

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS**  |  |
| **Job Title**  | Inherited Cancer Nurse Lead  |
| **Reports to**  | Associate Director, Nursing and Midwifery, South West Genomics Medicine Service Alliance (SW GMSA)  |
| **Band**  | Band 8a  |
| **Department/Directorate**  | Molecular Genetics/Specialised Services  |

|  |
| --- |
| **JOB PURPOSE**  |
| The Inherited Cancer Nurse Lead role provides a key role in supporting the operational delivery of the SWGMSA Inherited Cancer programme. This post holder will have responsibility for ensuring robust systems and processes are in place to manage the GMS portfolio of work to embed a response to inherited cancer projects. The post holder will work closely with the SW GMSA, Cancer Alliances to support local cancer teams in delivering inherited cancer testing and support to affected patients and their affected relatives. This will include embedding germline testing in care pathways, supporting clinical teams and providing timely information and guidance to enable a seamless service to users across cancer specialties  |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**  |
| * Work closely with SW GMSA, Cancer Alliances and Cancer Teams in the South West to support colleagues in cancer teams in the management of service users that might be affected by inherited cancers, facilitating genomic testing and referral to clinical genetics as required
* Ensure systems and processes are in place to maintain comprehensive oversight of all inherited cancer pathways where genomic testing can impact on patient outcomes
* Oversee programmes of work to address health inequalities and understanding the importance of genomic testing in populations we know to have health disparities
* Oversee for ensuring standardisation in consent processes, increasing consistency and familiarity for clinicians and patients in secondary and primary care.
* Oversee workforce development and engagement with genomics through training, education, and new standards of care.
* Oversee audit and data collection where it provides evidence of service improvement.
* Support the wider healthcare system working providing a mechanism for communications between the SW GMSA, South West Clinical Genetics Hub (SW GLH), regional Clinical Genetics
* Support workforce redesign, training and development and recruitment activity where relevant supporting the genomics strategy.
 |
| **KEY WORKING RELATIONSHIPS**   |
| Areas of Responsibility: Supporting cancer services to provide the governance and assurance framework for embedding inherited cancer genomic pathwaysNo. of Staff reporting to this role: 0  The post holder is required to deal effectively with staff of all levels throughout the GMS, cancer services and other stakeholders 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**  |  |
| * Nursing Staff
* Therapy Staff
 | • Clinical and managerial staff across the SW GMSA  |

|  |  |  |  |
| --- | --- | --- | --- |
|    | * Medical/Surgical teams
* ACP’s across specialities
* Operation manager/service leads
* Governance leads
* Clinical support service, pharmacy, pathology, radiology
* Voluntary services
* People Directorate
 | * Patients/Service Users
* Health and Social care sector
* Private sectors
* Peninsula network

  |  |
|  |
| **ORGANISATIONAL CHART**  |
|   **Clinical Director****amme** **Progr****Dir****ector** **Programme** **Manager** **Pharmacy Lead****Ass. Dir****. Nursing****& Mi****dwifery****Inherited Cancer** **Nurse Lead/s****THIS POST/s**  |
| **FREEDOM TO ACT**  |
| The post holder will manage their workload within areas of individual competency within the SW GMSA and be responsible for establishing how policies should be interpreted, choosing appropriate evidence-based treatment options; follow-up frequency, and referral to other pathways or discharge Freedom to act based on their own interpretation of the policies.   |
| **COMMUNICATION/RELATIONSHIP SKILLS**   |
| * Act as the main point of contact for the SW Cancer Nurses leading activities and facilitating collaborations.
* Explain complicated issues, using highly effective communication skills.
* Utilise highly developed negotiation and diplomacy skills to convey information in an atmosphere of proposed major change.
* Regularly provide and receive highly complex information including contributing to report writing for Assurance Meetings and for external partners including the Cancer Alliances
* Establish and maintain excellent working relationships with a wide range of stakeholders, from all levels, ensuring changes to working practices are focused on benefits
* Personally lead, support, and contribute to formal negotiations with senior-level internal and external stakeholders, providing a high level of negotiating expertise to secure the most beneficial arrangements.
* Create an environment which allows open communication at all levels amongst all staff.
* Undertake presentations to internal and external audiences
* Provide advice and guidance to colleagues across wide range of stakeholders, from all levels, ensuring that the best services are provided.
 |
| **ANALYTICAL/JUDGEMENTAL SKILLS**  |
|  • Use external and internal data to map, analyse and monitor performance and ongoing capacity  |

|  |
| --- |
| * Undertake analysis of performance data and make corrective actions to ensure obligations are met
* Review and assess proposed inherited cancer pathways to ensure each Trust has the capacity and capability to deliver, this will require reviewing complex facts and information in NICE guidelines
* Make operational judgements about use of resources
* Utilising advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality
* Assimilating risk and benefits and rationalising decision-making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge.
 |
| **PLANNING/ORGANISATIONAL SKILLS**  |
| * Ensure all elements of the service are delivered to meet agreed timelines compliant with quality standards adjusting plans as required
* Ensure that services are delivered within allocated budgets, identifying evidence to support safe and effective service delivery and contribute to the delivery of SW GMSA financial plans.
* Ensure changes to practice in support of improved service to patients affected by inherited cancer are planned and supported as agreed, with all resources in place to deliver effectively, responding to external and internal delays and interdependencies as required
* Regularly review service delivery and plans and implement new ways of working to continually develop and support the service
* Facilitate collaborative working between the Genomic Medicine Service, Cancer Service teams, Clinical Genetics, Cancer Alliances and other regional stakeholders to effectively support the delivery of inherited cancer services
* Working with the Lead Cancer Nurses to undertake capacity planning and management to education and competencies within the inherited cancer workforce
* Providing a mechanism for communications between the SW GMSA, South West Clinical Genetics Hub (SW GLH), regional Clinical Genetics
 |
| **PATIENT/CLIENT CARE**   |
| * Occasionally assist patients during staff competency training
* Demonstrates to colleagues how to provide highly specialised advice concerning care
* Delivers highly specialised case management advice to multi-disciplinary teams across the SW

GMSA  |
| **POLICY/SERVICE DEVELOPMENT**   |
| * Ensure systems and processes are in place to support compliance with the requirements of the NHS Genomics Unit and NHSE policy including NICE and UK regulatory requirements.
* Maintain up to date knowledge of Genomics related guidelines and legislation and develop policies to ensure compliance
* Develop policy, SOPs and work instructions which supports the Trusts compliance with UK legislation and guidance concerning genomic testing in cancer services
* Horizon scan for best practice for genomics within the cancer services.
* Work with the HEE and GMS to support strategic planning of workforce development in cancer teams for genomics.
* Lead the development of research and innovation projects to identify, develop and deliver best practice.
* Develop innovative strategies to guide and coach cancer nursing teams in developing and strengthening leadership skills in genomics.
* Develop strategies for improving performance and processes, ensuring stakeholder representation.
 |
| **FINANCIAL/PHYSICAL RESOURCES**   |
| * Develop programmes of work within available budgets across stakeholder groups
* Ensure processes are in place to ensure the full costs associated with new pathways and imbedding of staff competencies are captured
* Constantly strives for value for money and greater efficiency in the use of budgets
 |
| **HUMAN RESOURCES**   |
|  • Motivate and promote effective communication, ensuring that the best services are provided.  |

|  |
| --- |
| * Managing the GMSA Genomic Health Care Practitioners responsible for inherited cancer projects including recruiting, appraisals, learning and development and managing HR processes such as absence, health & wellbeing, capability, conflict and disciplinary matters.
* Develop, manage and deliver education and training programmes to meet HEE and nursing regulatory governance requirements
* Provide supportive and visible leadership to staff and others across the organisation as a senior manager and leader by acting as a role model for others
* Work with colleagues to optimise the benefits of a multidisciplinary approach to developing and implementing transformation and large-scale changes
 |
| **INFORMATION RESOURCES**   |
| * Utilise the web based resources through the GMS, NHS Digital, HEE
* Use local, regional and national data collections to identify where projects are experiencing issues and challenges, escalating as required
* Establish and maintain effective systems and policies for recording and archiving impact data
* Monitor progress against objectives and report performance, reporting challenges and unmet needs across the geography.
* Carry out baseline reviews to identify gaps in essential skill sets and competencies for the embedding of genomic medicine; identify where matters of professional practice require intervention.
 |
| **RESEARCH AND DEVELOPMENT**   |
| * Undertake surveys or audits as necessary to own work/regularly undertake research and development activity Undertakes surveys/complex surveys related to performance management
* Use analysis of data to improve the delivery and performance management of the service
* Maintain up to date knowledge of research related guidelines and legislation
 |
| **PHYSICAL SKILLS**  |
| • Proficiency and regular use of Keyboard skills  |
| **PHYSICAL EFFORT**  |
| * This role requires light physical effort for short periods
* Will need to visit a variety of NHS services across the SW
 |
| **MENTAL EFFORT**  |
| • The post holder will be required to frequently concentrate given their work pattern is unpredictable, and concentration is required for investigating problems, analysis of performance data and policies. The post holder will often deal with interruptions requiring immediate response  |
| **EMOTIONAL EFFORT**  |
| * Occasional distressing or emotional circumstances when imparting unwelcome news to stakeholders
* Dealing with staff problems, patient complaints, conveying unwelcome news; unexpected deaths.
 |
| **WORKING CONDITIONS**  |
| * Working with patients with a wide range of complex conditions which may involve occasional exposure including contact with bodily fluids such as blood, sputum, urine, vomit; fleas and lice. Depending on speciality but every clinical shift could be exposed to these bodily fluids
* There will be occasional exposure to significantly distressed and challenging patients with occasional exposure to verbal and physical aggression.
* Ability to work in shared space with often noisy and frequent interruptions
* 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

  |
| **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**  | Inherited Cancer Nurse Lead  |

|  |  |  |
| --- | --- | --- |
| **Requirements**  | **Essential**  | **Desirable**  |
| **QUALIFICATION/ SPECIAL TRAINING** * NMC Registered Nurse/Midwife with extensive clinical experience.
* Degree supplemented by post graduate diploma specialist training, management qualification or equivalent experience.
* Evidence of continuing professional development
* Evidence of an MSc/MA or equivalent experience

  |  E E EE |   |
| **KNOWLEDGE/SKILLS** * Specialist knowledge of research management and governance standards gained through practical experience
* Knowledge of national systems and structures for the approval, management and monitoring of clinical research in the NHS
* Clear understanding of NHS R&D policy and strategy • Good information management and office software skills.
* Excellent Communication Skills, written and verbal.
* Excellent project management skills.
* Ability to think and operate strategically and to develop practical solutions.
* Highly developed analytical skills and problem-solving ability
* Ability to prioritise workload, work under pressure and deliver results
* Knowledge of research and ethics processes
* Advanced organisational skills and ability to prioritise workload and meet tight deadlines

  | EEEEEEEEEE |   |
| **EXPERIENCE** * Practical experience of project management and the management of change
* Experience of leading and managing a team, including line managing individuals within the team
* Experience of policy development, implementation and monitoring
* Experience and evidence of preparing reports and financial tables
* Extensive experience and competency in using computer packages
* Experience of preparing and delivering presentations at senior level
* Experience of developing and delivering action plans that are realistic and relevant
* Experience of writing reports and to present complex issues and information simply, clearly and in a variety of mediums
* Experience of interacting and liaising with internal and external healthcare, academic and industry professionals
* Experience of working with a wide range of individuals, disciplines and stakeholders from a variety of organisations.
* Experience of successful financial management
* Experience of Information management
* Working with service users and/or carers in research (public and patient involvement).

  | EEEEEEEEEEEEE                  |                        |
| **PERSONAL ATTRIBUTES** • Able to work as a team member and demonstrate excellent leadership  |  E  |   |

|  |  |  |
| --- | --- | --- |
| * Ability to communicate effectively with all levels of staff
* Self-motivated, flexible, pro-active, adaptable and resilient
* Ability to perform tasks to a high level of detail and accuracy

  | EEE |  |
| **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.

  |  E E  |   |

|  |  |  |
| --- | --- | --- |
|  |  | **FREQUENCY** **(Rare/ Occasional/** **Moderate/ Frequent)**  |
| **WORKING CONDITIONS/HAZARDS**  |  | **R**  | **O**  | **M**  | **F**  |
|  |  |  |
| **Hazards/ Risks requiring Immunisation Screening**  |  |  |  |  |  |
| Laboratory specimens  | Y  | Y  |   |   |   |
| Contact with patients  | Y  |   |   |   | Y  |
| Exposure Prone Procedures  | Y  | Y  |   |   |   |
| Blood/body fluids  | Y  |   |   | Y  |   |
| Laboratory specimens  | Y  | Y  |   |   |   |
|   |  |  |
| **Hazard/Risks requiring Respiratory Health Surveillance**  |   |   |   |   |   |
|   |  |  |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)  | Y  |   | Y  |   |   |
| Respiratory sensitisers (e.g isocyanates)  | N  |   |   |   |   |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)  | Y  | Y  |   |   |   |
| Animals  | N  |   |   |   |   |
| Cytotoxic drugs  | N  |   |   |   |   |
|  |  |  |  |  |  |
| **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  |   | Y  |   |   |
| Heavy manual handling (>10kg)  | N  |   |   | Y  |   |
| Driving  | Y  | Y  |   |   |   |
| Food handling  | N  |   |   |   |   |
| Night working  | N  |   |   |   |   |
| Electrical work  | N  |   |   |   |   |
| Physical Effort  | N  |   |   | Y  |   |
| Mental Effort  | Y  |   |   |   | Y  |
| Emotional Effort  | Y  |   |   |   | Y  |
| Working in isolation  | Y  |   |   | Y  |   |
| Challenging behaviour  | Y  | Y  |   | Y  |   |