SENIOR CHARGE NURSE - ONCOLOGY
Beatson West of Scotland Cancer Centre

Job Reference: 0000046734N
Closing Date: 21 April 2017

www.nhsggc.org.uk
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.2 billion per year. It serves a population of 1.2 million people and employs 39,000 staff.

Along with many NHS providers, the Board must respond vigorously to operational, quality and financial challenges in order to continue to improve outcomes for, and the experience of, our patients and the communities we serve. The Board is a large organisation operating in an increasingly tough environment. Building enduring relationships with our partners is vital to continue to drive the changes we are making. Effective communication and productive dialogue is challenged by the spread of the organisation’s sites and stakeholders over a wide geographical area, as well as the variety and large number of partners we work with. The Board is managing these challenges and has developed a positive platform to continue to improve towards excellence.

To drive forward these improvements the Board must have the ability to make tough decisions at a time of change. The next step in the Board’s journey is essential: to build and deliver a strategy that will engage the workforce and public in changing for the future to provide sustainable healthcare services, further embed a culture of innovation and meet the demands and exceed the expectations of our patients.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
1. JOB DETAILS

Job Title: Senior Charge Nurse
Service Directorate: Specialist Oncology Services – Ward B2
Reporting to: Clinical Service Manager / Lead Nurse
Professional & Operational Line Manager: Clinical Service Manager / Lead Nurse

2. JOB PURPOSE:

The post holder carries 24 hours continuing responsibility for their ward/department and will provide clinical leadership to the nursing/midwifery team to:

- Ensure safe and effective clinical practice
- Enhance the patients experience of care
- Manage and develop the performance of the team
- Contribute to the delivery of the organisations objectives
- Ensure Healthcare Associated Infections and key performance indicators are applied to all ward teams eg. hand hygiene audits, environmental ward audits
- Ensure ongoing quality standards of treatment and care-giving
- Ensure the culture, values, behaviours and skills set within the clinical environment meet a consistently high standard
- Ensure the promotion and implementation of the equality & diversity agenda
2. ORGANISATIONAL STRUCTURE:

- Service Director
- General Manager (GM)
- Clinical Service Manager (CSM)
- Lead Nurse/Midwife
- Senior Charge Nurse (SCN)
- Senior Staff Nurse
- Staff Nurses
- HCA s
- Director of Nursing
- Head of Nursing/Midwifery

Operational Management
Professional Management
3. SCOPE AND RANGE

The post holder is line manager for the nursing/midwifery team and has responsibility for registered and unregistered staff within ward/department and has responsibility for

- Ensuring that standards of practice are maintained, reviewed and continuously, developed and that staff deliver safe, effective, patient-centred, efficient, timely and equitable care within their scope of practice as part of the healthcare team
- Contributing to the management of the ward/department budget by ensuring effective use of physical, human and financial resources e.g. the nursing/midwifery resource and supplies including pharmaceutical supplies and equipment
- Implementing and supporting an effective and efficient system of clinical supervision for all nursing staff
- Ensure the implementation of an effective and efficient systems of professional practice supervision
- The professional development and line management of the nursing/midwifery team which encompasses both registered and support staff
- Creating an environment in which effective learning is actively encouraged and facilitated
- Co-ordinating the involvement of the multidisciplinary team within designated areas
- Ensure standards are met, maintained and monitored and regularly linking with the Clinical Governance structure

4. MAIN DUTIES/RESPONSIBILITIES

Within the governance framework of the organisation (including clinical, staff and financial governance) the post holder will focus and lead on the following key result areas:

1. TO ENSURE SAFE & EFFECTIVE CLINICAL PRACTICE

   **Clinical Leadership and Team working**

   As clinical leader, promote teamwork within a multi-professional environment, demonstrating critical analysis and decision making skills, leading the delivery of a clinically excellent, high quality service influencing and facilitating change within ward/department and where appropriate the organisation, ensure visibility for patients and carers/relatives on a daily basis.

   **Evidence Based Clinically Effective Practice**

   Act as a change agent, developing clinically effective practice through the effective utilisation and integration of evidence; setting, implementing and monitoring evidence based policies, procedures and protocols.

   Monitor performance and assess compliance with infection control guidance and other current organisation priority areas.
Continuous Quality Improvement

Ensure a culture of continuous quality improvement through the use of audit, evaluation, patient feedback and reflection on practice by self and other members of the team.

Patient Safety

Promote a clean comfortable, caring and safe environment for staff, patients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting and analysis, assessing and managing actual and potential risks to health and well-being.

Ensure a high standard of record keeping in accordance with Nursing & Midwifery Council, national legislation and local standards, facilitating effective communication with multi-professional team regarding patient care.

2. TO ENHANCE THE PATIENT’S EXPERIENCE

Co-ordination of the Patient Journey

Ensure co-ordination of the patients journey by planning and co-ordinating the episode of care including the smooth transition to other settings, promoting effective discharge and communication with interdisciplinary and interagency teams as required.

Clinical Expertise

Co-ordinate nursing / midwifery interventions, influencing clinical decisions and monitoring the quality of patient care provided through using expert clinical knowledge relevant to own field of practice, underpinned by theory and experience.

Promote a Culture of Person Centre Care

Within a multidisciplinary team environment, develop a culture of person-centred recovery-focused, evidence based care by being highly visible within the ward/department, communicating regularly with patients, relatives and/or carers; promoting a caring environment where equality and diversity issues are managed in line with organisational policy including the dissemination of learning points.

3. TO MANAGE & DEVELOP THE PERFORMANCE OF THE TEAM

3.1 Role Model

Act as a role model, creating a supportive ethos to empower staff to contribute to the delivery of high quality person-centred care.

3.2 Learning and Development
Actively encourage and support the learning and development of all staff, creating a learning environment that ensures effective learning opportunities for all staff and students, including appropriate orientation and induction programmes, a range of clinical support strategies (mentoring, coaching, clinical supervision and action learning) and planning ongoing mandatory training and relevant education/development opportunities.

Support the career pathway of individual team members by ensuring all staff have Individual Knowledge & Skills Framework Performance Review and Personal Development Plans that identified learning and training needs and deficits are addressed by the organisation and that individuals maintain an up to date knowledge of current clinical and professional, statutory and legal issues.

3.3 Managing the Practice Setting

Manage the practice setting, ensuring effective use of resources and workforce planning by monitoring workload and, through efficient rostering. Maintain appropriate staffing levels taking account of role and competence of staff when delegating work, contributing to the management of the ward/department budget.

Manage the nursing/midwifery team by ensuring compliance by self and others with professional standards, legislation, national and organisational policies, leading recruitment and selection, attendance management, ensuring grievance and disciplinary matters within own department are identified, actioned and reported to the appropriate manager.

3.4 Healthcare Associated Infections (HAIs)

Accountable and responsible for HAI at ward/department level. Undertake local hand hygiene and environmental audits and comply with national standards.

- Reduce the risk of cross infection and early identification of “at risk” patients
- Promote and maintain a culture in which safety related to infection prevention and control is of the highest importance
- Promote a clean and safe environment by ensuring compliance with policies and protocols in relation to HAI
- Ensure patient safety by monitoring trends of Clostridium Difficile and MRSA
- Comply with NHSGG&C infection prevention and control policies

4. TO CONTRIBUTE TO THE DELIVERY OF THE ORGANISATION OBJECTIVES

4.1 Networking

Network with peers across professional groups promoting the exchange of knowledge,
4.2 Service Development

Work in partnership with a range of clinicians and managers in the planning or development of own service promoting the involvement of patients / carers / public / relevant voluntary groups.

4.3 Political and Strategic Awareness

Develop and maintain a working knowledge of local, national and professional strategy and policy, ensuring that organisational goals are reflected in own personal objectives and in ward / department plans and demonstrate the ability to contribute to policy and strategy development at a departmental and organisational level, and where appropriate, national level.

5. EQUIPMENT AND MACHINERY

The Registered Nurse is expected to have the knowledge and skills necessary to use all equipment safely in the area. The post holder will be required to manage the use of the following equipment for the reasons stated and is responsible for ensuring that systems/policies/procedures are communicated to staff to ensure safe use, maintenance and storage of equipment in the area:

- Moving and Handling equipment to assist patient mobility and promote comfort
- Medical and Technical equipment to record vital signs and administer treatments
- Near patient testing to monitor physiological status
- IT equipment including local and national systems to read, analyse, record and transmit patient and staff information within the boundaries of local and national policies and legislation

7. DECISIONS AND JUDGEMENTS

The post holder

- Will be responsible to the Lead Nurse or equivalent in respect of guidance and professional management, work review and formal appraisal of performance
- Will have continuing responsibility for setting and monitoring standards and quality of clinical practice and ongoing management of the nursing team
- Has responsibility for supporting the nursing team to reflect upon and review their decisions in relation to assessing, monitoring, evaluating and interpreting patients’ condition and
effectiveness of their care programmes

- Is also accountable for decisions relating to the management of physical, human and financial resources in own area including recruitment and workforce planning
- Will deputise in the absence of the line manager taking responsibility for decisions relating to the management of physical, human and financial resources in designated area

8. COMMUNICATION & RELATIONSHIPS

Continuous responsibility for establishing systems and standards of communication for routine, complex and potentially stressful matters with a wide range of health and social care workers, patients, families, other relevant departments/agencies using a wide range of media such as telephone, verbal and written communications to overcome any difficulties in communication with people involved, identifying and negotiating appropriate actions to reach agreed outcomes, demonstrating sensitivity and empathy when communicating with people.

Establish and maintain relationships based on mutual respect communicating on a regular basis with the patient/relatives/multi-disciplinary team and external agencies in the provision of care and services. Ensures appropriate systems are developed and operational to facilitate dissemination of information up, down and across the organisation.

9. DEMANDS OF THE JOB (Physical, Mental, Emotional)

Physical Skills (several times per shift)
The post holder will require a range of physical skills relevant to clinical area examples are drug administration including intramuscular, intravenous and subcutaneous injections, venepuncture and insertion of venous access devices.

Physical Demands (several times per shift)
The physical demands will be dependant on clinical area but will include for example patient movement with use of mechanical aids; standing/walking for the majority of the shift; occasional movements to treat patients e.g. stooping.

Mental Demands (several times per shift)
The mental demands will be dependent on clinical area but will include for example concentration required when checking documents/patients notes and calculating drug dosages whilst subject to frequent interruptions from patients/team members; concentration required when observing patient behaviours/physiological status; balancing the competing demands of the role while maintaining a high level of visibility to staff, patients, families and/or carers; maintaining high level and consistent professional behaviour in unpredictable and stressful situations; ability to react swiftly and appropriately to sudden changes in patient clinical conditions; meeting the needs of all stakeholders with finite resources; balancing the demands of staff and service when completing duty rotas; keeping abreast of national and local police and evidence based practice, interpreting applicability and adapting for local implementation; continuously motivate, enthuse and maintain morale of staff within an ever changing environment, working as clinical leader within multi-professional team requires high levels of concentration.
Emotional Demands (variable frequency)
Examples include communicating with distressed/anxious/worried patients/relatives/staff; caring for terminally ill; caring for and/or communicating bad news to patients/relatives/staff; dealing with challenging behaviours; supporting team members with personal and professional issues; carrying out performance/investigatory/disciplinary procedures.

Working Conditions (several times per shift)
Working conditions will be dependant on clinical area but will include for example exposure to body fluids; exposure to verbal aggression and potentially physically aggressive behaviours (frequency variable); exposure to infected and infectious materials and patients; temperature of the environment.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Effective management and prioritisation of competing demands within an unpredictable environment.
Balancing the demands of all stakeholders to provide a safe, effective, efficient, patient-centred, timely and equitable service.

Deputise in the absence of the Lead Nurse to ensure effective management of physical, human and financial resources and standards of care in the clinical area.

11. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

- First level nursing or midwifery qualification (appropriate part of NMC Register relevant to area) with first degree or evidence of continuing professional development equivalent to level 9 of Scottish Credit and Qualifications Framework (SCQF) as a minimum
- Post holder should have a minimum of 5 years post registration experience within relevant area and/or demonstrate expert clinical and professional practice developed through experience and theoretical knowledge
- Ability to maintain professional and personal credibility across all staff groups
- Evidence of values based approach to care-giving as encompassed by the NMC code
- Evidence of caring, compassionate approach to patients, relatives and carers.
- Ability to lead teams, lead practice and continuous professional development, work effectively as part of a multi-professional / multi-agency team
- Personal motivation and enthusiasm for the development of nursing, patient care and the enhancement of the patients experience of care
- Computer and information literacy
- Successful completion the Cleanliness Champions Programme
Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title: Senior Charge Nurse - Oncology
Job reference number: 0000046734N
Closing date: 21 April 2017
Vacancy enquiries to: For information specific to the role, contact: Maureen Grant, 0141 301 7079
Agenda for Change band: Band 7
Salary: £31,696 to £41,787 per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.
Hours: 37.50 hours per week
Base: Beatson West of Scotland Cancer Centre
Contract type: Permanent
Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.
Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.
Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.
Equal opportunities: NHS Greater Glasgow and Clyde is as an equal opportunities employer.
The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).
Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitaeas (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)
The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.
The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

Part D (Equal Opportunities)
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

Data Protection Act 1998
The information you provide on your application will be treated in confidence. Only those NHS Greater Glasgow and Clyde staff involved in the selection process and processing your application will see your application form. If you are the successful applicant your application form will be retained and used to create your employee record file. Your application form will be held for 12 months, from the date of your application, within the NHS Greater Glasgow and Clyde recruitment system, after which period it will be deleted from the system.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk.

If you want to know more about the NHS Scotland, visit www.show.scot.nhs.uk.

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
• Click Here to find out more about our Community Services
• Click Here to find out more about our Mental Health Services
• Click here to find out more about the services in your area
**Employee benefits**
We offer all our staff excellent benefits including:
- NHS Superannuation pension scheme,
- Child Care Vouchers,
- Bursaries to support education and training,
- Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
- Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit [www.healthservicediscounts.com](http://www.healthservicediscounts.com).

**Further information**
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde  
**Recruitment Services**  
West Glasgow Ambulatory Care Hospital  
Dalnair Street  
Glasgow  
G3 8SJ  
Tel: +44 (0)141 278 2700  
Email: nhsggcrecruitment@nhs.net