

Job Description

JOB TITLE	Lead Specialist Nurse Haematology
GRADE	Band 7
REPORTS TO	Matron - Cancer Services
ACCOUNTABLE TO	
DEPARTMENT	Cancer Division
DIVISION	CDCS
DATE	May 2023

JOB PURPOSE

Overall responsibility for advising on the delivery of care within specialist area of Lymphoma and general malignant haematology. Act as an expert resource across the Trust in a patient centred clinically effective way in line with Trust policies and procedures and national guidelines. Leads in the development of nursing practice in own specialist area, providing support, advice and education for patients, significant others and colleagues across the healthcare team.

Organisational Structure

Lead Consultant Haematologist

Matron of Cancer Services

CNS Haematology

Key result areas

Clinical

- 1 Provides a level of advanced and comprehensive nursing assessment based on specialist knowledge and experience and maintain a client caseload of patients with a bleeding/clotting disorder inclusive of Haemophilia, Thrombosis and Haemoglobinopathy.
- 2 Lead and support with specialist nursing knowledge the development, and implementation of programmes of nursing care ie specific care plans for individual patients and the client group as a whole. Providing a nurse led bone marrow biopsy service for haematology patients.

Providing a nurse led blood transfusion service.

- 3 Ensures all specialist practice complies with every aspect of Clinical Governance.
- 4 Provide expert clinical advice to the local and wider healthcare team taking into account all aspects of Clinical Governance. Promote and develop the use of evidence based practice to improve the outcomes of patient care and develop the service.
5. Lead the development of local and Trust wide health promotion /education strategy relevant to the specialist area of practice, making use of all available resources and support staff in the implementation of the strategy.
6. Provide support, advice and education for patients, significant others and colleagues across the healthcare team.

Professional

7. In accordance with professional codes maintain own professional development and competence to practice.
8. At all times ensure that one's own actions support and promote equality, diversity and the rights of patients, the public and colleagues within the health care environment.
9. Lead the development and implementation of clinical audits, including CQUINS and specific research projects, ensuring that the findings are disseminated and good practice is shared across the trust and beyond.
10. At all times display exemplary standards of behaviour and ensure own work practices, and attitudes provide an example of professionalism for all staff (positive role model).
11. Provide guidance and support to all members of staff and comply with the NMC standards for mentors
- 12 Maintain accurate, legible and timely records of patient care using the current patient recording system and updating the Trust database as required.

Managerial

13. Be visible, accessible and demonstrate an authoritative presence within the Trust. Be available to staff, patients, families and visitors for assistance, advice and support within the specialist area of practice.
14. Through the provision of good leadership and management, develop and support the implementation of a philosophy of care within the clinical specialism thus enabling the delivery of a high standard of care whilst maintaining the privacy and dignity of patients.
15. Lead the development of the specialist service and act as a change agent. Whilst encouraging others to be innovative and adaptable in their approach to change.

16. Manage resources in an efficient and effective way, where necessary influencing budgets held by senior managers through the use of expert knowledge and judgement. Co-ordinating the supplies of co-agulation factors from ordering to disseminating.
17. Promote the health and safety of patients, staff and the public by taking responsibility within their working environment(s) for identifying risks/hazards and implementing control measures.
18. Ensure that all identified clinical risks are reported and investigated according to trust policy
19. Facilitate the development of individual staff and nursing teams through the use of specialist education and training taking into accounts both the needs of the service and the aspirations of individual practitioners.
20. Make use of all available methods of communication to build and develop effective communication networks and processes both within the trust and across the healthcare community.

Internal and external relationships

Internal relationships will be with Haematological colleagues including other Haematology CNS's, Anti Coagulation Team, Medical staff furthermore there will be an expectation of wider internal relationships with others involved in the patients care for example in the role of Thrombosis CNS to liaise with members of the wider MDT and MAU/ED colleagues. External; relationships could include working with specific agencies such as Network colleagues and or commissioners.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future developments in the service and the impact of new technology on the role. Appropriate training will be provided to support essential additional skills required.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	NMC registration & revalidation requirements. Significant post registration experience, and experience at a band 6 post	Evidence of degree / working towards higher degree or equivalent experience
Experience & Knowledge	Evidence of management / leadership skills gained through theoretical knowledge and or experience. Experience of mentoring, supporting, coaching and developing staff	Specific knowledge of the clinical area / speciality Evidence of teaching/ nurturing Provides expert advice
Skills and Ability	Takes responsibility and is accountable for all delegated nursing care within the team. Is a decision maker. Able to assesses associated risks and takes appropriate action. Manages the clinical workload, prioritising and re-prioritising. Manage safe/ safer staffing.	Work across division during unit cover and deputising for matron
Communications and interpersonal skills	Communicates highly complex condition related, sensitive information to patients, public and staff. Understands and overcomes barriers to communication and acceptance.	Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills.
Values and Behaviours	Evidence of: <u>Openness</u> (inclusive, collaborate, listen) <u>Compassion</u> (kindness, integrity, thoughtful) <u>Excellence</u> (responsibility, CPD, boundaries)	
Other requirements	Contributes to policy or service changes. Able to lead and facilitate change	Able to standardise and reduce variation.

PERSON SPECIFICATION

Communication and relationship skills (include internal/external contacts)

Communicates highly complex condition related, sensitive information to patients/relatives and across the wider healthcare community.

Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills.

Understands and overcomes barriers to communication and acceptance.

Knowledge, training and experience

Current NMC registration

Substantial post qualification experience in Malignant haematology or equivalent level of expertise that includes working, pro-actively with own and other Professions who are experienced in the specialist area, plus extended periods of study over a substantial period post registration. IT

Literate

Analytical and judgemental skills

Identify and solve problems, analyse, compare and interpret complex information relating to specialist acute and other patient conditions before reaching a judgement and making a decision.

Prioritises problems, assesses associated risks and takes appropriate action within the specialist area of practice.

Planning and organisational skills

Manages own specialist workload within the clinical area, prioritising as necessary.

Plans the training & education requirement in relation to the clinical specialism.

Physical skills

Developed physical skills to ensure accuracy and dexterity required for clinical procedures.

Standard key board skills

Responsibilities for patient / client care

Assess, develops, plans, implements and evaluates individual or specialist programmes/package of care.

Provides advice and support in relation to the clinical specialism.

Is able to undertake a wide range of patient care and clinical activities across shift patterns.

Responsibilities for policy and service development

Follows national, Trust policies and procedures and ensure other members of staff do likewise.

Develops policies/procedures for defined specialist area.

Proposes policy or service changes which impact beyond own area of activity.

Responsibilities for financial and physical resources

Takes personal responsibility for effective management of resources and safe use of equipment.

Ensures maintenance of equipment and takes responsibility for the appropriate safe handling and

storage of patients' personal possessions.
Advise on and orders supplies in relation to the clinical specialism.
Authorised signatory for specialist supplies/equipment.

Responsibilities for human resources

Provides advice, support and undertakes training in relation to the clinical specialism.
Acts as a mentor/preceptor / clinical supervisor to members of staff.
Day to day management of staff where appropriate to include:
Undertakes some appraisals and identifies staff development needs.
Participates in the recruitment of staff.
Initial stages of the management of HR policies

Responsibilities for information resources

Accurately maintains patient/staff records, records own data.

Responsibilities for research and development

Lead clinical audits and participates in research within own clinical specialism.
Uses the results of research to inform own clinical practice and to influence others across the Trust and the wider health care community.

Freedom to act

Works within Professional codes of practice.
Work is managed rather than supervised.

Physical effort

Physically able to perform the full range of nursing duties.

Mental effort

Frequent concentration required in routine and in unpredictable work situations.

Emotional effort

Deal with distressing and emotional circumstances relating to patients, relatives and staff.

Working conditions

Works in an environment where there is exposure to unpleasant working conditions and hazards.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**

- P** Putting our patients & our communities first
- R** Right first time
- I** Invest our resources wisely
- D** Develop & nurture our colleagues
- E** Ensure improvement through effective partnerships

Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. 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 mandatory training 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).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".