

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Colorectal Clinical Research Specialist Nurse |
| **Reports to** | Mr Frank McDermott, Consultant Colorectal Surgeon (operational)  Emma Jenkins, Lead colorectal nurse specialist (professional) |
| **Band** | 7 |
| **Department/Directorate** | Colorectal Surgical Department / Surgical Division & Cancer Services |

|  |
| --- |
| **JOB PURPOSE** |
| To support the ongoing implementation of a clinical study assessing a novel diagnostic tool – the ‘Oricol™ Sampling Device’.  The post is being funded by an unrestricted educational grant from Origin Sciences Ltd. The Oricol Sampling™ device is already being used within the Trust to assess its efficacy in diagnosing colorectal and other aerodigestive cancers in an on-going clinical trial.  The OriCol-EGI-01 study assessed its use in inflammatory bowel disease and the OriCol-EGI-02 in diagnosing colorectal cancer. The current OriCol-EGI-03 Study is assessing the potential to detect aerodigestive cancers from analysis of rectal mucus. To date these studies have been delivered locally by two surgical research fellows. The new appointment would continue to assess its use within the ongoing OriCol-EGI-03 Study across a number of cancer types.  This would require attendance at the colorectal MDT and to work closely with the specialist cancer CNS teams and other core members of the MDT. The succesful applicant may need to liaise with other MDTs, but colorectal is the core focus.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Communication & Working Relationships * Planning & Organisation * Responsibility for Patient/Client Care, Treatment & Therapy * Policy, Service, Research & Development Responsibility * Responsibility for Finance, Equipment & Other Resources * Information Resources & Administrative Duties * Any Other Specific Tasks Required |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with 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** | | * Consultants in Urology, Oncology and Colorectal and Upper GI. * Specialist nurses * Multi-professional teams across the Peninsula * Lead cancer nurse * Secretarial staff | * Patients Carers and Relatives * General practitioners, practice and district nurses * External staff from Origin Sciences Ltd who provide monitoring and data analysis of the research study. | |  |  | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
| The successful applicant would report to the chief investigator for the Oricol-EGI-03 study, Mr Frank McDermott (Colorectal Consultant). Mr McDermott will report to the governance structures within Origin Sciences. However, the successful applicant is expected to perform the day-to-day running of the trial and liaise with the Origin Sciences Trials Manager for data monitoring visits etc.  There may be a requirement for the successful applicant to attend meetings at Origin Sciences in Cambridge or London although remote meetings can be facilitated. Any travel or accomodation necessary will be provided for the successful applicant. |
|  |
| **FREEDOM TO ACT** |
| Patients will be identified in the colorectal MDT which will always have consultants present to ensure patients meet eligibility criteria. The successful applicant will approach potential patients autonomously, consent and perform the oricol device test.  Please see further details of day to day role in section below |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Communicate with a variety of people from service users, managers, allied health professionals and their management teams, the network, the public and their representatives, colleagues and co-workers, external organisation staff including those at Origin Sciences Ltd. This will involve using highly skilled and complex, advanced communication strategies, being able to analyse data and information at a variety of levels and present information appropriate to the target audience. This will involve the use of diplomacy, tact, negotiation, multidisciplinary liaison, influencing, agreement and closure. An understanding of recruitment to clinical trials and the process of consent together with the delivery of the research test in those who agree to take part. Management of human samples and safe transfer and recording of material as per GCP for research.  To represent both Origin Sciences Ltd and The Trust at a variety of levels and styles appropriate to the target audience.  With every case provide patient education about their illness and set up education and information packs and providing direct information for patients and carers, encouraging patients and carers to take an active role (empower patients with coping and understanding strategies to facilitate informed decision making) regarding their diagnosis and treatment options which can be complex and protracted in nature, encompassing various treatment modalities. Explain the research studies in process and and act to provide support for those wishing to take part.  Using face-to-face discussion, telephone, email and letter to communicate highly complex and sensitive information effectively with patients and their carers, recognising that individuals have differing needs for information at different phases of their illness., By using active listening, emotional engagement, empathy, tact, openness, reassurance, counselling and emotional assessment to overcome patients’ anxiety, fear, altered perceptions, any mental health problems or cognitive impairment , impaired sight and or body dysmorphia (particularly in relation to potential stoma formation and altered sexual and bowel function due to treatment modalities) that may impair understanding and informed decision making and consent in research and/or clinical care.  Communicate and work collaboratively with medical, nursing and other healthcare professionals, including administration and clerical staff, both internal and external to the Trust, to ensure the delivery of a co-ordinated, multidisciplinary service.. This includes weekly attendance at the multidisciplinary team meetings. This will involve the use of diplomacy, tact, negotiation, multidisciplinary liaison (across various divisions, up to five, excluding external agencies), influencing and closure.  Communicate and work collaboratively with the Origin Sciences Clinical Trials team and to have a disciplined relationship to trial process, data collection and management as well as external audit of trials information and specimen collection.  Communicate using tact, diplomacy, leadership, negotiation, influence and closure skills.  The role may involve providing education and support regarding the research project.  Develop relationships with colorectal cancer specialists in adjacent Trusts for transfer of knowledge and best practice.  Consider attendance at other speciality national and international conferences. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Please see section above |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Manage time and workload of the role to attend colorectal, and clinics to consent patients for the diagnostic test and approach, consent and perform the Oricol Sampling test. |
| **PATIENT/CLIENT CARE** |
| Demonstrate advanced knowledge of colorectal cancer and related conditions and their treatments  Be able to confidently complete digital rectal examination and competent with decision making based on assessment.  Act as a role model in the leadership of clinical practice  Manage a defined colorectal cancer patient caseload taking referrals from Consultants, Consultant teams and direct from GP’s.  Attend outpatients, diagnostic and joint clinics and work closely with the Consultant colorectal surgeons, Oncologist, Gastrointestinal Physicians, Radiologists and carry out consultations.  Frequently make and implement advanced clinical decisions about patient care. |
| **POLICY/SERVICE DEVELOPMENT** |
| Interpret Health Trust and NHS policy, and national governing body recommendations, guidance and protocols and develop these for the Colorectal Cancer department within the Trust.  In conjunction with colleagues, take opportunities to challenge traditional boundaries and explore innovative ways of working. This includes developing, managing and evaluating projects implementing new ways of working and developing funded business cases to support new practices/services being brought into mainstream  Ensure data is collected from research-based applications; contribute to data collection for clinical observations and test results. Track and record results and contribute feedback to research programmes within the Trust. Recommend and implement research-based recommendations that are expected to improve care. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Maintains safety of the patient during consultation, consent for clinical trial and research sample handling. Responsible for office and medical equipment used, confidential professional information collected and personal possessions  Maintains own stationery. Responsible for purchasing or obtaining and using patient information resources appropriately |
| **HUMAN RESOURCES** |
| Any responsibility for other staff (e.g. Supervising, managing people, giving formal training or teaching etc.) Does the post holder interview and appoint staff, undertake appraisal and disciplinary matters. Is teaching/training a major job responsibility? |
| **INFORMATION RESOURCES** |
| **Use the Trust computer system to update patient information, obtain patient results and respond to e-mails on a daily basis.**  Produce and regularly update patient and public information regarding colorectal cancer and its treatment |
| **RESEARCH AND DEVELOPMENT** |
| Interpret Health Trust and NHS policy, and national governing body recommendations, guidance and protocols and develop these for the Colorectal Cancer department within the Trust.  In conjunction with colleagues, take opportunities to challenge traditional boundaries and explore innovative ways of working. This includes developing, managing and evaluating projects implementing new ways of working and developing funded business cases to support new practices/services being brought into mainstream  Ensure data is collected from research-based applications; contribute to data collection for clinical observations and test results. Track and record results and contribute feedback to research programmes within the Trust. Recommend and implement research-based recommendations that are expected to improve care. |
| **PHYSICAL SKILLS** |
| Reference to the physical skills needed (e.g. using fine hand tools, high speed typing etc.). Is speed or accuracy particularly important. |
| **PHYSICAL EFFORT** |
| Describe any aspects of the job which requires physical effort e.g., sitting, standing, lifting, pulling, pushing, manoeuvring, using mechanical aids. Include frequency of use. |
| **MENTAL EFFORT** |
| Give examples and frequency of tasks which require periods of concentration.  Definitions of frequency:  Occasional - at least three times per month but fewer than half the shifts worked, a shift being a period of work.  Frequent - occurs on half the shifts worked or more, a shift being a period of work. |
| **EMOTIONAL EFFORT** |
| Describe any part of the job which is emotionally demanding and frequency of which they occur |
| **WORKING CONDITIONS** |
| Describe any adverse environmental conditions, potential hazards, heat/cold, smells, noise, fumes, aggressive behaviour |
| **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.  1. Work collaboratively with the Network Site Specific Group 2. Through the provision of professional effective clinical leadership, support, motivate and inspire other caner nurse specialists and nurse specialists within the directorate and across the Trust. 3. Participate in Forums and working groups; South West Colorectal Cancer CNS education and sharing good practice group |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are.   Lead and actively promote best practice in colorectal cancer care both locally and nationally, actively taking part in initiatives, projects, research and audit to facilitate best practice and innovations in care  Through the provision of effective clinical leadership, support, motivate and inspire nursing colleagues |
| **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. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Colorectal Clinical Research & Clinical Genomics Specialist Nurse |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Bachelor’s degree in nursing or health related subject or equivalent academic experience  Relevant Master’s degree or equivalent experience, with agreement to complete a Master’s within two to four years relevant to colorectal practice.  Teaching and mentoring qualification or equivalent experience  Nurse prescriber | E  E  E  E | D |
| **KNOWLEDGE/SKILLS**  Excellent verbal and written communication skills  Ability to manage own case/workload  Ability to lead and coordinate research and audit activity  Computer literacy | E  E  E  E |  |
| **EXPERIENCE**  5 years relevant post registration experience, 3 years of which must be as a specialist nurse within gastroenterolgy / colorectal specialty.  Experience of teaching in practice  Experience of undertaking formal teaching/lecturing  Experience of endoscopy and gastroenterological specialties | E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Able to work as a team member  Highly motivated and enthusiastic  Takes responsibility for own professional development  Smart professional appearance  Up to date personal profile | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  (example) Hold a drivers licence / Willing to travel to community hospitals |  |  |

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