Job Description

**MEDICAL ONCOLOGY NURSE**

**REPORTING TO: NURSING MANAGEMENT TEAM**

# OVERVIEW

The role of the medical oncology nurse is critical to the provision of high standards of client and patient care. The purpose of this position is to serve primarily as a member of the medical oncology team in the clinic, acting as a coordinator for the team and their cases. Where oncology case load allows the medical oncology nurse will assist with internal medical cases. Health and Safety training on the safety protocols associated with oncology patients is an important part of the role. Working closely with other personnel at all times is essential in order to ensure efficient case throughput across the hospital. A commitment to excellence at all times and the provision of 5 star client and patient care is paramount. All nursing staff are jointly responsible for maintaining high standards of hygiene, equipment care, effective stock control and rotation.

# MAJOR GOALS

To ensure the highest standard of nursing care is provided 100% of the time to 100% of our patients by

To comply with the practice core values and 5 a day on a day to day basis

To build caring and supportive relationships with the clients throughout their difficult journey

To ensure efficient coordination of oncology cases across the hospital.

To develop the necessary level of expertise to be involved with admitting patients for oncological investigations and discharging patients with relevant and accurate instructions for owners. Particular responsibility and emphasis to be placed on patients receiving Chemotherapy

To help to ensure the smooth running of all oncology cases from admit to discharge to include:

* Staging of the oncology patient
* Imaging
* Safe administration of cytotoxic drugs

To achieve the above whilst bearing in mind that the practice is a business and therefore costs need to be carefully monitored and sensibly managed.

To maintain accurate client, patient records on Jupiter

To maintain accurate Health and Safety records

To be efficient, pleasant, courteous, polite, concerned and helpful to all clients under all conditions at all times.

To treat all practice personnel with the same respect and consideration as clients.

To promote our services, core values, personnel and products, both within and outside the practice at all times.

To actively participate in the staff appraisal system.

To demonstrate a commitment to continued professional development and achieve 15 hours per year of CPD.

To attend and contribute to service meetings when requested to do so and be proactive in communicating ways of developing nursing standards for oncology cases.

To attend Clinical Support Staff meetings.

To understand and implement practice policies/core values as supplied, updated and as advised by nurse manager, practice manager, clinical and hospital director

To take an active role in the training programme of veterinary nurses, student veterinary nurses, veterinary care assistants and animal care assistants.

# MAJOR DUTIES

* To help maximise efficiency for the outpatient oncology clinics and all cases moving through the treatment room, wards, imaging and surgical suites.
* To assist the oncology team with consultations and in-patient examinations and to liaise with the oncologist regarding the current treatment plan.
* To undertake blood sampling of oncology patients and perform in-house laboratory testing as required for each individual patient in a timely manner.
* To assist with and perform safe administration of cytotoxic drugs to both in-patients and out-patients whilst complying with the appropriate health and safety requirements, to include:
* Suitable environment preparation including appropriate PPE, consumables and cytotoxic drugs ready for administration.
* Appropriate preparation of patients for the safe and effective administration of cytotoxic drugs including “Clean Stick” IV Catheter placement and/or Pleural Port management.
* Safe and accurate calculation of Chemotherapy dosage with the implementation of a verbal second check.
* Safe and accurate preparation and administration of Chemotherapy, as requested by the oncologist.
* Correct disposal of cytotoxic waste as per our health and safety policies.
* To coordinate oncology admissions and associated procedures, such as staging/imaging and sampling, in an efficient manner whilst communicating with other departments in relation to the specific patient requirements as requested by the oncologist, to include:
* Adequate patient preparation for required procedures.
* Maintaining the electronic hospital sheet with accurate and new information.
* Liaising with the patient flow coordinators, ensuring efficient case throughput, and regular updates to the oncology team should there be delays.
* Monitoring of sedations / anaesthetics, under the supervision of the veterinary surgeon and anaesthesia team. Completing neat, legible and accurate paperwork during this period.
* To collect and process external laboratory samples appropriately, ensuring the laboratory area is kept clean and tidy and taking an active role in ensuring that results are performed/received and recorded in a timely fashion.
* To update patient owners once procedures are completed and to organise appropriate discharge appointments as requested by the oncologist.
* To discharge oncology patients to owners and answer any queries accordingly.
* Oversee and support oncology in-patient care, to include participation in medicine and oncology rounds each morning when on site, and the implementation of nursing care plans.
* Accurate record keeping with regard to patient’s medical records, anaesthetic sheets, safety checklists, hospitalisation forms and cytotoxic exposure charts.
* To ensure accurate, concise and precise handover of information regarding patient care at the start and end of all shifts.
* Preparation of the electronic hospital sheet and patient hospital records for next day procedures.
* To oversee maintaining adequate stock levels of injectable chemotherapy agents, oral chemotherapy medications and chemotherapy consumables at all times; including completion of a weekly oncology stock order.
* Under the direction of the oncology team, monitor and manage oncology VS/client messages and patient updates. (To include precise and accurate recording of conversations in clients records).
* When caseloads allow arrange oncology related in-house training for clinical support staff.
* To perform training on Cytotoxic In-Patient Protocols for clinical support staff and Interns whilst maintaining the training record and ensuring declarations are signed and filed accordingly.
* Education and guidance of other veterinary nurses/student veterinary nurses with regard to oncology.
* Support with Nurse / SVN / VCA assessment of level of competency relating to oncology.
* Equipment maintenance, with particular attention to oncology equipment (request servicing/repair as necessary) in conjunction with assistant nurse managers and record in faulty equipment file.
* Be fully aware of all Health & Safety issues and read all information supplied. Familiarise yourself with all available H & S information and speak to the practice manager or nurse manager if you have any queries or concerns.
* To be accountable for any specific tasks or responsibilities allocated by the management team.
* To be fully aware of and compliant with critical incident reporting.
* Working closely with the direct report line manager) and informing them of any issues/concerns.
* Welcome and provide support for visiting veterinary surgeons, students and work experience personnel; to ensure safe methods of work and minimum disruption.
* Take responsibility for maintaining competence in other areas of nursing e.g. radiography/in-patient care/Pharmacy and Reception.
* Assisting with practice marketing initiatives e.g. Open Evenings, Open Days etc.
* To regularly review and help develop oncology competency checklists, protocols and SOPs.
* Follow Employee General Guidelines.

**MEASURES OF ACHIEVEMENT:**

1. The provision of quality veterinary nursing – first-class patient and client care is paramount.
2. High level of client satisfaction/low level of complaints.
3. Consistent accuracy, reliability, responsiveness and sound initiative when working with other members of staff – positive feedback from other staff members in this regard.
4. A perceptible willingness to learn and apply new skills, especially in oncology related tasks.
5. High levels of veterinary surgeon satisfaction/commendation, especially with regard to the smooth running of the oncology service.
6. Reporting of complications as critical incidents, in order to analyse accurate data, institute improved systems and processes, leading to a reduction in sub-optimal clinical outcomes.
7. Completed competency checklists appropriate to additional requirements of new role within an agreed time frame.
8. Attendance at relevant CPD and maintenance of the RCVS statutory CPD requirement