

Job Description

Job Title	Clinical Coordinator, Oncology Day Unit
Department	Oncology Day Unit
Reports to	Oncology Day Unit Manager
Date	December 2014

Overall Purpose of Job

The mission of Beacon Hospital is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Clinical Coordinator is responsible for directing and overseeing the daily activities of the Oncology Day Unit.

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 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.
- Participates in delivery of patient care in the oncology day unit.
- Participates in the delivery of patient and family education pertaining to chemotherapy regimes and treatment.
- IV cannulation and venepuncture as required.
- 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 HSE 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 with 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 (NMBI 2000).

- The timely identification and communication of any issues to the Nurse Manager.
- Demonstrate a confidence and 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 including ward meetings and staff forums.

Leadership Responsibilities

- 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.
- Monitoring of all risk management processes and the effective management of complaints.
- Carry out performance reviews.
- Continuously develop as well as demonstrate leadership ability in order to act as an effective role model.
- Ensure effective Unit responsiveness is maintained in the area of staffing in order to satisfy daily patient throughput fluctuations.
- 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.

Personal & Professional Responsibilities

- 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 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.

Educational Responsibilities

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student nurses in the clinical setting.
- Provide feedback to 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.
- Assume responsibility for own learning and development needs.

Interrelationships

- Maintaining an effective interdisciplinary communication process as well as participating in hospital wide nursing communication processes.
- Provide effective communication tools to maximise patient outcomes and unit specific goals.
- Demonstrate willingness to assist co-workers whenever needed.
- Ensure appropriate staff communication takes place within a pressured environment.
- Communicates during the shift with the Nurse Manager or Nurse Supervisor.
- Demonstrates the ability to delegate tasks and responsibilities.
- The post holder will partake in the Total Quality Management processes.

Person Specification

Qualification	<ul style="list-style-type: none"> NMBI General Nurse licence in good standing. Recognised post registration Oncology Nursing Qualification.
Experience	<ul style="list-style-type: none"> 5 years' clinical experience preferred. Competency in venepuncture and cannulation. Competency in the administration of cytotoxic drugs. Three years clinical experience, two of which should be based within 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.
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. <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	<p>All posts in 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 or hospital management.</p>

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

Name (Block Capitals)