Infusion Nurse

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| Job title: | Infusion Nurse |
| Department: | Pennine MSK Partnership |
| Location: | Oldham |
| Reporting to: (job title only) | Lead Nurse |
| Direct reports: (job title only) | N/A |
| Job purpose: | * To maintain a high standard of individualised care for all patients attending the outpatient Rheumatology infusion service.
* To administer infusion therapies in accordance with Pennine MSK Partnership Ltd policies and procedures.
* To assist in agreed research and audit.
* To facilitate excellent communication within Pennine MSK Partnership.
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| Role and Responsibilities: | **Clinical Objectives:*** To be responsible for the unsupervised assessment of patient care needs before, during and after treatment.
* To undertake all nursing procedures in accordance with Pennine MSK Partnership Limited and ensure that these procedures and policies are understood and adhered to by all staff.
* To communicate with patients and their families with empathy and reassurance regarding assessment, care and treatment.
* Ensure that patients and their families are given appropriate information regarding treatment plans in association with the specialist nurses, research nurse and the multi-disciplinary team as a whole.
* To maintain accurate and comprehensive nursing records using appropriate documentation.
* Has the ability to prioritise and respond appropriately to referrals for infusion therapies.
* Ensure safe custody and administration of drugs according to Pennine MSK Partnership policy and procedures, including intra-venous medication.
* To be competent in the safe administration, handling, storage and disposal of Infusion therapies.
* To be competent in the handling of infusion drug reactions and associated treatment protocols.
* Supervise junior staff, or unqualified staff, in all aspects of care. Ensure that staff have the knowledge, skills and resources to carry out care delegated to them.
* Be aware of and comply with ICH Good Clinical Practice guidelines as well as research and governance requirements for the safe conduct of research.
* To work as part of a multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.
* To participate in agreed research and audit.
* Practice in accordance with the NMC Code of Professional Conduct in order that a safe and quality service is provided.

**Educational, Research and Audit Objectives:*** Maintain own continuing professional development in accordance with CPD requirements, contributing to the formation of own objectives and personal development plan.
* To actively contribute to the clinical learning environment for other health care professionals.
* Contribute to the audit of the service and ensure quality is maintained and change managed effectively and efficiently.
* To be aware of the research process and current trends in Rheumatology. In collaboration with the service participate in research studies.
* Participate in the review, development and audit of research-based policies and procedures relating to Rheumatology.
* Participate in the collection of data to support clinical research studies and clinical trials.
* Be aware of and comply with ICH Good Clinical Practice guidelines as well as research and governance requirements for the safe conduct of research.

**Managerial Objectives:*** To be responsible for the ordering and stock control of all infusion therapies.
* Liaise with other members of the service regarding the care of patients requiring infusion therapies.
* Liaise with designated pharmacy support on all aspects of infusion therapies and service delivery as appropriate.
* Assist with general day to day running of infusion service.
* Participate in meetings and groups as required.
* To work autonomously within a community setting.

General Responsibilities* To maintain the highest standards of communication, written and verbal, with patients and colleagues ensuring satisfactory and timely resolution of queries whilst upholding confidentiality in accordance with the Data Protection Act 1998. To maintain accurate and contemporaneous records, both paper and electronic, in line with Pennine MSK Partnership Ltd policy.
* To demonstrate responsibility and leadership for promoting and championing all aspects of equal opportunities by valuing diversity in all areas of work.
* To take responsibility for ensuring and achieving the objectives of the Pennine MSK Partnership Ltd Health and Safety Policy.
* To undertake any other duties in order to meet personal, team and organisational objectives following consultation with your manager.

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders. * Be aware of the impact of your behaviour on others.
* Ensure that others are treated with fairness, dignity, and respect.
* Maintain and develop your knowledge about what EDI is and why it is important.
* Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
* Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Registered General Nurse
* Evidence of continuing development
 | * Ongoing education
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| **Experience** | * 3 years post-registration experience
* Experience in the administration of infusion therapies
 | * Research/audit experience
* Experience of working within a community setting
* Experience of staff appraisal
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| **Skills/knowledge** | * Phlebotomy and cannulation skills
* Safe handling and administration of infusion therapies
* Excellent communication and interpersonal skills
* Knowledge of effective strategies for patient education and skills in delivery
* The ability to lead by example and through the empowerment of others.
* Computer literate
* Able to maintain a database.
* Analytical and problem-solving ability.
* Understanding of current NHS systems and issues.
* Effective decision-making skills.
* Understanding of current government directives
 | * Knowledge of Rheumatological disorders and treatments.
* Presentation skills and report writing.
* Development of protocols, policies and standards.
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| **Personal competencies and qualities** | * Enthusiastic & self-motivated.
* Flexible & adaptable
* Creative & innovative
* Caring attitude to patients & staff.
* Ability to stay calm and focused at all times.
* Keen to network.
* Team Worker
* Time management skills
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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