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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Acute Oncology Clinical Nurse Specialist** |
| **Band:** | **7** |
| **Responsible To:** | **Acute Oncology Nurse Consultant** |
| **Accountable To:** | **Associate Director of Nursing, Clinical Support and Specialist Services** |
| **Section/Department/Directorate:** | **Acute Oncology Service, Cancer Services, Clinical Support and Specialist Services** |

**Job Purpose:**

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| The key function of the Acute Oncology Clinical Nurse Specialist is the co-ordination of the delivery of a comprehensive Acute Oncology Service over 7 days.  The post holder will provide specialist services to cancer patients enabling:   * Faster and better care of patients with complications of Systemic Anti-Cancer Treatment (early recognition, better treatment, early discharge) * Faster and better care of patients with complications of cancer (early recognition, better treatment, rapid referral back to specialist oncology team, specialist palliative care team etc) * Appropriate investigation of patients who might benefit from treatment for unknown primary cancers (targeted investigations, rapid triage of patients into specialist oncology or palliative care) * To ensure proactive delivery of preventative care to minimise the risks of the effects of systemic anti-cancer treatment. * Working in conjunction with the oncologist to provide a seven day service for acute oncology * The post holder will give expert clinical care, advice of chemotherapeutic and supportive agents and provision of acute oncology service, an area which requires expert clinical knowledge, skills and experience * The post holder will work alongside other clinical colleagues in oncology, haematology, specialist palliative care, surgery, acute medicine, radiology and pathology to ensure quality of care to the patients is maximised * Develop and implement clinical guidelines & education programmes | |
| **Context:** |
| * Provides highly specialised advice to Oncology and Haematology patients and other medical professionals concerning the care and treatment related to the specialism of Oncology and Haematology. * Work across professional boundaries using creative reasoning and problem solving * Collect, collate, evaluate and report information, maintaining accurate patient records * Provide expert advice to all health care providers * Involve patients and carers/relatives in the planning and delivery of care * Make judgements involving highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options, initiating further assessment/review of treatment pathway as required * Work collaboratively with other professionals to advise on the planning and organisation of patient’s needs, on-going care and discharge requirements, which require the formulation and adjustment of plans or strategies * Establish and maintain effective communication with patients and carers/relatives, and professionals across health and social services * To have a high level of knowledge of the disease processes, treatment regimens and side effects, adopting a problem solving approach in managing the potential complications of the diseases and treatments * To have a visible presence within the key points of entry across the Trust * To ensure safe and high standards of nursing care are maintained in accordance with hospital policies and procedures and National Cancer Service Guidelines * Flexibility in working to cover leave of other cancer specific Clinical Nurse Specialists * Knowledge and skill of chemotherapeutic and supportive therapies, developing plans from identifying and assessing individual needs within the Oncology and Haematology specialism. * Provide expert advice to all service users of the management of the patient receiving chemotherapeutic and supportive agents * Update and maintain own knowledge of the care of the person receiving chemotherapeutic agents and cancer related services * Communicate and care for the patients, their family at and carers at distressing and emotional times * Inspire, motivate and empower others to ensure high clinical standards are developed and maintained * Be confident to refer to other disciplines/professions unsupervised and manage patients independently, knowing the limits of your own clinical expertise and demonstrating a readiness to seek advice in clinical matters as required. * Use professional judgement in managing complex and unpredictable care events * Promotes a learning culture for all users of the service   The Acute Oncology Clinical Nurse Specialistwill be based at North Devon District Hospital.  The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Organisational Chart:** |
| Acute Oncology Team Lead  Divisional Nurse Support and Specialist Services  Acute Oncology Nurse Consultant  Acute Oncology Clinical Nurse Specialist |
| **Key Result Areas/Principal Duties and Responsibilities** |
| **Communication and Relationship Skills**   * To receive and provide patients and their families with, highly sensitive and highly complex information, using developed empathy, reassurance and supportive skills. * To establish close liaison and communication with and between all disciplines involved in the care of patients and their families in order to facilitate a co­ordinated service in the hospital and to ensure an effective discharge into the community. * To be aware of own limitations and emotional effort needed and regularly attend clinical supervision. * Develop and lead the delivery of a proactive telephone follow up service for patients at risk of the complications of chemotherapy and their disease. * Facilitate and co-ordinate communication activities within the multi-disciplinary teams. * Ensure effective communication with patients, relatives and other members of staff with particular reference to changes to treatment plan. * Attend, participate and lead department meetings and provide day to day supervision and coordination of staff on a regular basis.   **Analytical and Judgement Skills**  The post holder will be expected to make clinical judgements on complex facts requiring interpretation and comparing options to ensure appropriate patient care and safety.  **Planning and Organisational Skills**   * Develop and foster good relationships with clinical colleagues to ensure that activity and quality targets are achieved, having regard for Trust policies and procedures, and develop action plans to manage any variances * To support the management of the Acute Oncology Service, to develop care delivery arrangements to maximise efficiency and effectiveness * Working with the team to ensure that the environment is one in which excellence in clinical care can be provided * Provide leadership to ensure that the Acute Oncology Service is patient centred and that a culture of continuous quality improvement is embedded   **Physical Skills**   * Regular interruptions as well as managing challenging behaviours. * Flexibility of hours to respond to service pressures. * Post requires occasional travel between sites. * Post requires measurable periods of time working with VDUs and extended periods of concentration. * Post requires dealing with emotional and stressful situations involving conflicting views and priorities. * Ensure current clinical competence in the administration of systemic anti-cancer drugs, cannulation, venepuncture, intravenous infusions, non-medical prescribing, triage, echocardiograms and catheterisation. * Able to carry out the role with accuracy, maintaining safety at all times.   **Responsibility for Patient and Client Care**  The post holder will have direct contact with patients during the delivery of care/treatment.   * Ensure that the patient is involved in the review and development of their specified care * To establish strong communication links within the Patient Advice and Liaison Team and Patient groups. * Ensure that patients and their carers receive investigation, care and support of a high professional standard by providing highly skilled holistic physical and psychological assessment / care / support / information and advice as appropriate. * Demonstrate specialist oncology knowledge and skills in particular with reference to acute presentation of malignancy; complications of disease or progression and complications of treatment, developing palliative care knowledge and skills in order to provide advice on pain and symptom management and work collaboratively with specialist palliative care team * Monitor investigations results, initiating further assessment/review of treatment pathway as required * Adopt and maintain a flexible approach to patient care, recognising the changing needs of patients throughout their cancer admission or pathway. * Empower and support healthcare professionals to provide appropriate care for patients in the setting most appropriate for the patient and carers. * Work collaboratively with other professionals, agencies and community staff ensuring provision of a timely and seamless delivery of care; ensuring patient needs’ are met, especially in relation to on-going care needs and discharge arrangements. * Demonstrate specialist oncology knowledge and a problem solving approach in managing acute presentation of malignancy; complications of disease process or progression and complications of treatment * To have an understanding of treatment regimens and side effects, the potential complications of chemotherapy treatment.   **Responsibility for Policy and Service Development**   * To report and address where appropriate any incidents, accidents and near misses in accordance with the Trust Incident Policy. * To be an active member of and regularly attend the Chemotherapy Multi-disciplinary Professional Group and Acute Oncology Team meetings. * To attend and represent the Trust at Network and national meetings if required * To ensure own safety and the safety of all others who may be affected by the Trust’s business. * To comply with the Trust Risk Management Strategy and Directorate/Department clinical and health and safety policies and procedures. * To ensure that equipment provided for the protection of health and safety is maintained and used appropriately. * To comply with emergency procedures relevant to your particular Directorate / Department. * To attend all Mandatory Training with regard to fire, health and safety, manual handling and control of infection. * Responsible for the development and implementation of policies, procedures and guidelines relevant to own area of work. * Responsible for the completion and upload of information for audit by the Quality Surveillance Team and prepare for any service visits. * To participate in clinical governance activities within the Trust and where applicable across organisational boundaries * To ensure that you continuously look for ways to improve the quality of the service or care you provide to patients or other services/departments, where appropriate. * Acts at all times in accordance with the NMC Code of Conduct (Ensures working colleagues also act in accordance with Code of Conduct), and within the principles of the scope of Professional Practice and ensures other members of the team also work within these.   **Responsibility for Financial and Physical Resources**   * To ensure the efficient and effective use of all resources used within the course of one’s own duties, maintaining an awareness of the financial impact of inappropriate use. * Work together with clinical colleagues and partner organisations to develop plans to deliver Cost Improvement Programmes, as appropriate   **Responsibility for Human Resources**   * Support effective recruitment & selection of staff when required * Lead the effective management of individuals and teams within the services, providing operational management to all patient areas within the services * Maintain and improve briefing and consultative communication systems so that they involve and support staff * Produce a training and development plan, in conjunction with the clinical teams and partner organisations, which will realise the capabilities and personal development of staff in order to deliver the service plans and support staff to develop their personal abilities * Develop teaching and educational programmes relating to the requirements of the National Cancer Action Group report and national cancer guidelines * Work collaboratively with the cancer multi-disciplinary teams on education strategies to support cancer service development and promote practice development. * Teach and assess in clinical practice, including mentoring of junior members of staff and students. * Continuously undertake professional development in line with NMC guidelines and advanced practice. * Ensure that the Trust’s appraisal system is applied to all members of staff, and ensure that staff receive mandatory training in line with Trust guidance * Proactively and positively contribute to the achievement of objectives through individual and team effort * Understand the requirements of nursing and clinical rotas and support the adoption of e-rostering across their service to maximise efficiency of substantive and temporary staffing resources * In partnership with colleagues and partner organisations actively exchange ideas, good practice and innovation to achieve better quality and value for money services across the Trust * Apply Trust HR policies and practices for staff e.g. Equal Opportunities, recruitment/ selection, employee relations, individual performance reviews etc * Uphold the Trust Values by demonstrating them in your day to day work and recognising staff who uphold them in their interactions with other staff, patients and service users. * Identify learning needs, plan, implement and evaluate programmes of education to meet identified need.   **Responsibility for Information Resources**   * Establish the effective use of management information as a basis for problem solving and decision making * Ensure compliance with data quality standards and take appropriate corrective action * Use information in a timely way to monitor trends in activity, finance, human resources, incidents and complaints * Provide leadership to ensure compliance with all assessment, admission, treatment, and discharge procedures * Provide agreed reports – both internal and external - for the specified services using qualitative and quantitative data and present analysis in concise and understandable form to engage action * Be a catalyst for positive feedback to staff on high performance in order to motivate and encourage staff   **Responsibility for Research and Development**   * Co-ordinate, evaluate and undertake changes in relation to the following audits:   + Neutropenic Sepsis Management   + Acute Oncology Service rolling audit   + Metastatic Spinal Cord Compression (MSCC) audit   + And support lead clinician with analysis and any related governance from 30 day Mortality from systemic anti-cancer treatment * Use critical appraisal skills within a multi-disciplinary forum to analyse current research and its implications for practice. * Lead and participate in relevant audit, research and development activity, on a multi professional basis. * Liaise closely with the Clinical Trials Unit, have an on-going awareness of clinical trials and plan patient care accordingly to ensure patients and families are given appropriate information about clinical trials where appropriate   **Decision Making**   * The post holder will have significant autonomy in the delivery of the above and be responsible for their professional actions. * The Clinical Matron and Divisional Nurse, who will provide indirect supervision and analysis of results, will delegate authority to the post holder. * The post holder will hold responsibility for a wide range of duties.   **Physical Effort**   * Regular interruptions as well as managing challenging behaviours. * Flexibility of hours to respond to service pressures. * Post requires occasional travel between sites. * Post requires measurable periods of time working with VDUs and extended periods of concentration. * Post requires dealing with emotional and stressful situations involving conflicting views and priorities over service developments, projects and programmes. * The post holder may be required to exert light physical effort (loads of not more than 5kg.) on a frequent basis for several short periods during the shift.   **Mental Effort**  The work pattern will be predictable and there will be a requirement for concentration.  The post holder will be expected to provide cover across Cancer Services, within their scope of practice during busy periods, including cover due to sickness absence and annual leave. This may require the post holder to involve travelling and working in other areas within the Trust.  The post holder will also be expected to:   * Prioritise and work within imposed deadlines. * Absorb and retain large quantities of diverse information. * Participate in a wide range of meetings.   **Emotional Effort**   * Frequently manage difficult situations, which may arise with abusive clients, either face to face or via telephone. Occasionally these may need to be referred to a senior member of staff or manager. * There may be on occasion direct and indirect exposure to distressing or emotional circumstances, for example, bereavement experienced by clients, either witnessed or discussed within appropriate forums. * Able to work as part of a team and able to lead and direct multi-disciplinary teams. * Able to provide leadership, motivation and inspiration to facilitate collaborative working. * Maintain energy and a positive approach to reach objectives.   **Working Conditions**   * Use display screen equipment for substantial proportion of the working day. * Exposure to cytotoxic agents and body fluids containing these agents as a direct result of cytotoxic administration. * Exposure to blood and body fluids during clinical contact with patients; i.e. taking blood samples, assisting with toileting * Deal with conflict which may be complex or of a sensitive nature. * Deal with complaints, either in writing or face-to-face. * Complex negotiation, often in pressurised circumstances. * Deliver unwelcome information. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Acute Oncology Clinical Nurse Specialist**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  NMC Registered Nurse  Post Registration Specialist Qualification (Haematology/ Oncology/ Palliative Care degree)  Undertaking or willing to undertake a Masters level programme  General degree (specialist chemo module)  ENB N59 or equivalent  ENB 998 or equivalent  Advanced communication course or willing to undertake  Non – Medical Prescribing Qualification or willing to undertake  Clinical Examination Module Level 7 or willing to undertake | E  D  E  D  D  D  E  E  E | Application Form  Application Form  Application Form  Application Form  Application Form  Application Form  Application Form  Application Form  Application Form |  |  |
| KNOWLEDGE/SKILLS:  Excellent interpersonal skills  Ability to communicate unpleasant and highly sensitive and highly complex information to patients in a variety of settings  Evidence in challenging clinical practice and leading in the development of new pathways of care and delivering best practice  Highly specialist clinical and technical skills in managing a range of clinical conditions and end of life care  Evidence of successfully resolving complex issues  **Knowledge of:**  Cytotoxic Administration  HEE Advanced Clinical Framework  Cancer Alliance Cytotoxic Guidelines  UKONS Acute Oncology Initial manaGuidelines  IT skills  Organisational skills  Commitment to adjustment of role  Numeric  **Clinical Skills:**  Cannulation  Venepuncture  Intravenous Therapy  Central Venous Access  Device  Catheterisation  ECG  Non-Medical Prescribing | E  E  D    D  D  E  E  E  E  E  E  E  E  E  E  D  D  D  D  D | Interview  Application Form/Interview  Interview Form/Application  Interview Form/Application  Interview/Application Form  Application Form/Interview  Application Form/Interview  Interview  Application Form/Interview  Interview  Interview  Application Form/Interview  Application Form/Interview  Test  Application Form  Application Form  Application Form  Application Form  Application Form  Application Form  Application Form  Application Form  Application Form |  |  |
| EXPERIENCE:  Extensive and proven experience as a Registered Nurse  Specialist Oncology/Haematology/ palliative care experience/Acute Medicine  Chemotherapy experience  Ability to manage work autonomously | E  E  D  E | Application Form/ Interview  Application Form/ Interview  Application Form  Application form/Interview |  |  |
| PERSONAL REQUIREMENTS:  Reliability and Flexibility, able to contribute to changing demands of the service.  Willing to undertake training relevant to the post.  Ability to work within a team and delegate tasks to and supervise lower bands.  Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality.  Motivates and nurtures talent  Promotes service improvement | E  E  E  E  E  E | Interview  Interview  Interview  Interview  Interview  Interview |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview  Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients | x | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | x | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling | x |
| Solvents | x | Driving | x | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | x |
| Cytotoxic drugs | x | Night working |  |  |  |