

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Clinical Nurse Specialist/Practitioner |
| **Reports to** | Lead Urology CNS |
| **Band** | Band 7 AfC Pay scale |
| **Department/Directorate** | Cancer Services |

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| **JOB PURPOSE** |
| This is a Specialist nursing post which enables the individual to be responsible for aspects of the provision of high-quality Specialist Nursing care to both inpatient and outpatients within the speciality and to provide expert advice and support for patients.  This post holder will act as an expert resource for both nursing and medical staff by providing advice, support and education through clinical practice evidence-based development.  There will be close liaison and appropriate referral between all relevant departments, the lead clinician and other services, including those provided by community teams.  The post holder will develop and sustain partnership working with individual groups, communities and agencies.  Facilitate the planning and delivery of care programmes to address patient needs and develop/improve the service. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Clinical Nurse Specialist will be responsible for:  The post holder will be a key member of, actively participate in, and work within the guidelines of the Multi-Disciplinary Team, as a key worker for patients with the specialist diagnosis.  To provide appropriate written information for patients, relatives and hospital staff.  To provide psychological, social and cultural support to patients diagnosed with the relevant condition.  Assesses, develops and implements specialist care programmes, for Uro-Oncology.  Reviews patients and situations independently, and makes independent management decisions including requesting imaging and other diagnostics/tests.  Provides highly developed specialist advice to patients and their families/carers, staff of all disciplines, in particular those with metastatic bladder, metastatic renal and penile cancers.  Provides and receives highly sensitive, distressing, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance.  Evidence based care will be inherent in practice, ensuring best practice is disseminated. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:  The post holder will be responsible for breaking bad news of a cancer diagnosis or disease progression on a regular basis.  Assist in the development of the service, by consultation, treatment intervention, complex and highly skilled communication, aftercare, education, training team building and working. Provides specialist education and training to other staff, patients and carers.  Complex caseload requiring organisational skills, developing pathways and building 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 (including tertiary centres), volunteer services, 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 Urologists * Consultant Oncologists * Consultant Radiologists and Pathologists * University of Plymouth Student Nurses * Medical Students * Specialist Nurses * Lead Cancer Nurse | * Hospice team * FORCE * Consultant Surgeons * Multi-professional teams across the Peninsula * Bristol super-regional MDT | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| To work within the nursing and medical teams and contribute to decisions about patient care.  Be professionally accountable for all aspects of own work, including the management of patients in your care.  To work autonomously be able to provide expert advice to patient and families in relation to patient  condition and specialist treatments and services in line with the Trust and service policy.  Develops skills to assess and interpret specialist information and conditions and takes appropriate action usually without the need to refer to other specialists.  Track and maintain optimum co-ordination of clinical cancer pathways for patients throughout diagnosis, treatment and follow up, liaising between all service providers.  Provide skilled knowledge and gives advice re symptom management, linking with MDT referring to Hospiscare as appropriate. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance.  To communicate effectively between departments, wards and Trusts to ensure patients journey is seam-less.  To work in partnership with nurses and other health professionals to address people’s health needs through planning and delivering interventions which are based on best practice and clinical judgement |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing.  To monitor and review the effectiveness of interventions with the patient and colleagues and modify  this to meet changing needs and established goals of care.  Telephone clinics and nurse led ad-hoc clinics run based on individual patient needs and the needs of the service.  Undertake independent non-medical prescribing within sphere of competence, complying with the requirements of non-medical prescribing policies and regulatory guidance. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan, organise complex activities, programmes requiring formulation and adjustment.  To receive direct referrals within the speciality and to provide expert assessment of patient’s needs.  To develop and provide a co-ordinated specialist service to patients with the relevant diagnosis and  their carers and to have direct clinical involvement in complex care in the outpatient setting.  To support and prevent admission for the patient with the relevant diagnosis.  Plan and organise day to day service provision. |
| **PATIENT/CLIENT CARE** |
| To support patients in meeting their own health and wellbeing through providing expert information,  advice and support.  To assess patients and their complex needs and those of their families and plan, implement and eval-  uate appropriate programmes of care – this will include communicating highly sensitive information  about diagnosis, treatment options and issues surrounding palliative care and bereavement.  To provide emotional, psychological and practical support to the patient and their family/carer through-  out their pathway and to facilitate communication between patients, families and professionals.  To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when re-  Quired.  To develop care pathways for patients with the relevant diagnosis.  Using face to face clinics, telephone, e-mail and letter to communicate highly complex and sensitive information effectively with patient and their carers recognising that individuals have differing needs for information at different phases of their illness.  Uses active listening, emotional engagement/assessment, empathy, tact, openness, reassurance counselling, to meet patients’ psychological needs. Takes into consideration patient anxiety, fear, altered perception, mental health problems or cognitive impairment that may impair understanding and informed decision making and consent. |
| **POLICY/SERVICE DEVELOPMENT** |
| To develop specialist nurse led care where appropriate, in line with National guidance.  To supervise/instruct qualified and unqualified members of the nursing team as appropriate.  To act as an expert resource to others in developing and improving specialist knowledge and skills in  specialist clinical practice, through acting as an assessor, facilitator and teaching groups of staff as re-  quired  To develop evidence-based standards, policies and guidelines at a local network and national level to  improve the practice of own and other professions.  To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality im-  provement and produce an annual report.  Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards – both clinical and operational.  To participate in developing the specialist service strategy and shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this.  To employ effective decision-making skills to address complex issues and use effective change man-agement skills to implement these.  To use effective prioritisation, problem solving and delegation skills to manage time effectively.  To establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise.  To maintain a peer network of support, information and learning with other nurse specialists within the organisation. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has a personal duty of care in relation to equipment and resources.  The post holder will work within a defined day to day operational budget. Ensuring that any projects  undertaken are established and managed in a financially responsible manner.  Asses the effectiveness and economy of working practices, make recommendations regarding clinical resources. |
| **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 supervi-  sor/mentor to others.  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 support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with a relevant diagnosis are able to deliver the highest standards of care. |
| **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 re-quested 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** |
| Undertakes clinical procedures that requires dexterity and accuracy   * Clinical examination * Clinical examinations of lymph node basins to identify metastatic disease. * Request imaging as protocol |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical Nursing skills, providing a supporting role with  nursing assessments in outpatients.  Requires sitting for long periods, both in clinics face to face and non-face to face. |
| **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 nursing care in at time, stressful and emo-  tional 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.  Discussing complex histology and staging scan results to patients, relatives/carers on a regular basis, discussing in detail the benefits and risks of various investigations and treatment options, and issues surrounding terminal illness and bereavement.  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 com-  munication 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.  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.  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 clini-cal 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. |
| **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. |
| **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 candidates 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.  At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles. |

PERSON SPECIFICATION

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| **Job Title** | Clinical Nurse Specialist/Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse/Practitioner (AHP)  Bachelors degree in nursing or health related subject or equivalent academic experience  Masters degree or equivalent experience  Teaching and mentoring qualification or equivalent experience  Leadership qualification or equivalent experience  Independent nurse prescribing qualification or working towards (dependant on role)  Qualification in Oncology and or Urology or equivalent experience | E  E  E  E  E  E  E | E  E  E  E  E  E  E |
| **KNOWLEDGE/SKILLS**  Excellent verbal and written communication skills  Ability to manage own case/workload  Ability to lead and coordinate and audit activity  Extensive knowledge of cancer and treatments.  Ability to implement changes to practice successfully  Computer literacy | E  E  E  E  E  E | E  E  E  E  E  E |
| **EXPERIENCE**  Post registration experience in specialty  Experience of teaching in practice  Experience of undertaking formal teaching/lecturing | E  E  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  Able to work as a team member | E  E  E  E  E  E | E  E  E  E  E  E |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Hold a drivers’ licence / Willing to travel to community hospitals | E  E | E  E |

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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/N |  |  |  | Y |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N | Y |  |  |  |
| Blood/body fluids | Y/N |  |  |  | Y |
| Laboratory specimens | Y/N |  |  |  | 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 | NN |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | Y | Y |  |  |  |
| Cytotoxic drugs | Y |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | N |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | N |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | N |  |  |  |
| Noise (over 80dBA) | Y/N | N |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | N |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N | N |  |  |  |
| Driving | Y/N |  |  |  | Y |
| Food handling | Y/N | N |  |  |  |
| Night working | Y/N | N |  |  |  |
| Electrical work | Y/N |  |  |  | Y |
| Physical Effort | Y/N |  |  |  | Y |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  |  | Y |  |
| Challenging behaviour | Y/N |  |  |  | Y |