

*The* ROYAL MARSDEN  
NHS Foundation Trust

Job description  
**Registered Nurse**  
**Band 6**



At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.



Life demands excellence



## Dear candidate,

Thank you for applying to join the nursing team at The Royal Marsden. This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our groundbreaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the centre of the hospital are our dedicated nursing staff. Being part of the nursing team at The Royal Marsden means being at the forefront of cancer nursing across the world.

With over 1100 registered nurses we are able to offer a wide range of internal appointments and a range of flexible working possibilities.

We also offer a blend of NHS and Private Care opportunities, as well as community nursing roles. Nurses are also heavily involved in the hospital's research agenda and we encourage continued professional development both through The Royal Marsden School and external centres.

At The Royal Marsden, our patients are at the heart of everything we do, and pivotal to this are our nurses, whose dedication and compassion ensures that patients receive the very best care throughout their treatment. I wish you every success with your application to join our team, and be part of this amazing work.

A handwritten signature in black ink that reads "Mairead Griffin". The signature is written in a cursive, flowing style.

Best wishes  
Mairead Griffin, Chief Nurse

## Job title

Registered Nurse

## Terms and Conditions of Service

Trust Terms and Conditions of Service

## Grade

Band 6

## Location

Chelsea/Sutton

## Reports to

Ward Sister/Charge Nurse

## Accountable to

Matron and Divisional Nurse Director

## Responsible for

Healthcare Assistant & Student Nurses

## Liases with

Ward/Departmental Sister/ Charge Nurse, Medical and Nursing colleagues, Allied Health Professionals, Directorate and Divisional Managers, multidisciplinary team, patients and carers

## 1. Overview of the Post

1. To coordinate and supervise a shift, communicating effectively with members of a multidisciplinary team to deliver high quality, evidence-led care to patients.
2. To exercise clinical judgment and decision making about patient needs in terms of long term goals or plans.
3. To participate fully in the day to day organization and running of clinical trials including the recruitment, education and monitoring of patients entering a clinical trial and liaison as required with trial sponsors.
4. To assume personal accountability for nursing care delivered to a patient in accordance with the NMC code of conduct. There is an expectation for post holders:
  - To promote a safe clinical environment for all patients, visitors and staff
  - To participate in Trust initiatives around infection control and care quality indicators
  - To assist with any local or trust initiatives to ensure the continuous improvement of the quality of services and safeguarding of high standards of care
  - To be aware of all hospital policies and procedures and collaborate with other health care professionals to ensure that these are observed
5. To help foster a supportive working environment and maintain staff morale

**The Senior Staff Nurse is responsible for assisting the Ward Sister / Charge Nurse in the management of the clinical environment and for the management of shifts. At Senior Staff Nurse level, the post holder is required to take responsibility for the management and development of a team of employees under the supervision of the Ward Sister / Charge Nurse.**

## 2. Key tasks and responsibilities

### Clinical Responsibility – patient care

To complete the first level assessment of patients with cancer and their families to gain an understanding of their physiological, psycho-social, spiritual and cultural needs and to develop a positive, realistic and supportive attitude to ensure that these needs are met. This will include:

Counterchecking patients' vital signs, blood results, patient body surface area, chemotherapy prescription and consent before administration of treatment.

Educating patients on their treatment such as indications and side effects.

Ensuring necessary medication and follow up appointments are obtained.

To plan, document, deliver and evaluate care plans from admission through to discharge / transfer discussing this with the patient, their family and multi-disciplinary teams and to alert the Sister/Charge Nurse of any changes. To set goals for each of the identified nursing issues and encourage / teach other nursing staff to do the same. To help the patient achieve set goals through care planning.

As a specialist cancer nurse, to assess the educational and informational needs of the patient and family. This includes producing and using appropriate materials to ensure optimum understanding of nursing care and the likely outcome.

To provide skilled care and expertise in venepuncture and/or cannulation. To assess patients for a suitable central venous access device. To provide education to patients on the care and management of central venous access devices and to adopt a problem solving approach to managing complications with all vascular access devices.

To be knowledgeable of any treatment in progress in the specialty they are working in, and to adopt a problem solving approach to symptom management and minimizing adverse reactions. Once suitably trained and dependent on the clinical area, administer / check cytotoxic drugs, intravenous antibiotics, novel therapies, trial drugs and supportive therapies, including all necessary blood products.

To look after all patients in protective and contact isolation as necessary with strict infection control measures, while educating and giving psychosocial support to them, their families and more junior members of staff.

To assist research nurses in the care of patients undergoing clinical trials and adhere to the principle of informed consent and advocacy.

Administer medicines as prescribed with adherence to Guidelines for Medicines Administration (NMC2002) and The Royal Marsden Medicines Management Policy. This will exclude administration by the intravenous route or through subcutaneous syringe driver until you have passed the written drug administration test and have been assessed as competent.

To undertake all nursing procedures in line with Trust, South West London Cancer Network and Department of Health policies and guidelines.

To be aware of the emotional demands that come with treating cancer patients and their families.

To ensure holistic care for the dying patient and their relatives, working closely with symptom control, palliative care and pastoral care team while giving support to more junior members of staff.

**The Senior Staff Nurse is responsible for supervising junior and unqualified staff in the delivery of care and to ensure that staff have the necessary knowledge, skills and resources to carry out the care delegated to them.**

### **2.1.1 Clinical Responsibility – Clinical research/Trials**

To assist in the assessment of new patient referrals as to the appropriateness of the referral for a phase 1 study.

To provide advice, information and support to patients with regard to their participation in clinical research in order to facilitate effective informed consent, ensure the patient fully understands the nature of the clinical trial, of voluntary entry to the clinical trial and freedom to withdraw at any time without prejudice to treatment. Referring to other healthcare professionals where appropriate.

To plan assessment of the patient prior to trial treatment, monitor the patient receiving trial treatment and follow the patient up on completion of trial treatment as required by the protocol.

To assist the medical team in the assessment and monitoring of a patients condition throughout their participation in the clinical trial.

To have the ability to perform Pharmacokinetic and Pharmacodynamic sampling and processing. To carry out these procedures in accordance with trial protocols, ensuring that samples are labelled and stored correctly.

To carry out trial related assessments in good time and record results in a clear and detailed manner.

To record any adverse events in accordance with the NCI Common Toxicity Criteria score.

To monitor treatment toxicity and/or side effects and to take appropriate action to reduce the effects of treatment as necessary.

To collect and accurately record data in accordance with the requirements of the trial protocol.

In conjunction with a clinical trials officer co-ordinate arrangements required for patients undergoing specialist investigations as part of the research protocol.

As a trial lead nurse, is expected to arrange the execution of all tests in the protocol and provide instruction on the execution of these assessments.

To maintain an awareness of the trial progress, including recruitment, follow up any toxicities of the investigatory medicinal product.

To attend weekly clinical team meetings and participate with information about trial patients.

To report to the principal investigator or medical team any adverse events and serious adverse events which occur whilst the patient is being treated on a clinical trial, and record relevant details.

Take responsibility for sample storage and shipment for analysis.  
Maintain all trial related equipment.

To participate in the design of record sheets and documentation associated with clinical trials, ensuring that these are reviewed and updated as required.

Liaise with trial sponsor regarding the conduct and monitoring of the trial.

Attend teleconferences and other trial related external meetings, by prior arrangement and agreement with the Ward Sister / Charge Nurse / Senior Sister.

### **2.1.2 Education and development Responsibility – own as well as others.**

To participate in annual appraisal process with their line manager and undertake appraisal of junior colleagues as requested by your line manager.

To participate in Trust wide education programmers, study days, courses, meetings or conferences as identified in their Personal Development Plan and deemed appropriate for the professional development by their line manager.

To take responsibility for developing and sustaining their own knowledge, clinical skills and professional awareness in areas such as current advances in cancer treatments, research and nursing practice and to use this knowledge to maintain the highest standard of care for patients cancer.

To take on a consultancy role with supporting colleagues on other wards/departments/ community teams to ensure that care, treatment and service needs are met, focusing in particular on specialist knowledge in vascular access devices and chemotherapy regimes.

To keep up to date with relevant statutory developments for the management of clinical research, e.g. GCP, SOP's, ensuring timely and effective implementation of any required changes.  
To assist the ward manager in training new and existing staff, including course students.

At the request of the Visitor Programmes Co-Coordinator, to participate in educational programmes for visitors to the Trust.

Develop and maintain resource and educational packs for use by patients, families and staff in the clinical and home settings.

**The Senior Staff Nurse is expected to develop teaching skills by undertaking a relevant teaching and assessing qualification and applying the principles within the clinical setting.**

### **2.1.3 Management and Leadership Responsibility – including human resources, financial and other resources.**

To help foster a supportive working environment and maintain staff morale.

To coordinator and supervise a shift when requested with the support of the Ward Sister / Senior Staff Nurse.

To assist more senior members of the nursing staff in the organization and management of the clinical area ensuring that the principles of individualized nursing care are maintained.

To participate in any projects, as designated by the Ward Sister, in the development of care in the clinical area.

To work closely with the Ward/Departmental Sister/Charge Nurse to ensure that clinical standards of care are achieved within the unit and to participate in the audit of clinical care.

To assist the Charge Nurse/Ward sister with ordering medical and pharmacy stock and to promote and manage the efficient use of supplies and equipment within the designated budget.

It is the post holder's responsibility to ensure that they are fully aware of the location and content of all Trust policies and procedures and comply with these as relevant to the performance of the role. Trust employees have responsibility to promote compliance with all trust policies and procedures.

#### **Senior Staff Nurse:**

**To act as role model and clinical leader to junior staff.**

**To utilize managerial skills within the clinical setting. This includes planning duty rotas which match unit needs with available expertise.**

**To assist in the ongoing assessment of ward staffing requirements and liaise with the temporary staffing office / clinical site practitioner to ensure required staff numbers and skill mix.**

**In rotation with other Senior Staff Nurses, to take charge of the unit in the absence of the Ward / Departmental Sister / Charge Nurse.**

**To liaise with other hospital staff and departments to promote and maintain good working relationships, ensuring high standards of services.**

**To assist the Ward / Departmental Sister/ Charge Nurse with the recruitment and selection of staff.**

**To develop and maintain an awareness of ward finances and budget and ensure the most cost effective use of resources.**

**To appraise members of their team as allocated by Ward / Departmental Sister / Charge Nurse.**

#### **2.1.4 Clinical Governance**

To promote a safe clinical environment for all patients, visitors and staff.

To assist with any local or trust initiatives to ensure the continuous improvement of the quality of services and safeguarding of high standards of care.

To maintain awareness of current advances in cancer treatment, care and research. Using relevant educational opportunities, to maintain the highest standards and up to date care offered to the patient with cancer.

Be accountable for own actions in accordance with the code of conduct (NMC, 2008)  
To safeguard the integrity of the trial by ensuring compliance with ICH GCP guidelines.

**Senior Staff Nurse:**

**To assist the Ward Sister / Charge Nurse in assessing and managing risk within the clinical environment.**

**To be aware of the role of the nurse in handling complaints in line with Trust policy.**

## **3 General Data Protection Regulation**

- 3.1 You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

## **4 Safeguarding & Wellbeing of Children and Vulnerable Adults**

- 4.1 The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. All staff are expected to be aware of national, organisational and departmental policies and procedures on safeguarding and promotion of the wellbeing of children and vulnerable adults and should be able to communicate this to others

## **5 Health and Safety**

- 5.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

## **6 Flu Vaccination - What we expect from our staff**

- 6.1 At The Royal Marsden we have an immune compromised patient population who we must protect as much as we can against the flu virus. Each year, seasonal flu affects thousands of people in the UK. Occurring mainly in winter, it is an infectious respiratory disease capable of producing

symptoms ranging from those similar to a common cold, through to very severe or even fatal disease.

The wellbeing of our staff and patients is of the upmost importance to us, and it is the expectation of The Royal Marsden that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust.

## **7 Customer Service Excellence**

- 7.1 It is the All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

## **8 Emergency Planning**

- 8.1 In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic

## **9 Equality and Diversity Policy**

- 9.1 The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation

## **10 Security**

- 10.1 All staff are required to take reasonable care to ensure their own personal security, the security of other staff, patients and visitors, and the security of Trust property, following the requirements set out in the appropriate Trust policies.

## **11 No Smoking Policy**

- 11.1 There is a no smoking policy at this Trust

## **12 Review of this Job description**

- 12.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization, in which case it will be reviewed in conjunction with the post holder

## Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
<b>Education/Qualifications</b>		
<p><b>Essential</b> NMC Registration Evidence of ongoing professional development RMH Certificate in Intravenous Drug Administration or to be obtained within three months of appointment</p>	Essential	Application Form Application Form / Interview Application Form / Interview
<p>Qualification in oncology or speciality Diploma or Degree level study (or equivalent) Recognised teaching qualification</p>	Desirable	Application Form
<b>Experience</b>		
<p>Experience in intravenous drug administration Sufficient post registration nursing experience in oncology or speciality to be confident and competent in using the required skills to do the job</p>	Essential	Application Form / Interview
<p>Experience in chemotherapy administration Experience in Clinical Management Evidence of relevant teaching experience Knowledge and understanding of clinical trials management</p>	Desirable	Application Form / Interview
<b>Skills Abilities/knowledge</b>		
<p>Evidence of effective interpersonal skills with particular ability to liaise with multidisciplinary team members</p>	Essential	Interview/references
<p>Evidence of working cooperatively in a team Ability to demonstrate self-motivation (working with minimal supervision)</p>	Essential	Interview / References Interview
<p>Ability to work accurately and reliably under pressure Ability to make decisions, organise and prioritise Evidence of commitment to customer care initiatives Knowledge and understanding of quality issues Ability to coordinate as shift/department</p>	Essential	Interview / References
<p>Experience in oncology or area of specialty</p>	Desirable	Application Form / Interview
<p>Venepuncture and/or cannulation skills</p>	Desirable	Application Form / Interview
<p>Evidence of understanding of the NHS Plan and current NHS issues</p>	Desirable	Interview
<p>Computer Literacy (e.g. use of Microsoft Word and Outlook)</p>	Desirable	Application Form / Interview
<b>Other Requirements</b>		
<p>Flexibility to meet the needs of the service (e.g. shift work)</p>	Essential	Interview