

JOB DESCRIPTION

JOB DETAILS	
Job Title	Lead Upper GI Cancer Clinical Nurse Specialist
Reports to	Oncology/Haematology Matron and Deputy Lead Cancer Nurse
Band	Band 8a (subject to formal matching)
Department/Directorate	Clinical Specialist Services Care Group

JOB PURPOSE
<ul style="list-style-type: none"> • Lead a specialist nursing service for patients with Upper GI cancer and their relatives/carers. Providing psychological support, professional expert advice, nursing knowledge and skills to patients, carer's and colleagues and to act as an expert resource to advise, educate and support those involved in the care of patients with Upper GI cancer. • Provide leadership and co-ordinate the effective delivery of Upper GI cancer care within the nurse specialist team. • Alongside the Clinical Lead for Upper GI Surgery provide leadership and co-ordinate the effective delivery of the Upper GI Cancer MDT (Multi-disciplinary team) and Trust using their clinical, managerial and professional experience. Jointly leading the implementation of best practice to ensure that the needs of patients are met. • Work as joint lead clinician for Upper GI MDT in parallel with Clinical Lead for Upper GI surgery, having responsibility for the quality of care delivered to patients in line with national and network requirements and in support of the clinical governance agenda for the Trust. Lead the peer review process for Upper GI cancer and take an active role in service development. Participate in regional and national research and audit programmes. Participate in regional Network Site Specific Group meetings to ensure continuity and collaborative working across the peninsular. • Work collaboratively with other providers and agencies to improve the quality of health care provision and strengthen professional leadership. Provide continuity for patients undergoing investigations and treatments at North Devon District Hospital and across other health care providers in the region. • Liaise closely with regional MDT's, presenting North Devon patients, to improve integration between services and enhance quality and continuity of care for Upper GI cancer patients. • Ensure the provision of expert, high quality care through consultation, treatment intervention, complex and highly skilled communication, aftercare, education, training, team building and collaborative working. • Work autonomously and without supervision acting professionally and with accountability for all aspects of the role. • Work closely with the Clinical lead for Upper GI surgery and the Clinical lead for Upper GI cancer to develop innovative ways to meet the needs of patients with or being investigated for Upper GI cancer. As appropriate, potentially take on responsibilities previously undertaken exclusively by consultants.
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

The Clinical Nurse Specialist will be based at Royal Devon University Healthcare Trust - Northern Services and will be responsible for:

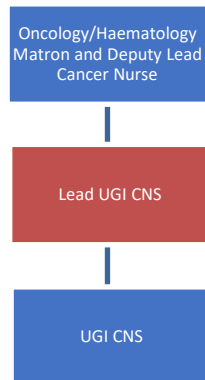
- Undertake a full specialist nursing assessment to identify the specific needs of the above patient groups and their families/carers. To develop and implement individualised, specialist nursing care and facilitate treatment plans.
- To provide support and advice to patients, relatives and carers with the aim of promoting optimal quality of life, empowering them in decision-making and accessing appropriate treatments.
- Actively work with other specialists and colleagues within the Trust, other hospitals and the community to provide seamless coordination of patient care across the patient pathway to maximise patient satisfaction and outcomes.
- Working closely with the Upper GI MDT Co-ordinator to support tracking of patient pathways and minimise delays. Jointly lead MDT review of breaches in national waiting time targets.
- Provide specialist advice at multidisciplinary team meetings and to its members and health professionals from the wider healthcare community on issues specific to the management and care of patients with Upper GI cancer. This will include the disease pathway and its associated treatments, i.e. surgery, radiotherapy/SABR, microwave ablation, chemotherapy, immunotherapy and targeted therapies.
- To request investigations and make ongoing referrals as a delegate of the Upper GI consultant following MDT, where appropriate.
- Demonstrate expert knowledge and understanding of Upper GI cancer to allow collaboration with medical colleagues and provide advice and support to staff.
- Ensure that patients and their families are fully informed and understand proposed patient investigations and treatments. Act as the patients' advocate.
- To discuss with patients their diagnosis and prognosis and support them psychologically with coming to terms with this. Leading discussions regarding treatment escalation plans and where appropriate, explaining rationale for clinical decisions regarding resuscitation.
- Provide formal and informal teaching for staff at all levels, e.g. ward staff, oncology link nurses, nursing and medical students.
- As joint clinical lead for the MDT, to plan and triage the MDT agenda to ensure patients are discussed in a timely manner and that MDT is run efficiently.
- To run nurse led (telephone/face to face) prescribing clinics for post treatment follow up and a telephone clinic to update patients of outcomes and treatment plans.
- Generate and review local data reports to ensure data completeness and review National Upper GI Cancer Audit data as part of peer review process.

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
<ul style="list-style-type: none">• Patients and carers/relatives• UGI CNS's• Lead SACT Nurse• Cancer Matron/Lead Cancer Nurse• SACT Nurses• Cancer Clinical Nurse Specialists, Allied Health Professionals• Oncology/Haematology Consultants• All wards and departments	<ul style="list-style-type: none">• Hospice nursing/medical staff• GP's• Community nurses• Cancer CNS's• Acute Oncology service

ORGANISATIONAL CHART



FREEDOM TO ACT

- Be accountable for service delivery
- The post holder will have responsibility for interpreting policy in relation to UGI services.
- Work autonomously to make decisions about patient care and treatment in line with Trust and service policy
- Employ effective decision-making skills to address complex issues and use effective change management skills to implement these.

COMMUNICATION/RELATIONSHIP SKILLS

- Communicate highly sensitive and complex, condition related information to patients and their families/carers, including breaking bad news such as giving a cancer diagnosis. Deliver information in a way that meets their individual needs.
- Ensuring that GP's are informed of a patient's new cancer diagnosis by the next working day.
- Accessing and interpreting investigation results for patients and ensuring that they understand the management plan. Supporting patients to make informed decisions and weigh up the risks and benefits of proposed investigations and treatments.
- Maintain a support network and contact link for patients' families/carers and other relevant healthcare professionals during and following treatments.
- Support patients and their families/carers through difficult and sensitive end of life issues. Use advanced communication skills to alleviate anxiety and fear that they may experience in coming to terms with prognosis.
- Develop and update patient information leaflets/ packs to ensure that patients and families have access to appropriate written information.
- The Lead Clinical Nurse Specialist has responsibility within the MDT for users' issues and information for patients and carers.
- Advising the Cancer Services Manager and Clinical Matron on issues likely to affect the strategic development of cancer services.

- Develop and maintain close working relationships with other Upper GI CNS's across the peninsular cancer network to provide quality and continuity of care for patients receiving treatment in other hospitals.

ANALYTICAL/JUDGEMENTAL SKILLS

- Perform a clinical assessment, including obtaining a clinical history, conducting the physical examination and assessment of psychological well-being.
- Request and interpret diagnostic tests (e.g. lung function, echocardiogram, blood tests) as appropriate and in keeping with the patient pathway.
- Initiate prompt requesting of all investigations required to assist formulation of diagnosis and management of the patient's condition.
- To direct and use the results of specialist investigations to assist formulation of diagnosis and plan patient management from agreed protocols.
- Recognise and lead the management of symptoms of disease and treatment side effects in accordance with evidence-based practice.
- To be registered as a non-medical prescriber with the NMC, undertake non-medical prescribing in accordance with the Trust non-medical prescribing policy.
- Undertake independent Nurse led clinics for the 5 year follow up of Upper GI cancer patients following surgery and radical oncology treatment.

PLANNING/ORGANISATIONAL SKILLS

- To lead the Upper GI CNS team and manage the time and workload pressures on the team.
- To act as joint clinical lead for the Upper GI MDT.
- Monitor compliance with cancer waiting times targets in relation to Upper GI cancer. Work closely with and advising the MDT Co-ordinator in tracking of patient pathways and ensuring that delays are kept to a minimum.
- Lead and support enhancements in the patient pathway.
- To jointly lead the local and national audit and peer review process and ensure production of good quality data.
- Plan and jointly lead the Upper GI MDT annual business meeting as part of the national peer review process.
- To participate in workforce planning to meet service development and policy change.
- Identify the training needs of staff working with this particular patient group. Work collaboratively with relevant educational staff/providers, to deliver teaching programmes to meet these needs.
- To provide clinical supervision to other staff and engage in own supervision.
- Be available as expert in issues relating to Upper GI cancer and attend specialist courses and conferences.
- To flexibly manage responsibility for own clinical caseload and to seek support from medical / non-medical colleagues in the management of complex cases and where necessary to transfer care to a Consultant medical colleague.

- To use excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the service.
- To provide a responsive service for advice, support and intervention for patients, carers and staff members contacting the Upper GI Cancer CNS service.
- To develop own managerial and administrative functions in conjunction with role developments.
- To provide expert education, maintain an up to date awareness of all types and sources of information available. Provide appropriate and timely information for patients and their carers regarding the disease process, treatments and services available for them.
- To co-ordinate giving results to Upper GI cancer patients as well as checking actions are all completed promptly.
- Liaise closely with local patient support groups or facilitate the development of such groups as appropriate.
- Facilitate user involvement when producing relevant work relating to Upper GI cancers.

PATIENT/CLIENT CARE

- To provide highly specialised advice concerning care and patient pathways to staff and service users.
- Participate collaboratively with other members of the MDT in the direct clinical management of patients from first presentation at the hospital and support the patient and their relatives throughout all investigations, treatment and follow up. May clinically lead the weekly MDT meetings.
- Act as patient's advocate and counsel to ensure they are able to make informed decisions concerning treatment options and quality of life issues. Ensure that all relevant information is accurately documented in patient health records.
- Manage and deliver nurse-led clinics to explain MDT outcomes to patients including using advanced communication skills in giving diagnosis and explaining clinical management plans.
- Manage and deliver nurse-led follow up clinics for patients following treatment with a curative intent, organising imaging and escalating any concerns raised.
- Undertake patient assessment involving clinical history, physical assessment and psychological/ social/ spiritual needs of patients.
- Request and interpret the results of specific tests and make decisions regarding the clinical intervention required based on interpretation of these.
- Formulate clinical management plans in collaboration with other members of the MDT, communicate these with the patient and evaluate the efficacy of these plans.
- Provide emotional, psychological and practical support to patients and carers in coping with their illness and treatments, demonstrating extensive experience of the issues that may be presented and linking them with appropriate support services such as palliative care teams.
- To recognise ethical dilemmas' relating to care and act as a patient / relatives advocate when required.

POLICY/SERVICE DEVELOPMENT

- To jointly develop and review of the MDT Operational Policy on an annual basis to reflect local and national guidelines and evidence based best practice.
- To inform and influence local management teams and to ensure that the Upper GI cancer MDT responds to local and national initiatives and directives (e.g. NICE, IOG, peer review).
- To utilise information systems to aid audit of the clinical role and to provide an activity analysis and specialist report on a quarterly basis for the MDT.
- To provide expert input to the Trust's quality strategy by expressing the needs of the patient via a whole system approach rather than a singular professional view.
- To develop innovative models of Upper GI cancer service delivery, challenging organisational and professional boundaries. Providing patient pathways to provide nurse led services under indirect supervision of Upper GI Surgical and Oncology consultants.
- To lead, generate and respond to service user feedback by ongoing audit, evaluation and identification of emerging trends, leading to service development and redesign.
- Continually evaluate the changing needs of the role, making recommendations on the ongoing development of the service both at a local and national level.

FINANCIAL/PHYSICAL RESOURCES

- Support the Cancer Services Clinical Matron and the Cancer Services Manager in ensuring effective and efficient use of resources in the CNS team.
- Ensure effective resource management through ensuring high standards of clinical and financial governance within the CNS team and the MDT.

HUMAN RESOURCES

- Provide line management of the Upper GI Cancer CNS service and ensure best possible practice is delivered.
- Responsible for full line management for the recruitment, induction and development and review of junior members of staff.
- To create challenge and motivate the team.
- Providing effective clinical leadership to support, motivate and inspire nursing colleagues through role modelling.
- Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.
- Be familiar with the Trust Discipline (Performance / Inefficiency) Procedure and follow this procedure as required with support from their Line Manager and HR Department.
- Identify staff who do not perform well and develop an action plan, with the appropriate training support, within a set time scale for review of progress.
- Utilise educational opportunities to facilitate learning in the clinical situation.
- Provide training and support to colleagues in other organisations.
- Act formally as a mentor and ensure that other trained staff maintains their competency in the provision of this role for others.

- Liaise and work alongside colleagues in other organisations to enable them to deliver and implement care to patients.
- Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.
- Maintain an up-to-date Personal Development Plan.
- Promote and support innovative and evidence-based practice and shares knowledge and expertise with colleagues.
- Demonstrate critical reflection skills and the learning gained from experience.
- Learn and develop new skills associated with the role.
- Attend mandatory training relevant to post as specified by the Trust

INFORMATION RESOURCES

- Jointly produce Annual Report and Work Programme to demonstrate clinical activity and efficacy.
- Jointly lead annual peer review process.
- Jointly lead on ensuring high quality data collection to ensure that audit process is an accurate reflection on MDT activity.
- Responsible for maintaining own clinical records and writing letters to consultants and other Health Care professionals.
- Handling of statistical information, recording own information, entering data, using computer software, transcribing minutes etc.

RESEARCH AND DEVELOPMENT

- Promote and support innovative and research-based practice ensuring the development of accountability in all areas of practice
- Take responsibility for own learning and performance including participation in clinical supervision and maintaining awareness of relevant research evidence.
- Support the development of education in collaboration with the multi-disciplinary team ensuring that all patient care is based on current research and best practice.
- Support others with clinical advice and information.
- Design, co-ordinate, plan and implement audit as necessary for own work to monitor standards and practice for service. Take part in formal research activities as required.
- Teach and support nursing, medical and other members of the multi-disciplinary team.
- Identify and participate in research work applicable to the service / ward / unit as required.
- Initiate and participate in the audit process and professional and managerial projects as required by the organisation.

PHYSICAL SKILLS

- Fine manual dexterity required to perform physical examinations as required.
- Keyboard and IT skills required.

PHYSICAL EFFORT

- The job will involve sitting, standing, occasional lifting and manoeuvring

- Required to drive to provide care in community and domiciliary setting.
- Occasional lifting of equipment into clinics (max weight 2-5 kilos) is necessary.

MENTAL EFFORT

- High levels of mental effort
- Work pattern can be unpredictable other than set clinic times.
- The role requires concentration whilst examining and diagnosing patients.
- Frequent Long periods of concentration are required whilst analysing patient information or performance data
- Concentration for meetings, reports, patient assessment.
- Constant interruptions and multitasking throughout the working day.

EMOTIONAL EFFORT

- Ability to work under pressure, ability to show tact and manage boundaries along with being diplomatic calm and objective.
- Frequent highly emotional and distressing situations, including breaking bad news to patients regarding diagnosis and prognosis.
- Significant and frequent emotional input required whilst dealing with patients with a possible diagnosis of cancer and discussing often distressing diagnosis with patients and carers.
- Involvement in difficult complex situations involving distressed patients and relatives
- Required to engage with distressed, emotional and sometimes angry/aggressive patients and carers.

WORKING CONDITIONS

- Possible lone working on occasion.
- Occasional exposure to bodily fluids.
- The post holder is required to have extensive use of VDU on a daily basis
- Potential for abusive language or patient actions

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 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.

PERSON SPECIFICATION

Job Title	Lead Upper GI Cancer Nurse Specialist
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
First level registration	E	
First level degree in relevant subject	E	
Master's degree or evidence of study at this level.	E	
Oncology qualification or qualification/experience relevant to specialty.	E	
Non- medical prescriber	E	
Advanced Communication	E	
Advanced Assessment Skills	E	
KNOWLEDGE/SKILLS		
Relevant clinical expertise and skills in Upper GI cancer nursing	E	
Significant Experience in Specialism	E	
Ability to communicate with others at all levels in the organisation	E	
Ability to set up and maintain efficient administrative systems	E	
Computer literate Microsoft Outlook, Word, Excel and PowerPoint	E	
Ability to work with others to teach specific clinical skills	E	
Knowledge of current evidence to underpin practice	E	
Ability to set and monitor standards	E	
Ability to work under pressure.	E	
Ability to show tact and manage boundaries.	E	
Ability to represent the Department at meetings of internal, regional and national bodies and networks	E	
Demonstrable knowledge and skills of clinical examination and history taking.	E	
Ability to manage change	E	
EXPERIENCE		
Relevant post Registration experience, at Band 7 or above, in cancer, palliative care or other relevant specialty	E	
Experience of teaching	E	
In-depth specialist experience of Upper GI cancer	E	
Leadership and management experience	E	
Experience of multi-professional working	E	
Evidence of advanced communications skills	E	
Evidence of continued professional development	E	

Able to manage and conduct nurse-led clinics	E	
Ability to lead and influence change	E	
Robust understanding of all aspects of clinical governance including previous experience of quality issues, audit and risk management.	E	
Demonstrate understanding of the role of an advanced practitioner within the current health environment and the impact of current / regional policy developments	E	
PERSONAL ATTRIBUTES		
Diplomatic	E	
Calm and objective	E	
Assertive, confident, yet approachable	E	
Personally and professionally mature	E	
Recognition of own limitations	E	
Demonstrates enthusiasm	E	
Clear understanding of the role of lead clinical nurse specialist and the associated professional responsibility and accountability	E	
Able to be flexible to meet the needs of the role.	E	
Ability to adapt and change to meet the needs of the service	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		X		
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y		X		
Laboratory specimens	Y		X		
Hazard/Risks requiring Respiratory Health Surveillance					
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	Y				
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				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y		X		
Driving	Y		X		
Food handling	Y		X		
Night working	N				
Electrical work	N				
Physical Effort	Y			X	
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y		X		
Challenging behaviour	Y		X		