

Acute Oncology Assistant Practitioner

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| **JOB DETAILS** | |
| **Job Title** | Acute Oncology Assistant Practitioner |
| **Reports to** | Acute Oncology Nurse Consultant |
| **Band** | 4 |
| **Department/Directorate** | Clinical Specialist Services Care Group |

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| **JOB PURPOSE** |
| The assistant practitioner role will support clinical nurse specialist within the Acute Oncology Service to care for and manage cancer patients with complications of their disease or treatment. This is an exciting and evolving speciality. The role will incorporate clinical skills, administration skills and educational development.  The assistant practitioner role with also involve the assessment and management of patients using the UKON’s triage tool to ensure patients receive the right care, at the right time and in the right place. The post holder will be responsible and accountable for their own individual practices and behaviour under the management of a registered practitioner. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Responsible for delivering effective, specialised, high quality care and carrying out specific clinical tasks, ensuring the area of work runs smoothly and efficiently. * Under the guidance and supervision of a registered practitioner: Coordinate care by providing a single point of access, including rapid re-entry into the system for those people identified as having urgent or specialist needs. * Coordinate the care for Acute Oncology and Cancer of Unknown Primary patients assessed by a registered practitioner as having level one care needs for supported self-management. * Works within the boundaries of existing competence, adhering to local and national protocols/standard operating procedures/policies. * Delivers high standards of compassionate, dignified care, managing their time, tasks and resources effectively. * Undertakes training, assessment and facilitation of peers and other staff as required. * To support clinical nurse specialists in their duties and contribute to the holistic care of patients as part of a Multi-Disciplinary team. * To ensure that the environment is clean, safe, tidy and welcoming for patients and visitors. * To undertake rotational work within the department as/if required. * To work across 7 days to meet the needs of the service. |
| **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 communication.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Acute Oncology Service * Consultants/Doctors in all specialities * Lead SACT Clinical Nurse Specialist * Site Specific Clinical Nurse Specialists * Seamoor Unit manager | * Patients, relatives and carers * Primary care colleagues including GP’s * Healthcare professionals in other trusts | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder will act in an independent capacity, whilst recognising their own limitations in skills and knowledge and working within their own professional scope of practice. The post holder will communicate effectively with their immediate and wider team to ensure that the continuity of gold standard patient care is upheld at all times and will refer anything outside of their professional scope of practice, to a registered member of the nursing team or medical colleague. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| **Patients/Relatives:**   * Communicate effectively with patients and their families; * Maintain accurate and contemporary patient records and data sets; * Act as patient advocate; * Co-ordinate appointments and clinics * Keep up to date with relevant information and contacts with local services.   **Professionals:**   * Communicate effectively with professional colleagues throughout the Trust and across the community sites whilst maintaining the good reputation of the immediate and wider team. * Ensure relevant data sets are available in a timely manner; * Attend and contribute to multi-disciplinary meetings as required; * Work as a core member of the relevant specialist multi-disciplinary teams * Provide general information and support about cancer and cancer services, signposting patients through the health and social care system and enabling them to make choices that are best for them. * Work with health professionals across both the primary and secondary care interface |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder will carry out a degree of analysis and judgement on straightforward job related facts on a daily basis |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be responsible for organising their own day to day activities and planning straightforward tasks according the service priorities set out by the registered nursing team. |
| **PATIENT/CLIENT CARE** |
| The role will require daily face to face/telephone with patients and their families/carers. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Planning/inviting/organising of Health and Well-Being events or other supported self- management events such as Head and Neck recovery groups. * Support and contribute to audit processes, governance, research, clinical research trials and service development. * Coach patients and carers in the safe use of any equipment to be used in the hospital or at home. * Develop new patient information, following guidance from the clinical teams. * Collating relevant resources / development of information packs for patients. * Support clinical teams in the development and delivery or pre-habilitation programmes. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will be aware of budgetary constraints, maintaining adequate stock levels and monitoring for duplication to prevent waste. |
| **HUMAN RESOURCES** |
| The post holder will not have any direct responsibility over any staff members but will be expected to work closely with the team secretaries to allow seamless continuity within the service. |
| **INFORMATION RESOURCES** |
| The post holder will need to be proficient with IT systems to enable patient documentation, audit and access to clinical systems. They will take responsibility for accurately recording clinical entries and ensuring databases are inputted in a timely manner. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will support the registered team members in collating data and assessments including those relevant to research trials and audit. |
| **PHYSICAL SKILLS** |
| A high level of visual acuity and motor dexterity is required to fulfil this role. |
| **PHYSICAL EFFORT** |
| There may be some duties which require lifting, pulling or pushing but these will be carried out according to local risk assessments and utilising correct manual handling techniques as demonstrated in mandatory training workshops. |
| **MENTAL EFFORT** |
| There will be frequent tasks which require periods of concentration, occurring for the majority of the shifts worked. |
| **WORKING CONDITIONS** |
| There may be occasions when patients and or relatives / carer/ friend display signs of aggressive behaviour. In such circumstances the post holder will refer such persons on to a trained member of the team, helping to diffuse the situation and being aware of trust policy. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you.   Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  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. |
| DISCLOSURE AND BARRING SERVICE CHECKS |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |

PERSON SPECIFICATION

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| **Job Title** | Acute Oncology Assistant Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * **GCSE English Language and Mathematics (Grades A-C) or equivalent** * **NVQ level 4 or NVQ level 3 plus additional training to diploma level in health and social care** | E  E |  |
| **KNOWLEDGE/SKILLS**   * **Evidence of good communications skills and the ability to communicate sensitively with patients** * **Knowledge of cancer pathways** * **Understanding of person-centred care** * **Understanding of the health and social care environment** * **Knowledge of IT, NHS IT systems and good administration skills** * **Effective organisation and motivation of self** * **Good observational, assessment and problem-solving skills** * **The ability to work within a team** * **The ability to motivate self and others** * **Have accurate written communication skills** * **The ability to show empathy and understand the difficulties faced by people affected by cancer** * **The ability to prioritise own workload** * **The ability to retrieve information from a range of sources** | E  E  E  E  E  E  E  E  E  E  E | D  D |
| **EXPERIENCE**   * **Relevant health or social care experience at AFC Band 3** * **Experience in an administrative role and data management** * **Experience of working in a multi-professional environment** * **Experience of supporting/teaching patients and carers** | E  E  E | D |
| **PERSONAL ATTRIBUTES**   * **Be calm, objective, confident and approachable** * **Demonstrate professional integrity in the conduct of the role** * **Be able to use own initiative** * **Demonstrate enthusiasm** * **Recognise personal limitations and boundaries** * **Have a flexible attitude to working** | E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS** |  |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |