UNIVERSITY OF CAMBRIDGE

Athena SWAN Silver Award

Stonewall DIVERSITY CHAMPIONS

Specialist Veterinary Nurse in Oncology

Department of Veterinary Medicine

PP36889

Closing Date: Midnight on Thursday 15 June 2023

Specialist Veterinary Nurse in Oncology

Grade:
5

Salary:
£28,929.00 - £33,348.00 per annum

Staff Group:
Assistant

Contract:
Permanent

Location:
Cambridge

Department:
Veterinary Medicine

Working Pattern:
Full time

Responsible to:
Princial Clinical Oncologist

Purpose of the role

The Oncology service is a key part of our multidisciplinary referral hospital and close communication with the other clinical services is an essential part of this role. There is a busy and variable caseload, which will require the role holder to be adaptable and to have the ability to work well under pressure.

You will be involved in specialist Oncology consultations, diagnostic investigations and treatments, including the use of chemotherapy, radiotherapy, photodynamic therapy, immunotherapy in the management of referred cases. You will be comfortable handling and administering chemotherapy drugs and discussing treatment with owners and veterinarians. You will also be involved with the care of inpatients receiving chemotherapy and have an opportunity to be involved with ethically approved, clinical research.

The role may also require the management of Class A (schedule 2 and 3) drugs and if so, the post holder will be responsible for maintaining all associated records.

There will/may be some supervisory duties including allocation of tasks, checking quality/quantity of work and providing informal feedback on the standard of the work in addition to training new members of staff in department processes and procedures.

Key responsibilities

Clinical Specialist Role:

- In liaison with the Medical Oncology clinicians, co-ordinating and overseeing the chemotherapy clinics, including supervision of health & safety considerations /risk assessments and protocols for safe handling of cytotoxic and related drugs. Responsible for stock control / ordering of such drugs and associated equipment / protective clothing, and for costing such to client's account. Ensuring cleanliness of the chemotherapy suite and safe, appropriate disposal of waste.

- Co-ordinating, and, in liaison with the senior ward nurse, supporting ward nurses with the care of oncology in-patients, including their cleaning, feeding, pre/post operative care, drug administration, fluid therapy, bathing and general welfare for inpatients receiving chemotherapy.

- To ensure clinician instructions are clear for the wider care team. Liaising with ward nurses, junior clinical training scholars (interns), senior clinical training scholars (residents), senior clinicians and final year clinical students to ensure optimal care for patients.

- Organising and providing appropriate clinical services which includes diary management, scheduling, involvement with face-to-face consultations with clients, planning and performing diagnostic investigations, preparation and assistance with oncology procedures, in particular chemotherapy and radiotherapy, and aftercare of patients.

- Client communication from arrival to discharge, explaining sometimes complex procedures accurately, in a clear, concise, and compassionate manner, including treatment protocols and side effects of treatment.

- Assistance with clinical trials and other ethically approved, clinical research, identifying suitable cases and maintaining clinical records. Undertake follow up phone calls to clients and veterinarians and undertaking appropriate treatments/procedures.

- Application of advanced technical skills in revenue generating clinical services, such as anaesthesia.

- Instruction and supervision of undergraduate students and Junior/Senior Clinical Training Scholars in clinical practice and the safe handling and administration of restricted and dangerous drugs.

- Additional administration work at a higher level associated with the specialist nursing role, including financial costings and calculations working within the University's financial processes.

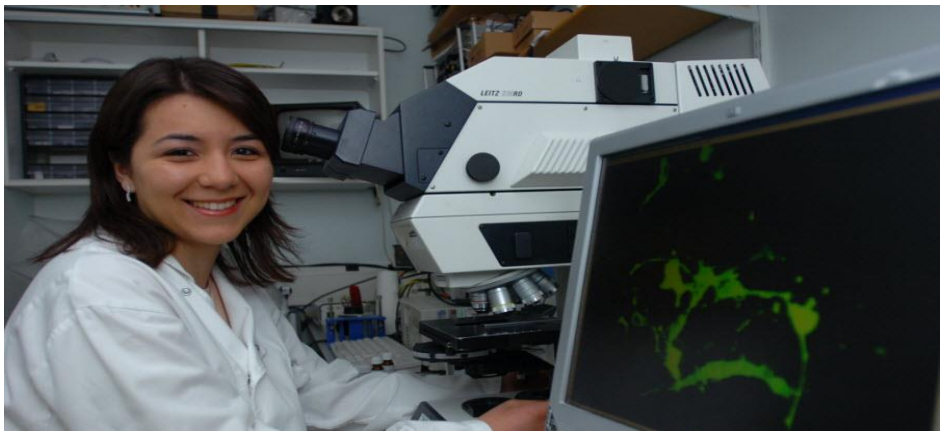
Team development:

- As part of the team, you will have an input into development of work protocols and other activities that promotes team development.

Person Specification

	Essential	Desirable
Education & Qualifications		
RCVS Veterinary Nursing Qualification Currently listed with a willingness to remain listed on RCVS Veterinary Nursing list, with an interest in all aspects of nursing and anaesthesia in particular	✓	
Veterinary Technician Specialist (VTS) in Oncology, or a willingness to commence study towards it		✓
Medical Diploma holder		✓
Actively seeking Oncology related CPD		✓
Demonstrable interest in continued personal development		✓
Specialist knowledge and skills		
Ability to provide pre/post-operative care for medical and surgical patients, nursing care for medical patients and critical care for the seriously ill.	✓	
Proven ability to self-motivate and work on own initiative and with limited supervision	✓	
Excellent organisational skills with the ability to plan ahead	✓	
Excellent verbal and written communication skills. Ability to communicate with individuals at both junior and senior levels within the organisation and externally, including clients who may be anxious or worried.	✓	
Ability to work well under pressure as part of a team	✓	
Diplomatic – open approach to conflicting requirements from senior staff. A need to be assertive but with consideration to the wider picture and other stresses at play for interacting groups of staff.	✓	
Experience in clinical oncology, including safe delivery of chemotherapy drugs to patients and delivering compassionate, patient focussed care.		✓
Clinical research experience, including data sampling and management, co-ordinating with different clinicians and researchers.		✓
Relevant experience		
Experience of working in a general practice or referral practice	✓	
Teaching nursing skills, including safe drug handling techniques to undergraduates		✓

Department of Veterinary Medicine



Mission statement

To deliver excellence in veterinary education and biomedical research, and to address the challenges to the health and welfare of animals, humans and the environment in the 21st century.

The Department of Veterinary Medicine is the Veterinary School of the University of Cambridge, the highest-rated research university in the United Kingdom, and one of the top five research universities in the world. The Department is part of the School of Biological Sciences (SBS), together with 8 other departments and 6 research institutes.

The Department provides an academic environment of the highest quality, within which world-class research and clinical teaching are performed. The fact that it is a constituent Department of the University of Cambridge enables excellent opportunities for collaboration with other world-class Departments and institutions within the University, amongst them the Clinical School at Addenbrooke's Hospital, the CRUK Cambridge Research Institute, and the Departments of Pathology, Zoology, Biochemistry, Genetics, Pharmacology, and Physiology, Development & Neuroscience, as well as with non-University institutions located in the Cambridge area, such as the Wellcome Trust Sanger Institute, the MRC Laboratory of Molecular Biology, the MRC Biostatistics Unit and the BBSRC Babraham Institute.

We have a national and international reputation for excellence in veterinary science and education, and recently ranked fourth in the world in the Top QS Universities ranking.

Our research encompasses basic and applied biomedical and veterinary/ clinical sciences ranging from the molecular to the population level and is configured into 3 research themes (Infection & Immunity, Disease Dynamics and Systems Pathology).

We have approximately 220 employees and 35 training scholars. The Department has approximately 65 veterinary clinical students and 40 PhD students per year. We aim to be internationally competitive in research, to foster collaborations with academia and industry, and to ensure that its undergraduate and postgraduate teaching and clinical work benefits from research excellence.

We put particular emphasis on research collaboration between the basic sciences and clinical research. This is promoted through a series of weekly seminar presentations attended by all research staff and clinicians in the Department, and by annual Departmental research days. We have a strong and varied seminar series which hosts many academic visitors from all over the world in many different disciplines.

Teaching, Hospital and clinical provision

The Department of Veterinary Medicine undertakes a wide range of teaching and research activities. As part of the research-lead University of Cambridge, basic, applied and clinical research is core to the ethos of the Department. Teaching of clinical veterinary students is also a key priority. Additionally, the Department undertakes post-graduate training in clinical specialisms and research, leading to specialist Diplomas, PhDs. Much of this undergraduate and postgraduate training is performed in The Queen's Veterinary School Hospital.

A £3.2m building project in the Hospital has been completed, and includes the provision of a Clinical Skills Laboratory for student teaching, a new consulting wing, and a new Clinical Pathology suite.
The Queen's Veterinary School Hospital is accredited under the Royal College of Veterinary Surgeons (RCVS) Practice Standards Scheme in the following categories:

- Small Animal Hospital
- Equine Hospital
- Equine First Opinion Practice
- Farm Animal First Opinion

The state-of-the-art small animal theatre suite has 5 operating theatres, 2 minor procedure rooms, including purpose built Faraday cage for electro-diagnostic studies, and a critical care unit. There is a separate large animal theatre unit. The imaging department has MRI, ultrasound, X-ray facilities (including Digital Subtraction Imaging) and ready access to on-site CT (provided by a third party).

The Hospital's trading surplus is re-invested in clinical teaching and support staff posts, new Hospital buildings and refurbishment of existing premises and equipment. The year-on-year surplus has acted as a motivating factor for Hospital staff who have benefited from a better working environment, up-to-date facilities, and improved staffing levels.

Athena SWAN

The Department subscribes to the principles of the Athena SWAN Charter, which recognises commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM). The Department was awarded an Athena SWAN Bronze award in November 2013 which was renewed in 2017 and again in 2021. There have been many initiatives introduced under the Athena SWAN umbrella. The Department were keen to ensure these initiatives were inclusive to the Department as a whole so the Athena SWAN committee re-launched itself in October 2015 as the Equality and Diversity committee.

School of Biological Sciences

The School of the Biological Sciences is one of the six Schools that are responsible for delivering teaching and research and the administration of those activities within the University. The School delivers internationally-leading research and teaching on animal, plant and microbial science at scales that range from the atomic, molecular and cellular through whole organisms to populations and communities. The research impacts on the pharmaceutical and biotechnological industries, on human and animal health and the clinic as well as in conservation, agriculture and the environment.

The School of the Biological Sciences employs around 2000 staff teaching over 4000 students (around 2000 undergraduates in the Natural Sciences, Medical Sciences and Veterinary Sciences and Psychological and Behavioural Sciences Triposes plus around 2000 postgraduates).

The School collaborates closely with the School of Clinical Medicine. The joint Graduate School of Life Sciences looks strategically at graduate provision and education across the two Schools and at the undergraduate level the Medical Education Committee oversees medical education.

The School is currently arranged in two Faculty Boards (Biology and Veterinary Medicine) which are divided into nine Departments: Biochemistry, Genetics, Pathology, Pharmacology, Physiology, Development and Neuroscience, Plant Sciences, Psychology and Zoology are part of the Faculty Board of Biology while Veterinary Medicine is part of the Faculty Board of Veterinary Medicine.

The School also contains five major interdisciplinary Institutes: Wellcome Trust / CRUK Gurdon Institute for Cancer and Development, Wellcome Trust / MRC Stem Cell Institute, Cambridge Systems Biology Centre, Cambridge Centre for Crop Science and the Sainsbury Laboratory for Plant Development. It has also incorporated the MRC Toxicology Unit, Leicester which will physically relocate to Cambridge in 2020.

The School is involved with several Strategic Research Initiatives including being a major player in the Cambridge Conservation Initiative. The School is associated with the Museum of Zoology and the Botanic Garden. Key officers of the School plus details of relevant Research Ethics Committee (Human Biology and Psychology) can be found on the School's website.

Athena SWAN

The Athena SWAN Charter was launched in June 2005 to recognise and reward commitment to advancing the careers of women working in higher education in science, technology, engineering, mathematics and medicine (STEMM).

The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006. Since then, the University has successfully renewed its Bronze Athena SWAN award in 2009 and 2012 and in 2014 achieved a Silver Athena SWAN award.

Many of the Departments in the School of Biological Sciences hold awards at Bronze or Silver level and the School continues to support the Athena SWAN process across all subjects.

Terms of Appointment

Location of Employer	Department of Veterinary Medicine, Madingley Road, Cambridge, CB3 OES
Working pattern	This ia a full time position working 36.5 hours a week.
Hours of work	The core hours for this role will be Monday to Thursday 8:45am – 17:15pm and 8:45am – 16:15pm on a Friday with one hour for lunch. Shift timings may need adjustment to meet the needs of the business but will not fall outside of 7:00am and 19:00pm. There is currently no out of hours duties attached to this role, however there may be an occasional need for out of hours work for which this will be agreed in consultation with the role holder and additional payment made in line with current University policy.
Length of appointment	Permanent
Probation period	Appointment will be subject to satisfactory completion of a 6 month probationary period.
Annual leave	Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. This will be on a pro rata basis for part time staff.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/.
Retirement age	The University does not operate a retirement age for assistant staff.
Additional information	There will be a CPD allowance of £350 and an allowance of 2 CPD days per year.

General information

Pre-employment checks

Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration and health assessment
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form. The nature of this role means that the successful candidate will also need to undergo a health assessment.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References
Offers of appointment will be subject to the receipt of satisfactory references.

Use of car for business purposes
Employees who need to use their own car to travel in connection with their work will be asked to produce their driving licence and must be able to provide the Department with proof that they have insurance cover for business purposes.

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at http:// www.admin.cam.ac.uk/offices/hr/staff/ disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Helen Boyle by email hmab3@cam.ac.uk who is responsible for recruitment to this position.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.

About Us

The University is one of the world's leading academic centres.

It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds 400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.

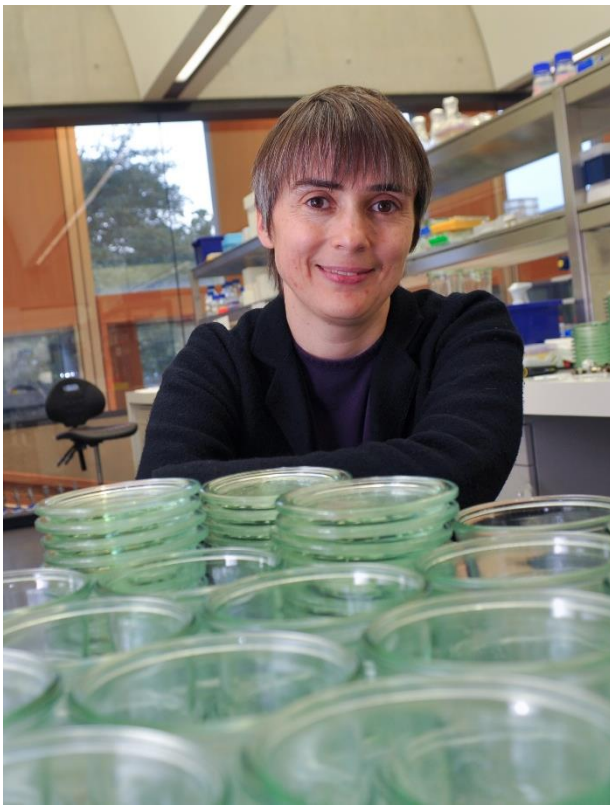
The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.



The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment. The University has signed up to the Race Equality Charter, a national framework for improving the representation, progression and success of minority ethnic staff and students within higher education.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away.

The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Further information about attractions in and around Cambridge can be found at Visit Cambridge, the official tourism website for the city.

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMbens employee benefits
We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.

Family-friendly policies
The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our highly regarded workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: https://www.opda.cam.ac.uk/

Development opportunities
We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

What Cambridge can offer

Pay and benefits
The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Your wellbeing
The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Equality & diversity
The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here:
http://www.equality.admin.cam.ac.uk/

Relocating to Cambridge
The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website: www.nwcambridge.co.uk. The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme
https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme
provides financial assistance to qualifying new staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Whether it is understanding the molecular basis of neurodegenerative diseases, helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016

How to apply

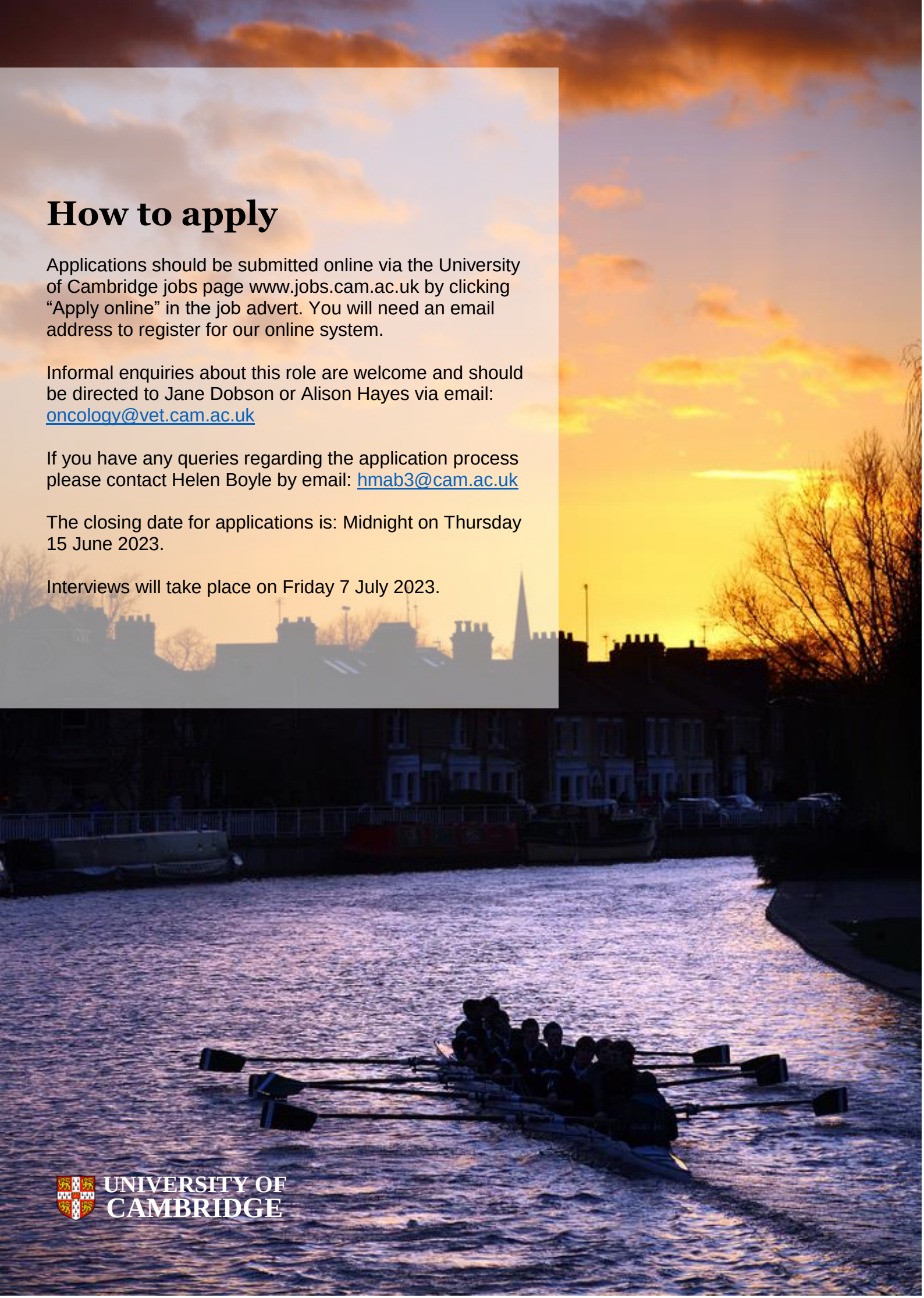
Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries about this role are welcome and should be directed to Jane Dobson or Alison Hayes via email: oncology@vet.cam.ac.uk

If you have any queries regarding the application process please contact Helen Boyle by email: hmab3@cam.ac.uk

The closing date for applications is: Midnight on Thursday 15 June 2023.

Interviews will take place on Friday 7 July 2023.



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