

Job Title: Oncology Nurse Specialist

Location/Base: Nova Healthcare

Dept: Clinical

Reporting to: Clinic Manager

Accountable to: Clinic Manager

JOB PURPOSE:

- To work as a member of the multi-disciplinary departmental team in providing excellence in customer service to our patients and any visitors to the department.
- To undertake duties relating to patient care and consulting suite organisation
- To promote an environment which responds positively to the safety, care, dignity and confidentiality of all our patients.

KEY ACCOUNTABILITIES

- To support the delivery of clinical services to Nova Healthcare patients, in relation to Radiotherapy, Chemotherapy, Brachytherapy and Robot Assisted Surgery as required and with appropriate training if necessary.
- Review the progress of patients before, during and after their treatment.
- Assist in nurse-led radiotherapy review clinics, assessing patients before and during their treatment and managing their ongoing needs.
- Deliver chemotherapy to patients within agreed protocols and actively review patients during their treatment.
- To provide chaperone support to our consultants and patients.
- To ensure consulting rooms and clinical areas have all dedicated equipment, clinic lists and patient notes.
- To ensure all equipment trolleys and stationery supplies are adequate for the planned days activity
- To ensure any investigations are carried out professionally and efficiently according to your own clinical limitations and in accordance with Nova healthcare procedures and policies.
- To provide support to the consultant and patient during any treatments or investigations.
- To assist with maintaining a safe and clean working environment throughout each day.
- To manage your patient allocation in a timely manner and within your own limitations
- To be at all times adaptable, flexible and responsive to the changing needs of the unit.
- To collect and input all data related to the billing for any treatments/investigations.
- To assist in the collation of information relating to departmental audits.
- To respond to any telephone enquiries in a courteous, polite and efficient manner.
- To monitor and report any maintenance needs relating to the equipment we use within the unit.

- To demonstrate a commitment to training and development by taking every reasonable opportunity to maintain and update your knowledge, competence and skills.
- Assist in the induction of new staff members.
- To ensure safekeeping of any medicines and prescription pads in accordance with current legislation and upon completion of the appropriate competence.
- Ensure security of the department at the end of working day.
- Assist in the cleaning of equipment and restocking of consumables.
- Communicate effectively with consultants and other members of the multidisciplinary team to ensure a qualitative outcome for the patient.
- To accept responsibility for your own clinical decisions and those of your junior colleagues in accordance with your professional code of conduct.
- Prioritise the workload in a timely manner.
- To demonstrate effectiveness as a consistent role model and unit representative.

SUPPLEMENTARY INFORMATION

Nova Healthcare is a part of Aspen Healthcare

Our Values

We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
- Investing in Excellence – Working to be the best
- Always with Integrity – Respected, admired and reliable

Code of conduct

- ✓ I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- ✓ I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Nova Healthcare.
- ✓ I will always be honest and act with integrity.
- ✓ I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- ✓ I will show my commitment to working as a team member with all my colleagues and the wider community.
- ✓ I will take responsibility for my own learning and development.
- ✓ If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

Equality & Diversity

Nova Healthcare is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working

environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

Health & Safety at Work

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

Statutory & Mandatory Training

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager's support at the earliest opportunity.

Infection Prevention & Control

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

Confidentiality

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Nova Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

Information Security

All staff are required to read and comply with all Nova communications and policies that are issued relating to the electronic security of Nova and patient information particularly in relation to:

- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Whistleblowing - Raising Concerns

It is the responsibility of all staff to raise any concerns to their line manager if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company's business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.

- any other legitimate concerns

Data Protection

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Nova Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies' facilities.

Safeguarding the Welfare of Children and Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role.

For all posts requiring professional registration

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities

You will be required to be aware of, and adhere to, all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review

The post-holder must act in such a way to promote a positive image of Nova Healthcare at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.

Signed:

Date:

Oncology Nurse Specialist

PERSON SPECIFICATION

| | Essential | Desirable |
|---|---|--|
| Educational qualifications: | <ul style="list-style-type: none"> • Registered adult nursing qualification • Active registration with NMC • Previous oncology experience | <ul style="list-style-type: none"> • Up to date clinical wound assessment knowledge |
| Specific training Skills Knowledge required: | <ul style="list-style-type: none"> • Up to date nursing practice • Core competencies • Chemotherapy administration | <ul style="list-style-type: none"> • Aseptic technique competence • Awareness of the Care Quality Commission regulations |
| Experience | <ul style="list-style-type: none"> • Administration of Chemotherapy experience • A variety of experience within nursing practices | <ul style="list-style-type: none"> • Recent hospital based nursing practice • Experience within the independent sector. |
| General temperament: | <ul style="list-style-type: none"> • Ability to work under pressure • Reliable and Trustworthy • Excellent communication skills • Attention to detail • Smart personal appearance • Ability to work alone and within a team • Good communication skills • Ability to adapt when situations require it • Maintain a positive attitude | <ul style="list-style-type: none"> • Maintain a motivated outlook |