

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



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 handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

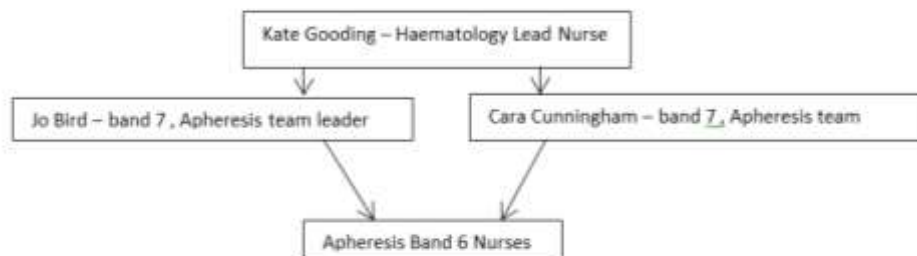
JOB DESCRIPTION

Job Title	Apheresis sister
Pay Band	Band 6
Department	Haematology
Division	5
Reports to	Joanne Bird
Professionally Responsible to	Joanne Bird

JOB SUMMARY

This is an exciting opportunity to join the apheresis team within the Haematology team at University Hospitals Birmingham who hosts one of the largest adult Bone marrow Transplant programmes in the UK. The post holder will act as a team member in the delivery of a consistent high standard of nursing practice. He/she will be fully trained in apheresis procedures such as stem cell collection, ECP and collections for CAR T treatment. The post includes being part of the on call service for haematological emergencies. He / she will deputise for the team leader and will support the leadership and management of the department with particular emphasis on quality and clinical standards

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- Good haematology knowledge and experience
- Venopuncture
- Cannulation
- Administration of Blood products
- Care of Central Venous Catheter devices
- Optia / cellex machine operation- full training will be given

KEY RESPONSIBILITIES

To deliver nursing care for patients and relatives undergoing therapeutic

apheresis

Provide a specialist nursing service and advice for volunteer and sibling donors

Provide holistic support using knowledge and skills throughout the process from diagnosis to post care regarding apheresis

To maintain clinical competence in all aspects of apheresis

Offer expert advice and supervision whilst maintaining competence in all aspects of clinical care required by this group of patients

To co-ordinate the delivery of person centered care for apheresis patients working closely with the multi-professional team and treatment departments including the apheresis medical lead, both within the Trust and external organizations

Ensure access to timely written and verbal information, providing advice and support allowing an informed decision regarding treatment to be made

Ensure results of investigations and assessments are followed up and acted on where necessary

Ensure robust communication strategies are employed in the unit to facilitate a seamless pathway for service users

At times of immense stress and anxiety during treatment, display excellent interpersonal and communication skills in dealing with patients, carers and staff throughout the patient journey

Participate in the evaluation of the service in terms of clinical effectiveness and clinical excellence by compliance with JACIE accreditation and HTA., adhering to local policies and maintaining the national Code of Practice on Infection Control

Maintain an accurate record system and collect relevant statistical information for service evaluation and development

Being involved in audits

Participate in out of hours apheresis service for emergency procedures as per local agreements

Participate in relevant outpatient clinics and departmental meetings

Knowledge of other experts in the extended team and outside agencies in order to refer appropriate patients to e.g. the Psychologist or Palliative Care Team



BUDGETARY AND RESOURCE MANAGEMENT

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

Leadership

To act as a role model within the clinical setting demonstrating expert knowledge and high standards of clinical practice.

Determine and develop a working philosophy for the unit, initiating goals and objectives according to service needs

To co-ordinate the day to day clinical apheresis service in the absence of the unit manager

Education

To identify, assess and meet the educational needs of the patient and their family by either personal participation or supervision of others

To identify the educational and training needs and participate in education provision to meet those needs.

To work collaboratively on educational tools for patients, carers and other health care professionals

Provide clinical supervision for colleagues on request

Contribute to education programmes provided within the trust, and maintain links with local educational establishments, including BCU

Provide an environment to enable education and learning for all students and observers to take place

Participation in orientation and education of new divisional medical staff

RESEARCH AND DEVELOPMENT

To utilise up to date research to ensure the delivery of evidence based patient care

Ensure accurate statistical data is kept on work carried out in the Unit.

To be aware of current trials being conducted within own specialty area and be able to inform patients about these.



<p>Ensure documentation and record keeping is comprehensively maintained.</p> <p>To contribute to clinical governance developments in line with the strategic developments of the trust.</p>
EFFORT -
TRUST VISION & VALUES
<p><i>DO NOT AMEND THIS SECTION</i></p> <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>

Last Updated:14/12/22.....

PERSON SPECIFICATION

JOB TITLE:	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • RGN • Educated to Diploma level or willingness to undertake further education • Appropriate short clinical skills course for specialty • IV drug administration, Venopuncture & Cannulation 	<ul style="list-style-type: none"> •
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Minimum 2 years in Haematology • Experience of working on own and within a team • Up to date knowledge of current clinical and professional issues. • Knowledge of evidence based practice. • An understanding of audit and research based nursing practice. 	<ul style="list-style-type: none"> •
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent verbal, written and interpersonal communication skills. • Experience of patient assessment. • Competent in using medical devices related to the speciality. Venopuncture, Cannulation 	<ul style="list-style-type: none"> •
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Maturity/self awareness. • Sensitivity based on knowledge. • A flexible and positive approach to work. • Enthusiasm/motivation. • Good health/attendance record. 	<ul style="list-style-type: none"> • Experience in managing a ward/dept environment • Experience in Trust's "Attendance management"

