



# Oncology CSU

## Nursing recruitment pack

---

# Welcome to the Oncology Clinical Service Unit

---

## at St James's Hospital, Leeds

As part of Leeds Cancer Centre we provide specialist cancer care for patients in a variety of inpatient, day case and outpatient wards and departments. Our specialist teams include; medical oncology (chemotherapy), clinical oncology (radiotherapy and brachytherapy), clinical haematology, surgical oncology (thoracic, breast and gynaecology) and specialist palliative care.

As one of the largest cancer centres in the UK, we employ over 1400 multi-disciplinary staff to deliver over 130,000 outpatient appointments, 40,000 inpatient stays and 100,000 radiotherapy treatments every year.

We are keen to recruit motivated, kind and compassionate individuals who share our commitment to deliver excellent, patient centred care. By choosing to join our team, we will provide you with a range of opportunities that will be rewarding and challenging and where you will feel able to contribute to care and treatment delivery that makes a positive difference every day to the lives of our patients.

We are committed to providing a supportive environment for both newly qualified and experienced nurses to learn and develop to their full potential. We offer a wide range of roles for your future career including; Clinical Nurse Specialists, Palliative Care Nursing, Nurse Practitioners, Clinical Educators and ward or department management positions. Our wards and departments can offer full and part time hours and flexible working patterns.

Please take some time to read more about the opportunities we can offer and please get in touch with me or any of the team if you would like further information or to arrange a visit. We'd love to hear from you!

Kate Smith, Head of Nursing

0113 206 8508

[kate.smith33@nhs.net](mailto:kate.smith33@nhs.net)

**Recruitment lead for the Oncology CSU:**

**Sally Wild, Matron**

**0113 2066400**

**[sallywild@nhs.net](mailto:sallywild@nhs.net)**

**Please get in touch should you have any questions or would like a tour of our wards and departments**

## Surgical Oncology

---

Matron Lynne Lodge 0113 2068652 [lynne.lodge@nhs.net](mailto:lynne.lodge@nhs.net)

### J23 - The Breast Unit

J23 is a 14 bedded ward caring for patients undergoing breast surgery for malignant and benign conditions. The ward accepts both acute and elective admissions and works closely with the adjacent breast outpatient department. The multidisciplinary team is made up of a number of consultant teams, breast care nurses and research nurses.

### J84 Thoracic Surgery

J84 is a 32 bedded ward, which includes a four bedded high dependency unit. The ward/ HDU provide specialist thoracic care for patients admitted acutely or electively. It is a fast paced ward providing pre-and post-operative care. It also runs a weekly nurse-led clinic caring for patients who require chest drain and wound management as an outpatient.

### J98 Gynae Oncology Surgery

J98 is a 24 bedded surgical ward, predominantly caring for patients requiring surgery for malignant and non-malignant gynaecological conditions. Patients are admitted either acutely or electively for planned surgery.

### Brachytherapy theatres

Brachytherapy theatres is a small theatre suite where highly specialist cancer procedures are performed. It runs a day case service, as well as caring for those patients who require admission post procedure. It is a small team who work very closely with the oncologists and anaesthetists who specialise in these areas of cancer treatments. Both operating department practitioners and theatre nurses work in this setting.

---

## Haematology

---

Matron Claire Ferris 0113 2068904 [claireferris@nhs.net](mailto:claireferris@nhs.net)

### J87/ J87D Ambulatory and Supportive Care and Haematology Outpatients

Ambulatory care is a day case unit that treats up to 18 patients a day undergoing a variety of treatments, including high dose chemotherapy. It is an award winning nurse led service, having won the Hilda Knowles award in 2014 for innovation and excellence in caring for adult patients. It is open seven days a week 8-7.30pm (Mon-Fri) and 9-5pm (weekends). The team also rotate in to the Supportive Care Unit which sees 40-50 patients per day for non-chemotherapy supportive treatments. Within the same unit is the haematology outpatients department where outpatient clinics are run for malignant and non-malignant haematology patients.

### J88 Haematology

J88 is a 20 bedded haematology ward, caring for patients from all over the region who may need inpatient treatment for their haematological condition. Treatments are varied and include stem cell transplantation and chemotherapy.

### J89 Haematology & Bone Marrow Transplant

J89 is a 20 bedded regional unit caring for patients with complex haematological conditions. Treatment options are varied and can include chemotherapy, bone marrow transplantation and the pioneering new CAR-T cell therapy.

---

## Medical and Clinical Oncology

---

Day case and outpatient areas - Lead nurse Alyson Beckett 0113 2068636  
[alyson.beckett@nhs.net](mailto:alyson.beckett@nhs.net)

Wards and assessment unit - Matron Claire Jones 0113 2068202  
[claire.jones59@nhs.net](mailto:claire.jones59@nhs.net)

### J80 Chemotherapy Day Unit

The chemotherapy day unit delivers chemotherapy, biological agents and some supportive treatments to both haematology and oncology patients. The treatments given range from oral chemotherapy, subcutaneous chemotherapy injections, to complex intravenous regimens. They are a 45 chair/ bedded unit and typically see an average of 70-100 patients a day.

The unit is open Monday to Saturday 07.30-19.30 and can offer flexible working hours during these times.

### J93 Oncology Ward

J93 is a 24 bedded ward, caring for patients with head and neck, lung and gastro-intestinal cancers. The ward cares for patients who have been admitted electively for treatments for their cancer or who have been admitted acutely due to complications of their cancer. They also provide specialist end of life care and work closely with the MDT and palliative care team to help support patients and their families.

### J94 Teenage & Young Adults Cancer Unit

J94 is a 9 bedded regional teenage and young adult cancer unit, providing both an inpatient and day unit service and supporting patients and their families during their diagnosis, treatment and on occasion their end of life care planning. This is a highly specialised ward with a strong MDT. It is supported by

the Teenage Cancer Trust and with their help, it is designed and equipped differently to support our young adults whilst they are away from home. There is also a dedicated activities co-ordinator for the unit.

## J95 Acute Oncology Assessment Area

J95 is a busy acute oncology assessment area, seeing patients with complications from either their cancer or the treatment they are receiving. Patients are assessed on arrival, and the nursing team will initiate a plan of care prior to a medical review. The majority of patients will have their symptoms investigated and managed and can then be discharged home. However, these patients can also deteriorate very quickly so this is a fast paced acute environment, with close MDT working. The assessment area is open seven days a week.

## J96 Oncology/haematology admissions ward

J96 is a 21 bedded ward that admits acutely unwell oncology/ haematology patients from either home or via the assessment/ day treatment/ clinic areas. This is a very busy fast paced ward dealing with acutely unwell patients and their families. It requires both skills in treating the deteriorating patient and in giving specialist end of life care.

## J97 Oncology ward

J97 is a 24 bedded ward, mainly caring for patients with gynaecological, breast, urology, renal, sarcoma and melanoma cancers. The ward cares for a variety of patients who have been admitted either electively for treatments for their cancer such as chemotherapy or who have been admitted acutely unwell. It also provides specialist palliative support for those patients approaching end of life care.

## Oncology Outpatients Department & Radiotherapy Review Clinic

The Oncology outpatient department is a busy outpatient service that sees approximately 1500 patients per week for diagnosis and treatment planning from Yorkshire and the surrounding areas. They have 46 Consultants who work in the department, treating patients with a wide variety of cancers.

The Radiotherapy Review Clinic is a highly specialised team supporting patients undergoing radiotherapy treatment. They work closely with the MDT to provide ongoing support to patients and their families during their treatment.

Outpatients is open Monday to Friday 8-6pm and the Review Clinic is open Monday to Friday 8-6.30pm.

## Anti-coagulation services (ACS)

The ACS are a multi-disciplinary team of doctors, nurses, clinical support workers, pharmacists and phlebotomists. They work both on site at St James's Hospital and in community settings Monday to Friday, caring for a large number of patients who require ongoing management and care whilst on anti-coagulation treatment.

---



## Career and training opportunities

---

*'Opportunity, ambition & excellence in practice'*

The Oncology CSU employs over 600 nurses, support workers and assistant practitioners. By joining our team, you will have access to a wide range of training opportunities that will support you in your professional development. Alongside that, when you are ready to progress, we are proud to have many different nursing roles within our CSU that will support your career development.

We also know how stressful starting a new job can be. With that in mind, we work hard to ensure those joining our teams feel welcome and supported. The following information sets out what nursing opportunities we have in our CSU and how we will support you to settle in to your new role.

### **Band 1 apprentice support worker**

We welcome apprentice support workers in nearly all our areas and work hard to ensure they are fully supported to successfully complete their programme of training, with the opportunity to secure permanent positions with us once they have finished their course.

### **Band 2 clinical support worker**

New Band 2 clinical support workers (CSW) are given an individualised programme of induction when they start, dependent on what their experience in healthcare has been. Each ward/ department will offer a 2 week supernumerary period as minimum and a preceptor will be allocated to oversee those first few months. Should the new CSW need to gain their National Care Certificate, time and support will be given to achieve this.

Once initial objectives have been met, there are a number of opportunities for our CSWs to increase the scope of their role clinically. We can offer bespoke clinical skills training in venepuncture, cannulation, recording ECGs, basic wound and pressure area care, falls preventions, assisting with medicines administration, recording of observations, urinalysis, blood glucose monitoring as examples. We also run a CSU support worker study day twice a year and we actively encourage our clinical support workers to become link nurses in

specific areas such as pressure area care, safeguarding, nutrition, falls prevention and infection prevention. We can offer career advice on Band 3-4 progression and can negotiate time and support to complete any essential qualifications required to apply for such positions. We actively encourage rotation opportunities to other areas in our CSU to help increase skills and knowledge.

### **Band 3 clinical support worker and cancer care co-ordinator**

We have a small number of band 3 clinical support worker positions within our CSU - mainly in our assessment and day case areas. Some of our clinical nurse specialist teams also have the cancer care co-ordinator roles which have been created to help support the nurse specialist teams in caring for patients and their families coping with a cancer diagnosis. Both these posts often require you to have your level 3 Diploma in Health and Social Care or an equivalent qualification.

Those new to these posts will be fully supported during their induction period and will be able to access training to obtain the necessary clinical skills and competencies that are required for these roles.

### **Band 4 assistant practitioner**

Assistant practitioners are an integral part of the team working in our thoracic high dependency unit. They work alongside a qualified nurse caring for up to 4 patients. These posts are available to those individuals who have already qualified as an assistant practitioner and support will be given to gain any new skills/ access training to support ongoing development.

### **Band 4 nursing associate**

Our CSU hosted some of the first trainee nursing associates in the country. They successfully completed their 2 year training programme and went on to secure permanent positions on the wards they trained on, becoming valued members of the team. Newly qualified nursing associates, and those who may join the CSU already qualified, will be offered an induction and 6 month preceptorship period, with an allocated preceptor to support them and an induction programme booklet to work through. They will have a minimum 2

weeks supernumerary period and access to relevant study days and clinical skills training sessions to support them in their development.

Our nursing associates have the opportunity to network with other nursing associates in the CSU through the nursing associate development days we run every 3 months. There are also opportunities to network more widely with other nursing associates in the Trust and nationally. They are actively encouraged to contribute or lead on any service improvement work in their areas and can attend training to support them with this. We will also actively encourage and support our nurse associates to continue their nurse training to become band 5 staff nurses where this has been identified as career objective.

## **Band 5 staff nurse**

### Newly qualified band 5 staff nurses:

Newly qualified nurses attend both the Trust induction and the Introduction to Professional Practice course (IPP) when they start. Following this, there will be a further 2 weeks supernumerary period as a minimum in their ward/ department. The ward manager will carry out a local induction and supporting written information will be provided (Welcome to Oncology/ IV therapies/ Haematology workbooks). Each new starter will have a preceptor assigned which will either be a senior Band 5 staff nurse or Band 6 sister/ charge nurse. It is expected that this preceptor will offer their support and guidance for 4-6 months, and longer should this be required. An achievable and realistic set of competencies will be set and progress will be reviewed alongside these.

Throughout, all new starters will have access to the clinical educator team. They will offer advice and support regarding mandatory training, competencies and will work alongside them clinically. For those new starters that begin in the September/ October intake (this is our largest intake of new starters), they will also be given protected time off the ward to attend study days organised by the clinical educators. A similar program of teaching will run at other times where there are sufficient numbers starting to support this.

### Experienced band 5 staff nurses:

Experienced band 5 staff nurses that are new to the Trust will be expected to attend the Trust induction but will not need to attend the IPP course. They will have a 2 week supernumerary period and will be assigned a preceptor to support them in the first 4-6 months. The support and training required during

this period will very much depend on the experience the new starter comes with and should be agreed with the preceptor/ ward manager/ clinical educator in their first week. They will also receive a local induction and the supporting written information that the newly qualified nurses receive. The clinical educators will help them to achieve the required competencies in a timely manner. Any skills already achieved in another Trust (such as cannulation) can be transferred across as long as evidence of training is provided and they are reassessed to ensure their practice meets the required standards for LTHT.

### Ongoing opportunities for Band 5 staff nurses working in the Oncology CSU:

Once new nurses have successfully finished their preceptorship period, they will have the opportunity to access more specialist training for their area. Over time they will be supported to develop the skills expected of a senior Band 5 staff nurse. They can expect to have an individualised development plan that takes into account their pace of learning and future career aspirations.

Examples of clinical skills and training available in the Oncology CSU (dependent on area of work) include:

- Venepuncture
- Cannulation
- Catheterisation
- Obtaining an ECG
- Care of a central venous access device i.e. PICC/ Hickman lines
- Insertion of feeding tubes
- Tracheostomy care
- Radiotherapy skin care
- Bone marrow/ stem cell transplants
- Intrathecal chemotherapy
- Administration of chemotherapy
- Interpreting blood results
- Transfusion of blood products
- Symptom control as part of end of life care
- Care of the acutely unwell patient
- HDU competencies (thoracics HDU only)
- Chest drain management
- Epidural pain management
- Complex wound care
- Delivery of radio-iodine treatments
- CAR-T cell therapy
- Advanced communication

- Managing toxicities post chemotherapy/ immunotherapy
- Co-ordinating/ nurse in charge role
- Service improvement/ quality improvement work
- Link nurse roles
- Mentoring/ coaching others

We also run a senior band 5 development course, the content of which is set to help prepare those attending for future band 6 positions. In addition, Band 5 staff nurses are encouraged to attend any of the CSU meetings in relation to infection prevention, health and wellbeing, patient safety and other service improvement work. The CSU also supports our registered workforce to identify any post-graduate education courses that are relevant to the specialty/ an individual's future career aspirations and applications for funding will be considered as per the Trust process.

Our CSU is also in the unique position of being able to offer our nursing workforce the chance to rotate across a wide range of surgical and medical wards/ departments. Where there is identified as part of an individual's annual appraisal, the CSU will fully support staff to experience new opportunities and learning.

### **Band 6 nursing opportunities**

Band 6 opportunities within our CSU include:

- Ward sister/ charge nurse
- Day case unit sister/ charge nurse - including more specialist roles such as chemotherapy pre-assessment
- Theatres
- Clinical nurse specialist posts - oncology/ haematology/ surgical oncology/ palliative care
- Nurse practitioner posts - oncology assessment area
- Enhanced recovery posts - surgical oncology
- Research nurse

To support staff new to a Band 6 role, a supernumerary period will be offered if new to that clinical area. A personal development plan will be discussed and agreed with the Band 7 in the first week that will clearly identify the first 6 months aims and objectives. Specific competency packages are in place dependent on role. Relevant training will be identified and service

improvement topics given. Relevant post graduate study will be encouraged. It will be expected that the Band 6 will actively participate in any service improvement work the CSU or specialty are engaged in. We also run bi-monthly CSU Band 6 development sessions.

Opportunity to gain leadership experience should be actively sought by the Band 6 and their managers and incorporated into their appraisal. As part of this, time 'shadowing' Band 7 team leaders, Matrons and the senior triumvirate team will be actively encouraged.

### **Band 7 nursing opportunities**

Band 7 opportunities within our CSU include:

- Ward senior sister/ charge nurse
- Day case senior sister/charge nurse
- Team Leader roles - clinical nurse specialist/ research/ theatres/ nurse practitioners
- Trainee advanced practitioner
- Clinical Educator

To support staff new to a Band 7 role, a supernumerary period will be offered if new to that clinical area. Time will be allocated to shadow other existing Band 7's in a similar role in the CSU and LTHT and an experienced Band 7 should be allocated as a mentor. A personal development plan will be discussed and agreed with the direct line manager in the first week, with clear objectives and training requirements set. Specific competency packages will be in place for some posts, such as the trainee advanced practitioners. Monthly CSU Band 7 support and development sessions will be held for ward and department Band 7 sisters and charge nurses and other band 7 post holders will have access to the relevant Trust forums for their role. Regular 1:1 meetings will be held with the line manager, ideally monthly. Relevant post graduate study will be encouraged. It is expected that the Band 7 will actively participate in any service improvement work the CSU or specialty are engaged in.

Accessing relevant leadership training will be essential and career aspirations will be explored and supported through the annual appraisal. As part of this, time shadowing Matrons, the senior triumvirate team and the Trust Executive team will be actively encouraged. 1:1 or group coaching can also be provided to help support personal and professional development in the role.

## Band 8a nursing opportunities

Band 8a opportunities within our CSU/Trust include:

- Matron
- Advanced clinical practitioner
- Lead Nurse

Specific support and training for such roles will be tailored to each individual job role.

---

We hope you have found this information useful. If you have any questions please do not hesitate to contact the ward/ departments you are interested in directly, the matron/ lead nurse for that area or the CSU recruitment lead - Sally Wild, 0113 2066400 [sallywild@nhs.net](mailto:sallywild@nhs.net)

---