

Job Description

Job Title	Clinical Co-ordinator
Department	Oncology Inpatient Ward – Maternity Leave Cover
Reports to	Clinical Nurse Manager
Date	October 2012

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do. The delivery of a patient focused service is the principle underpinning the Oncology Unit services at the UPMC Beacon Hospital. Every patient attending the unit will be provided with the highest standard of service in terms of courtesy, kindness, efficiency and effectiveness. The post holder will be responsible and accountable for the delivery of a quality patient focused service.

Oncology Ward Profile:

The Oncology Inpatient Unit is based on the 6th Floor of the UPMC Beacon Hospital. The inpatient unit comprises of a 27 bedded ward, delivering care to solid tumours. The unit shall also deliver care to haematology patients such as those with a diagnosis of lymphoma/myeloma.

The Clinical Co-Coordinator Nurse is responsible for directing and overseeing the daily activities of the unit on an assigned shift.

Key Responsibilities and Deliverables

- Coordinates and directs the daily patient care operations of the unit.
- Analyses workloads and skill requirements to meet patient care needs.
- Assesses staff competencies and makes patient care assignments.
- Delegates appropriate tasks to appropriate personnel, consistent with legal and professional guidelines and departmental standards.
- Maintains clear communications with the Clinical Nurse Manager regarding unit needs and/or incidents.
- Serves as a resource person on the unit.
- Assists with patient care as needed.
- Identifies appropriate internal controls for department; provides mechanisms to monitor and enforce compliance.
- Performs related duties as required.
- Adheres to internal controls established for department.
- Performs related duties as required.
- Participates in delivery of patient care on the oncology ward.

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- Participates in the delivery of patient and family education pertaining to chemotherapy regimes and treatment.
- IV cannulation and venepuncture as required.
- Once deemed competent administration of prescribed cytotoxic chemotherapy to Oncology patients via cannula, Hickman/PICC Line or portacath.
- To administer chemotherapy under strict protocols, adhering to unit and hospital policies.
- Be aware of hospital and department of health policies pertaining to the safe administration of cytotoxic preparations.
- To utilise and make available to patients and families, local and national cancer support networks.
- Participate in in-service education programmes for staff.
- Promote evidence based practice.
- Liaise with the National Cancer Registry as required.

Clinical Responsibilities:

The post holder will be familiar with and adhere to *The Professional Scope of Practice Framework (An Bord Altranais 2000)*.

Managerial Responsibilities:

- The timely identification and communication of any issues to the Clinical Nurse Manager.
- Act on CNM's behalf when he/she away from ward, attend appropriate meetings etc.
- Demonstrate a confidence/competence in all hospital policies and guidelines.
- Efficient recording of all necessary documentation.
- Effective managements of complaints.
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Efficient utilisation of pay and non -pay resources.
- Participate in all ward and hospital nursing communication processes (ward meeting/staff forums).

Supervisory Duties

- Responsible for assignment of patient load taking into account the skill mix of staff.
- Responsible for the direct and indirect patient care activities of Staff Nurses, HCA's and unit receptionist.

Interrelationships

- Maintains good working relationships with other departments and with physicians, patients, families and outside agencies.
- Communicates during the shift with the Nurse Manager/ Nurse Supervisor.
- Demonstrates the ability to delegate tasks and responsibilities.
- Participates in ongoing consultation and collaboration with physicians and other care.
- Provides to maximise patient outcomes and unit specific goals.
- Demonstrates willingness to assist co-workers whenever needed.

The post holder will partake in the Total Quality Management processes thereby contributing to:

- The identification of quality/policy/guideline issues.
- The evaluation of current practices to best practice.
- The setting of standards utilising structure, process and outcome.
- All hospital, regional and national audit processes.
- The Hospital Wide Accreditation Cycle.
- Health Promotion initiatives.

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Personal/Professional Responsibilities:

The post holder is expected to

- Attend in a timely manner all mandatory education sessions.
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and UPMC Beacon Hospital.
- Identify potential and beneficial topics for nursing research.
- Utilise all practical opportunities to educate the patient and their families.
- Attend appropriate study days/courses.
- Be a preceptor and or supervisor to students/newly appointed staff.
- Participate in their performance review with their Clinical Nurse Manager.

Educational Responsibilities:

Under the direction of the Clinical Nurse Managers the post holder will:

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student nurses in the clinical setting.
- Provide feedback to Clinical Nurse Managers in the compilation of proficiency assessments for student nurses in the clinical setting.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

Other Duties and Responsibilities

- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Wears Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> • An Bord Altranais Registered General Nurse license in good standing. • Recognised post registration Oncology Nursing Qualification. • Competency in venepuncture and cannulation. • Competency in the administration of cytotoxic drugs.
Experience	<ul style="list-style-type: none"> • Three years clinical experience. Two of which should be based with the Oncology Nursing Area. • Candidates must possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development. Must demonstrate multi-tasking ability. • The employee, must speak, read and write grammatically correct English. • Utilises effective time management skills.
Job Specific Competencies and Knowledge	<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate ability to work as part of a multi-disciplinary team. • Demonstrate motivation and an innovative approach to job. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner. • Demonstrate an understanding of change management. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Demonstrate evidence of effective planning, organising and time management skills. • Demonstrate flexible approach – to internal rotations, rostering, e.g. night duty, theatre on call, attitude to work. <p>Knowledge</p> <ul style="list-style-type: none"> • Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting. • Demonstrate knowledge of new developments in specialised area. • Demonstrate knowledge of national strategies where appropriate to nursing care. <p>Patient/Customer Focus</p> <ul style="list-style-type: none"> • Demonstrate a focus on quality. • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
Personal Competencies	<ul style="list-style-type: none"> • All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____
Signature Date