

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser', written over a light grey rectangular background.

Professor David Rosser,
Chief Executive Officer

JOB DESCRIPTION

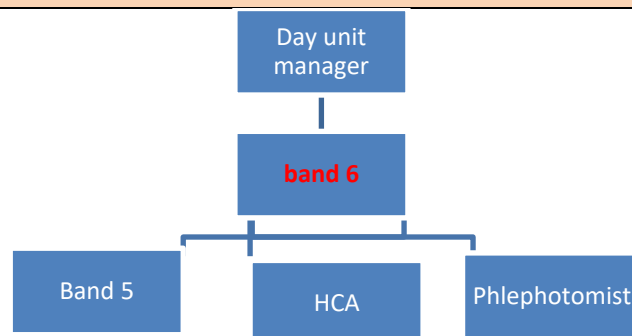
Job Title	Community Sister/Charge Nurse
Pay Band	Band 6
Department	Haematology/oncology Day Unit
Division	5
Reports to	Day Unit Manager
Professionally Responsible to	Day Unit Manager

JOB SUMMARY

An exciting opportunity has arisen for a Community Band 6 Registered Nurse to join the team on the Haematology & Oncology Day Unit at Heartlands Hospital. The unit is a nurse led unit and the post holder is responsible for the assessment of care needs and co-ordination of the whole patient pathway, and the administration of chemotherapy in the community and in the day unit. To provide a specialist Haematology nursing service, giving psychological support to the patient and carer in the community setting and on the day unit. To be involved in the management of the patient receiving chemotherapy and post treatment follow up, working in collaboration with the multidisciplinary team. To be autonomous in practice and deliver high quality care in an efficient manner. Car driver is essential

The unit at Heartlands Hospital is open Monday-Friday 08.00-18.00hours.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

Administer intravenous safe delivery of chemotherapy, injections and or intra-muscular, and infusions. Cannulation venepuncture and phlebotomy. Knowledge of chemotherapy and related side effects, and management of disease related side effects. Blood Glucose monitoring. Basic life support. Bolus cytotoxic chemotherapy. Central venous access device administration of drugs. Time management of the community patients and to support junior staff.

KEY RESPONSIBILITIES
As a team leader is responsible for managing a team of nurses who are delivering Systemic Anti-Cancer Therapy. Lead and supervise junior staff reporting to them. Managing a caseload of patients ensuring test results and blood results are satisfactory prior to administration of chemotherapy. Excellent communication skills required, as working with a number of clinicians. To maintain chemotherapy administration competencies and will work in the day unit a minimum of one shift per month in agreement with line manager.
BUDGETARY AND RESOURCE MANAGEMENT
The post holder is not responsible for managing budget but needs to be aware of the resources available and need to remain within the financial envelope.
MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES
In the absence of the day unit manager take charge of the unit for the management of the daily responsibilities, including work allocation, absence management disciplinary, and complaints. Complete appraisals. Assist the manager in the recruitment of new staff.
RESEARCH AND DEVELOPMENT
A commitment to personal continuing professional development and actively participate in performance appraisal. To lead, motivate, develop and support the nursing team.
EFFORT
No lifting
TRUST VISION & VALUES
<p>The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:</p> <p>Kind: The kindness that people show to each other every day Connected: The connections we build with everyone around us Bold: The ability to be bold in how we think, speak and act</p>
ADDITIONAL INFORMATION
<p>This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.</p> <p>The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.</p> <p>All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.</p>

PERSON SPECIFICATION

JOB TITLE: Band 6 Community Nurse	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Registered General Nurse First Level degree in related subject or undertaking a degree pathway. Evidence of continued professional development. 	<ul style="list-style-type: none"> Post basic qualification in cancer, haematology or oncology. Advanced communication skills training, or prepared to work towards. Recognised teaching qualification or prepared to work towards. Evidence of Masters level learning
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Relevant post registration experience at Band 5 or above in cancer nursing. Minimum 3 years post registration nursing experience with 18 months of that being experience working in an outpatient setting delivering chemotherapy/supportive products Experience of multi-professional working Good communication skills Ability to support and influence change. 	<ul style="list-style-type: none"> Experience of audit and research. Leadership and management experience Experience of teaching.
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Cannulation and phlebotomy skills Chemotherapy competent including administration of bolus peripheral vesicants. IV competent 	<ul style="list-style-type: none"> Teaching and presentation skills. Triage

<ul style="list-style-type: none"> • IT literate • Organisation and negotiation skills • Highly effective communication • Ability to motivate self and others. • Ability to work autonomously and as part of a team. • Leadership skills. European Computer Driving licence or equivalent. 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Diplomatic, calm and objective. • Assertive, confident, yet approachable. • Recognition of own limitations. • Enthusiastic • Ability to deal with complex and difficult emotional situations. • Car Driver and own vehicle 	

