



Job Title: Senior Nurse

Hospital: Oncology and Soft Tissue

Reporting To: Head Nurse

Job Description:

This key role is essential in providing strong leadership within the hospital. It requires the post holder to work closely with our specialists to ensure their clinical patients are effectively managed through the hospital environment in a timely and professional manner.

The role requires the post holder to possess not only advanced clinical nursing skills but also exceptional skills in logistics and problem solving to ensure all barriers to the delivery of patient care are overcome and completed to a high standard.

The post holder will require strong communication skills in order to carry out their duties when interacting with the clinical team, clients and referring veterinary practices in order to promote the clinical flow of patients through the hospital.

The post holder will also need to be able to mentor and supervise other nursing/auxiliary team members and where necessary use their own expertise and experience to support, educate and guide them in order to provide an exceptional level of care to our patients in all clinical areas.

It is essential that the post holder is driven, motivated, organised and flexible in their approach to their working pattern in order to facilitate the completion of the clinical workflow.

Along with the other Senior Nurses, deputises for the Head Nurse and Deputy Head Nurse as required.

Together we will demonstrate safe, clinical decision-making and expert care together with compassionate communication for patients referred to Fitzpatrick Referrals. You will be care driven, have excellent communication skills, exceptionally organised, thorough and be able to operate in a 24/7 team environment.

Professional Responsibilities:

- Maintain RCVS registration as a registered veterinary nurse (RVN)
- Follow the Royal College of Veterinary Surgeons (RCVS) Code of Professional Conduct for Veterinary Nurses to include maintaining the five principles and the professional responsibilities in regard to animals; clients; the profession; the veterinary team; the RCVS; and the public
- Organising the clinical team on a day to day basis to ensure the most effective and efficient approach to ensure the workload is completed
- Assist the other senior nurses in the delivery of exceptional patient care not only to the patients you are directly responsible for but all patients in the hospital
- Work closely with the other senior nurses to facilitate the work flow of patients and provide solutions to any obstacles that may hinder the clinical flow of patients
- Act as clinical resource and expert in leading and directing patient care within the hospital
- Assess clinical areas during times of high work load and assist the Head Nurse and Deputy Head Nurse facilitate the translocation of staff and resources to support these areas
- To provide consistent, clear, clinical and professional leadership and act as a mentor for all staff demonstrating professional awareness and accountability in care.

- Responsible for the supervision of the nursing/auxiliary teams in accordance with professional and RCVS standards
- To provide clinical training and mentoring to nursing and auxiliary staff and any other members of the clinical team as required
- Actively participate in and maintain continued professional development
- Possess advanced nursing skills
- Liaise with the other clinical teams when necessary to facilitate the completion of the full treatment plan of patients in your care
- Act as point of contact for the Front of House team in communication with the clinical team
- Ensure communication with clients is fulfilled either directly by yourself or delegated within the clinical team (with follow up)
- Communicate with clients to educate them in relation to the treatment and care of the patient
- Be polite and respectful when communicating with clients and all team members
- Assist with patient pricing when required, ensuring timely and appropriate communication with clients
- Assist with the checking and closing of patient accounts for finance team and in advance of patient discharge
- Help create estimates for the finance team
- To attend and actively participate in RVN meetings
- Assist the Head Nurse and Deputy Head Nurse with the operational requirements in the delivery of a consistent, safe service in all aspects of the patient journey whilst instilling a culture of customer service throughout the clinical teams
- Responsible for the development, compliance and review of hospital standard operational policies in line with current clinical research
- Actively participate in hospital mortality and morbidity rounds and assist the senior team to action any changes to hospital protocols
- Assist in the reporting of clinical errors in order to promote a culture of transparency and assist with hospital improvements
- Maintain precise patient records through accurate notes
- Work in accordance with the FR protocols and policies
- Follow employ handbook policy

Management Responsibilities:

- Participate in the recruitment of staff
- Assist with the induction/orientation of all staff to the hospital
- Support marketing initiatives and promote our services both within and outside the practice
- Assist the Veterinary Specialists with clinical workload by ensuring that the clinical facilities work to their optimum levels
- Ensure all equipment is fully maintained and available and liaise with the Facilities Team regarding repair of faulty equipment
- Welcome and provide support for visiting veterinary surgeons, students and work experience personnel
- To attend and actively participate in clinical management meetings

Health & Safety

- Be aware of, and conversant with, the Health and Safety At Work Act (1974) and comply with the regulations set down to ensure safety to patients, staff and visitors
- Ensure a robust Infection Prevention and Control policy is in place and adhered to by all staff and visitors.
- Assist with the implementation Health and Safety/Infection control audits, producing rectification plans as needed.
- Ensure all incidents and untoward occurrences are recorded according to Hospital Policy
- Be aware of, and conversant with, the Hospital Fire Policy and be fully aware of the position of fire alarms, emergency equipment and exits.

Governance

- Assist the Clinical Director and Head Nurse in ensuring compliance with risk assurance processes including: health and safety, security, clinical governance, Royal College of Veterinary Surgeons (RCVS) guidelines, and data protection.
- With the Head Nurse, implement and embed a culture of prevention through education
- Assist in the completion of clinical audits; e.g. audits of inpatient notes.

Infection Control

Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Hospital Acquired Infections. Post holders must be familiar with the Hospital's Infection Control Policies, including those that apply to their duties such as the Dress Code Policy. Post holders must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, for example, the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Disclosure of Information

During the course of your work, you will come into possession of confidential information concerning patients, their families, Fitzpatrick Referrals Oncology and Soft Tissue Hospital and its staff. This information should be treated confidentially and in accordance with the Data Protection Act (1998) and European Regulations

Data/Security

The post holder is responsible for ensuring he/she maintains the integrity and quality of both computerised and manual data

This job description is intended as a basic guide to the scope of the duties and responsibilities. It will be subject to regular review and amendment as necessary.

Post Holder Signature:

Name:

Date:

Line Manager Signature:

Name:

Date:

Role Specific Duties

Floor Coordinator

- Run advanced anaesthesia
- Liaise with the facilities team to maintain the anaesthesia/surgical equipment
- Liaise with the stock controller to maintain stock levels of anaesthesia/surgical supplies
- Facilitate the completion of procedure request forms
- Responsible for the efficient and effective flow of patients through prep/theatres/diagnostics
- Assign an appropriate member of the clinical team to patients requiring sedation/anaesthesia
- Coordinate the staff (auxiliaries, RVNs, interns, residents, specialists) within the prep/theatre/diagnostic area, maximising efficiency
- Prioritise and adapt daily plans to accommodate emergency procedures and surgeries

Interventional Radiology

- Run advanced anaesthesia
- Assist the specialists during client consultations
- Facilitate the completion of consent forms and procedure request forms
- Ensure all tasks and emails are actioned either by self or team
- Oversee the maintenance of the endoscopy/IR equipment
- Maintaining stock levels of interventional radiology supplies
- Provide advice to clients at the direction of the specialists

Medical Oncology

- Facilitate the completion of consent forms and procedure request forms
- Ensure all tasks and emails are actioned either by self or team
- Oversee the maintenance of the equipment required for the chemotherapy service
- Assist in maintaining stock levels of chemotherapy supplies
- Preparation and administration of chemotherapy
- Organise chemotherapy shared care paperwork
- Provide advice to clients at the direction of the specialists
- Health and Safety

Surgical

- Run advanced anaesthesia
- Assist the specialists during client consultations
- Facilitate the completion of consent forms and procedure request forms
- Ensure all tasks and emails are actioned either by self or team
- Work closely with one of our specialists to ensure their patients are effectively managed through the hospital
- Provide advice to clients at the direction of the specialists

Ward

- Attend patient ward rounds and constructively contribute to enhance patient care plans
- Facilitate the completion of consent forms and procedure request forms
- Ensure effective communication so that all staff working on the wards are aware of operational procedures and hospital developments
- Act as clinical resource and expert in leading and directing patient care within the ward areas

PERSON SPECIFICATION

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form part of the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Requirement	Essential	Desirable	Assessment
Qualifications and experience	<ul style="list-style-type: none"> • Veterinary Nurse accredited qualification • RCVS registration • Have or be working toward an advanced veterinary nurse qualification • Previous experience of training members of staff • Experience of working in a referral setting • Evidence of continuous professional development • Experience of writing and implementing Policies and SOPs 	<ul style="list-style-type: none"> • Have previous leadership experience • At least 2 years' experience of managing nurses in a referral hospital 	Application and interview
Knowledge	<ul style="list-style-type: none"> • Exceptional knowledge base of all areas of veterinary nursing • Knowledge of managing and co-ordinating nursing teams 	<ul style="list-style-type: none"> • Previous working within the oncology and soft tissue specialisms 	Interview
Personal skills	<ul style="list-style-type: none"> • Excellent interpersonal, written and verbal communication skills • Strong organisational and planning skills • Ability to work on own initiative • Excellent organisational and time management skills • Ability to work under pressure • Exceptional client care • Ability to work as part of a wider team 		Application and interview
Clinical skills	<ul style="list-style-type: none"> • Highly skilled in advanced nursing • Highly experienced in radiography, anaesthesia, surgery and chemotherapy • Exceptional consultation skills 		Interview
Personal Characteristics	<ul style="list-style-type: none"> • Compassionate and caring • Enthusiastic and motivated • Determined • Confident • Flexible • Well organised • Smart and well presented • Driven to learn and progress career 		Interview

Other	<ul style="list-style-type: none"> • Right to work in the United Kingdom • Flexible approach to working hours • Prepared to do shift work including weekends, bank holidays, night duties and on call on a rotational basis • Deputise for the Head Nurse as required 		Interview
Values	<ul style="list-style-type: none"> • Integrity – We always endeavour to do the right thing • Innovation – We challenge ourselves to develop new and better ways to solve problems • Care – We care passionately about what we do • Education – We are totally committed to learning and sharing knowledge and information • Community – We work best when we work as a team 		Interview