



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> NURSE (ONCOLOGY)	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> NURSING
<b>4. ORGANIZATIONAL RELATIONSHIP</b> The Nurse (Oncology) will report to the Head Nurse.	<b>5. NATURE &amp; SCOPE</b> The Nurse is responsible for working along with the Nurse in Charge to perform professional nursing care and coordinates the delivery of Oncology treatment to patients in a medical oncology facility. Work involves administering chemotherapy, medication, educating patients, managing side effects and supporting patients emotionally. Some supervision is exercised over sub-professional staff such as Student Nurses or other workers engaged in the care and treatment of patients.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Nurse (Oncology): <ul style="list-style-type: none"><li>□ Performs general nursing duties such as taking temperatures, pulse and respiration, blood pressure; obtain sputum, urine, blood and other specimens for laboratory examination.</li><li>□ Admits and assesses emergency and elective patients and initiates nursing intervention in emergency cases.</li><li>□ Supervises and provides nursing care to cancer patients.</li><li>□ Recognizes and treats cancer- related issues.</li><li>□ Provides direct nursing care for specified patients, including appropriate supportive care and administration of chemotherapy and other oncology treatment as prescribed.</li><li>□ Manages and maintain a daily record of DDA drugs.</li><li>□ Ensures that patient care is delivered in accordance with ward/unit protocols and policies.</li><li>□ Receives and handover patients and ensures that patient notes are updated.</li><li>□ Accompanies doctors during ward rounds and documents comments, treatment and findings.</li><li>□ Keeps doctor updated on the general condition of patients.</li><li>□ Develops an interdisciplinary plan of care based on the evaluation of patients to address their bio psycho social and developmental needs.</li><li>□ Plans and implements individualized nursing care appropriate for teaching patients, families and or significant others.</li><li>□ Maintains and records individualized patient needs and ensures that treatment plan is goal oriented according to patient's condition.</li><li>□ Ensures that inventory is well maintained and in stock.</li><li>□ Administers medication inclusive of stat medication as prescribed; accompanies patients in ambulance for various diagnostic investigations and transfers to other hospital.</li><li>□ Applies nursing principles and techniques during care of client checks and records the administration of medications and treatments and prepare other reports as appropriate during assigned shifts.</li><li>□ continuous assessment, evaluates client status and administers therapy/counsel as ordered.</li><li>□ Monitors patients with special emphasis on their behavior and observes patients to detect any changes from normal conditions and prepares reports.</li><li>□ Supervises patients engaged in occupational and recreational therapies.</li><li>□ Performs daily dressings as ordered, supervises and serves diets.</li><li>□ Ensures intravenous (IV) fluids are given as ordered.</li><li>□ Ensures critical patients are regularly monitored e.g. vital signs taken every 15 minutes.</li><li>□ Carries out instructions given by doctors accurately and appropriately.</li><li>□ Cleans and sterilizes instruments and dressings.</li><li>□ Performs routine patient care activities such as making beds, serving food and giving baths (include patients in the plan of care).</li><li>□ Ensures that delegation process is implemented safely and effectively to produce positive health outcomes.</li><li>□ Administers holistic care to client, that is, physically, mentally, spiritually and socially.</li><li>□ Advocates for patient rights inclusive of educating and counseling patients and relatives about illness and treatment and about rehabilitation programmes.</li><li>□ Manages ward/unit ensuring that shift work is completed and orders stock for use.</li><li>□ Inserts nasogastric (NG) tubes and administer blood and total parenteral nutrition (TPN).</li></ul>		

<ul style="list-style-type: none"> <li>❑ Keeps track of equipment delivered to ward/unit.</li> <li>❑ Maintains standard of practice inclusive of implementing nursing care plan and code of conduct.</li> <li>❑ Ensures that established departmental policies, procedures and objectives, continuous quality improvement objectives, safety environmental and infection control standards are upheld.</li> <li>❑ Performs related work as required by the appropriate Authority.</li> </ul>
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>❑ Knowledge of Basic General Nursing theory and practice.</li> <li>❑ Knowledge of Hospital Rules and Regulations.</li> <li>❑ Knowledge of Oncology treatment and procedures, facilities and equipment.</li> <li>❑ Knowledge of supportive care principles and techniques for oncology patients</li> <li>❑ Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy.</li> <li>❑ Knowledge of bereavement counselling techniques</li> <li>❑ Some knowledge of house-keeping, personal hygiene and bedside nursing.</li> <li>❑ Ability to maintain quality, safety and/or infection control standards</li> <li>❑ Ability to administer detailed therapeutic prescriptions.</li> <li>❑ Ability to apply nursing techniques to routine and complex patient care situations.</li> <li>❑ Ability to establish and maintain effective working relationships with other employees and the public.</li> <li>❑ Critical thinking skills</li> <li>❑ Ability to educate patients and /or families as to the nature of disease and to provide instruction on proper care and treatments.</li> <li>❑ Ability to maintain emotional stability to cope with human suffering, emergencies and other stresses</li> </ul>
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>❑ Training as evidence by the possession of a Bachelor of Science Degree in Nursing or a Certificate in Basic General Nursing.</li> <li>❑ Post-basic certification in Oncology or a Bachelor of Science in Oncology Nursing.</li> <li>❑ A minimum of two (2) years experience in the field of Oncology.</li> <li>❑ Registration with the Nursing Council of Trinidad and Tobago</li> </ul>
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>❑ Nursing Assistant</li> <li>❑ Patient Care Assistant</li> <li>❑ Student Nurse</li> <li>❑ Junior Nurse</li> </ul>
<b>10. COMMUNICATION AND WORKING RELATIONSHIPS</b> <p><b><i>Internal</i></b></p> <ul style="list-style-type: none"> <li>❑ All Clinical and Nursing personnel</li> <li>❑ Community Liaison Department</li> <li>❑ Laboratory Department</li> <li>❑ Hospital Attendant</li> <li>❑ Patient Care Assistant</li> <li>❑ Pharmacy</li> <li>❑ Other members of staff</li> </ul> <p><b><i>External</i></b></p> <ul style="list-style-type: none"> <li>❑ Public</li> <li>❑ Clients</li> <li>❑ Other Regional Health Authorities</li> <li>❑ Police Service</li> <li>❑ Fire Service</li> </ul>