportive therapies are educated and that the treatment is administered safely. | |
| **3. SCOPE AND RANGE**.   * Staff Nurses may be required to work within Day Case Services providing clinical care and patient management. Day case services is currently a 5 day service (Monday to Friday, 8am-8pm), although this may change in the future. Includes public holidays. * Work autonomously within the multidisciplinary team and highlighting clinical concerns on whether it is safe for SACT treatments to go ahead, even when the patient’s treatment has been prescribed. * Demonstrate clinical knowledge that will enable the staff nurse to act as patient advocate to discuss medical decisions and alternatives to ensure best practice and patient care. * Provide supervision to junior nursing staff and HCSW * The Staff Nurse will be responsible for their own individual professional development and achievement of the clinical competences demanded for this role.   **4. ORGANISATIONAL STRUCTURE**.  Lead Nurse  Senior Charge Nurse  Charge Nurse  Band 6  Staff Nurse  Band 5  THIS POST  THIS POST  HCSW  Nurse Practitioners (NP) Band 6      **5. MAIN DUTIES/RESPONSIBILITIES**  Clinical/Specialist Knowledge   * Provide immediate response and escalation to senior members of the team if patient is not fit for SACT treatment. * Autonomously uses specialised theoretical and practical knowledge when making judgements and develops new skills in response to emerging knowledge and techniques. * Competent in extended skills necessary for staff nurse role for example:  1. Ability to carry out a 12 lead ECG and seek guidance from medical personnel and/or ANP in interpretation. 2. Interpret pre SACT blood results. 3. Cannulation and venepuncture skills. 4. Central line management (CVC’s, PICC, PORT, HICK). 5. Management of extravasation.  * Maintain accurate, concise documentation within patient medical notes in line with the Nursing and Midwifery guidelines for records and record keeping. * Responsible for maintaining Immediate Life Support (ILS) skills and the knowledge to direct a cardiac arrest/defibrillation situation and be able to administer the appropriate drugs used in resuscitation. * Contribute to the operational responsibilities of the GGC Day Case SACT services.   Leadership   * Actively pursue and participate in all available formal/informal teaching and ongoing education to enhance personal development in line with NMC guidelines for specialist practice. * Demonstrate leadership in emergency situations for example SACT reactions and possess the ability to recognise the urgency and management of care to other practitioners/nursing/medical staff in a calm and efficient manner. * Maintain knowledge of current local and national best practice and guidelines.   Organisational/Managerial   * Organise own time and that of junior members of staff. * Promote, encourage and adhere to patient services policies and procedures currently insitu by keeping up to date with best practice guidelines, informally teaching junior staff members and setting example by practice.      * Attend and participate in team/departmental meetings. * Assist in identifying, minimising and managing interpersonal conflict, maintaining the trust and support of the team. * Maintain a high standard of dress code to promote public confidence. * Ensure that NMC Code of Professional Conduct is adhered to at all times.   Communication   * Ensure effective communication and handover during working hours to optimise on-going co-ordination of the day case unit and ongoing appropriate management between staff nurse and senior nursing/medical staff.      * Act as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills. * Make appropriate referrals to a wide range of other healthcare professionals and specialties. * Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff * Communicate effectively to overcome a number of barriers such as, language, cognitive impairment and confusion to obtain clinical history, gain consent and provide information. * Adhere to the Health Board’s policy on confidentiality including the requirements of the Data Protection Act and Caldicott guidelines. * Maintain accurate clinical records demonstrating effective verbal and written communication in patient notes ensuring all members of the multi-professional team are kept informed of relevant clinical/non clinical developments.  1. **SYSTEMS AND EQUIPMENT**   The post holder is expected to have a knowledge of all the equipment utilised.  Specialised:   * 12 Lead ECG recording. * Cardiac Defibrillation   Generic: This list is not exclusive and is subject to change.   * PCA syringe driver * Infusion devices * Electronic Glucometer * Tympanic thermometer * Computer literate, demonstrate competent keyboard skills * Use of electronic communications systems - TRAKCARE/EPR   .  Systems:   * DATIX clinical incident online reporting system. * Trakcare * EPR * Chemo Care  1. **DECISIONS AND JUDGEMENTS**  * Work autonomously within the multi-professional team. * Recognise and acts upon own limitations, informing relevant personnel. * Possess ability to rapidly assess/manage emergency situations in a calm efficient manner. * Demonstrate sound clinical judgement in assessing the physical, psychological, social   and spiritual care of the patient and develop individual patient management plans alongside MDT.   * Considers and works within boundaries of agreed department budget when delivering care.  1. **COMMUNICATIONS AND RELATIONSHIPS**   Staff Nurse must possess excellent verbal skills to communicate effectively with:   * Patients, relatives, carers and members of the pubic. * Consultants * Registrars & Trainee medical staff * General Practitioners * Senior management team * Ward managers/clinical nurse specialist * Staff nurses * Allied health professionals * Beatson Critical Care outreach & High Acuity Service * Other specialties within NHS GGC (eg Respiratory, surgery, critical care, ED) * Colleagues in other health boards (eg West of Scotland Emergency Departments)   **9.** **PHYSICAL AND ENVIRONMENTAL DEMANDS OF THE JOB**  Physical   * A high degree of manual dexterity and accuracy whilst administering SACT. * Required to initiate cardiac compressions. * Moving and handling of equipment for example beds/hoists. * Work 10, frequent short periods of moderate physical effort, bending or lifting. * Unpredictable workload requiring flexibility as priorities continuously change within the   Oncology/haematology day case environment.  Mental and Emotional   * Unpredictable busy work pattern, interrupted by patients taking unwell at clinic or in the day case.      * Responsible for the request of pre SACT bloods. * Ability to cope with distressed, angry or anxious patients/relatives in a professional and sensitive manner. * Ability to remain focused and calm.      * Frequent requirement to work in emotive atmospheres, which may result in the need for   immediate and intense effort and concentration.  Environmental   * Frequent daily risk of exposure to body fluids, blood, faeces and urine, including those of patients   on cytotoxic treatment and with blood borne viruses, when having to cannulate or obtain bloods.     * Daily risk of needle sticks injury whilst obtaining bloods from confused or delirious patients. * Potential risk to hazards such as violence and aggression, verbally or physically.  1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  * Planning individual patient care within the context of an interdependent healthcare team. * Ability to prioritise own workload under continually increasing workload in a busy   stressful environment.   * Communicating with and providing support to distressed, anxious or worried patients or   relatives.     * Dealing with violence, aggression and abusive behaviour from patients, relatives & members of the public.   **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * First Level Registered Nurse * Post registration nursing experience desirable * Successfully complete agreed training pathway of the SACT Staff Nurse including accredited SACT Course. * Maintain immediate Life Support training, knowledge and certification. | |
| **12. JOB DESCRIPTION AGREEMENT**  Job Holder’s Signature: Date:    General Manager’s Signature: Date: |