

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Immunotherapy Clinical Nurse Specialist |
| **Reports to** | Lead Immunotherapy Nurse |
| **Band** | Band 7 |
| **Department/Directorate** | Cancer Services |

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| **JOB PURPOSE** |
| * To provide a specialist nursing service for patients requiring immune checkpoint inhibitors * Support the co-ordination of the delivery of the Acute Oncology Service over 7 days * Develop the immunotherapy services alongside the lead immunotherapy nurse and oncology consultants * Provide psychological support, expert advice, nursing knowledge and skills to patients and their families and act as resource to advise, educate and support those involved in the care of patients receiving immune checkpoint inhibitors |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * As the specialist nurse within the multidisciplinary team, provide expert clinical advice to staff, patients and carers across the Trust * Undertake nurse-led clinics in the absence of a medical practitioner including non-medical prescribing * 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. * 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 |
| **KEY WORKING RELATIONSHIPS** |
| The post holder will work closely with the Wards and other relevant departments, Lead Clinician and clinical and medical teams, Emergency Department, Therapists, Therapy Teams, Clinical Matron, Service Manager for Cancer Services and the Divisional Team.  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.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Patients, Carers and Relatives * Consultant Oncologist and Haematologists * University of Plymouth, Bolton and Exeter Student Nurses * Radiotherapy * Medical Students / Specialist Nurses * General Practitioners, Practice and District Nurses * Multiprofessional team across the Trust * Lead Cancer Nurse/Matron * SACT lead nurse * Secretarial * Nursing Staff: Haematology and oncology * Trust wide |  | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * The Clinical Nurse Specialist will provide a comprehensive highly specialist service to patients and relatives * The aim of the post is to provide expert care, highly specialist advice and support to both patients and their carers who are receiving or have received immune checkpoint inhibitors; this includes patient assessment, and planning and implementing specialist care. * The post holder will act as the associate key worker alongside the site specific cancer nurse specialist for patients from consent to immune checkpoint inhibitor, during treatment, management of adverse effects and follow up on completion of treatment to ensure coordination and continuity of care. * The post holder will liaise with all members of the multi- disciplinary team, including members of the Primary Health Care Team, to provide specialist nursing knowledge and expertise on all aspects of immunotherapy cancer care. * The post holder will also provide specialist clinical leadership within this area of care, and to lead and develop education, training, research and audit relevant to the field. |
| **CLINICAL** |
| * To develop and provide a coordinated specialist service to patients and their carers and to have direct clinical involvement in complex care in both the out-patient and in-patient setting. * To review patients independently and make independent management decisions running the nurse led clinic alongside the IO lead nurse including non-medical prescribing and prescribing of SACT treatments. * To independently manage adverse effects of immune checkpoint inhibitors in nurse led clinic and provide advice for inpatient management when required. * To act as a specialist resource to advise and support healthcare professionals and others involved in the delivery of care to patients, their families and carers. * To assess patients and their complex needs and those of their families, and plan , implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options, and issues surrounding terminal illness and bereavement. * To provide emotional, psychological and practical support to the patient and the family/carer throughout the cancer journey and to facilitate communication between patients, families and professionals. * To ensure that specialist information is available to patients and their families/carers. * To act as an associate key worker alongside the site-specific cancer nurse specialist, whilst the patient is receiving an immune checkpoint inhibitor or management of adverse effects is required. * To ensure that clinical practice is effective and evidence based, with measurable standards and outcomes aiming to improve care and quality of life * To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required. * To provide an expert clinical service in the delivery of immune checkpoint inhibitors by peripheral or central venous access devices. * To work proactively in managing change in the speciality to improve practice and health outcomes for patients. |
| **EDUCATION AND DEVELOPMENT** |
| * To act as an expert resource to provide specialist knowledge and expertise to all those involved in caring for patients receiving immune checkpoint inhibitors and their families/carers, including the Primary health Care Team. * To lead the development of staff within the speciality of immunotherapy – plan and develop specialist education and training for pre and post-registration healthcare professionals. * To initiate and participate in the development of specialist educational programmes, Study Days/Courses, contributing towards education needs of health professionals across the health economy. * To develop specialist nurse led care where appropriate, in line with National Guidance. * To participate in personal objective setting and review, including the creation of a personal development plan at annual appraisal. * To take every reasonable opportunity to maintain and improve professional knowledge and competence. * To identify the training and development needs of staff within the service, and plan and implement appropriate training programmes. * To act as a mentor for professional colleagues on secondments or development programmes   to supervise/instruct unqualified members of the nursing team as appropriate. |
| **PROFESSIONAL** |
| * To maintain valid and up to date registration and practise in accordance with current Nursing and Midwifery Council regulations. * To maintain a safe environment with respect to the Trust’s Health & Safety, Fire, Cardiac Arrest and Risk Management policies and procedures. * To provide strong leadership and act as a role model in the delivery of care to patients * To be involved in the development of clinical policies and standards in line with National and Local Guidance to enhance patient care and improve outcomes. * To develop care pathways for patients. * To participate in research and audits projects and service evaluation as requested, in order to improve standards of patient care. |
| **MANAGEMENT** |
| * Demonstrate an ability to prioritise and balance own workload. * To liaise and collaborate with other health professionals, professionals allied to medicine and voluntary organisations in primary, secondary and tertiary care, to facilitate coordinated and fully integrated care for patients and their families. * To develop links with other clinical nurse specialists at local, national and international levels to enhance/update evidence based practice. * Utilise and maintain IT skills. |
| **COMMUNICATION** |
| * To maintain effective communication with the Lead Nurses and other Clinical Nurse Specialists * To maintain open lines of communication both up and down the nursing service with staff from other disciplines. * Effectively communicate highly sensitive and complex information regarding diagnosis and treatment to patients and their families/carers. * Maintain confidentiality at all times. |
| **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 by being a high-quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation. * 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. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection. |
| **HUMAN RESOURCES** |
| To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.  To provide specialist input to post-registration courses and professional development programmes.  To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others. |
| **INFORMATION RESOURCES** |
| To document all patient contacts in patient record, as per Trust Documentation Policy.  To be involved in the Audit Programme relevant to the service.  The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations. The post holder will be responsible for sourcing and gathering information to produce presentations, informative reports, briefings and papers for meetings. |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice.  To identify areas of potential research relating to the speciality and to participate in relevant research activities.  To participate and lead in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care on a regular basis and provide feedback to relevant groups.  To ensure the Trust provides accurate clinical data to national data collection programmes relevant to the service. |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical clinical skills to support care pathways required within the speciality such as providing a supporting role with assessments or undertaking specific assessments and referrals. |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical clinical skills, providing a supporting role with holistic assessments on the ward, in outpatients and in the emergency department as appropriate.  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods involving sitting at a VDU for long periods of time. |
| **MENTAL EFFORT** |
| Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms.  Actively participate in strategic service planning & development.  The post holder will require resilience to deliver specialist practitioner care in at time, stressful and emotional demanding environments.  Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people across different organisations whilst also providing senior support to junior members of staff.  The work pattern is unpredictable and subject to frequent interruption. |
| **EMOTIONAL EFFORT** |
| * Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis. * Work with patients in the aftermath of bad news. * Work with patients with mental health problems or occasional challenging behaviour. * Talk to relatives following a death. * The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment. * Ability to adapt to an unpredictable workload. * Provide leadership and support to the multidisciplinary team and deal with poor performance. * Managing conflict in the workplace and assist in dealing with crises/problems/ difficult circumstances within department teams/individuals. * Dealing with complaints and patient feedback. * Frequent exposure to distressing or emotional circumstances. |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting.  Occasional aggressive behaviour when dealing with face to face complaints  Regular use of VDU. |
| **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. |
| **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. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Immunotherapy Clinical Nurse Specialist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS / SPECIAL TRAINING**  Registered Nurse or AHP  Oncology or Haematology related qualification or willingness to undertake  Formal qualification in Non-medical prescribing (willing to undertake)  Training and communication skills  Post-registration qualification at Masters level in specialist field or working towards and / or significant experience  Competent in the physical examination of patients including assessment, history taking and extend skills where required (willing to undertake formal qualification) | 🗸  🗸  🗸  🗸  🗸  🗸 |  |
| **KNOWLEDGE/SKILLS**  Good communication skills  Knowledge of Oncology and Haematology conditions  Experience of managing service provision and the supervision and managing of staff.  Ability to represent the department at meetings of internal, local, regional and national bodies and institutions.  Competent in the delivery of medications both orally and IV. | 🗸  🗸  🗸  🗸 | 🗸 |
| **EXPERIENCE**  Minimum 5 years clinical experience with at least 2 years at senior level  Experience of administrating cytotoxic agents within Haematology/Oncology setting.  I.T. Competence in the usual applications – database, spreadsheet and presentation software etc.  High level of presentation skills and experience of public speaking.  Up to date knowledge of professional practice issues.  Experience of audit and research process. | 🗸  🗸  🗸  🗸  🗸 | 🗸 |
| **PERSONAL ATTRIBUTES**  Professional & pro-active attitude, including the ability to problem solve utilising resources available.  Clinical leadership skills.  Excellent communication skills.  Self-motivated + ability to motivate others.  Ability to work on own initiative and prioritise workload.  Ability to remain calm when under pressure.  Act as specialist nursing resource/practice educator or supervisor in line with local needs.  Demonstrates importance of & ability to work as part of a team.  Ability to act as patient advocate.  Demonstrates understanding of the actual/potential emotional impact of working with oncology and haematology patients on self and others. | 🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸 |  |
| **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. | 🗸  🗸 |  |

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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 |  |  |  | Y |
| Contact with patients | Y |  |  |  | Y |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | 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) | Y | Yy Y  Y |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y | Y | Y |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y |  |  |  | Y Y |
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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/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N |  | Y |  |  |
| Driving | Y/N |  | Y |  |  |
| Food handling | Y | Y |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | Y |  |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  | Y |  |  |
| Challenging behaviour | Y/N |  |  | Y |  |