

**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title: Advanced Nurse Practitioner - Acute Oncology**

**Band: 7**

**Reports to: Lead Nurse Acute Oncology**

**Department / Directorate: Oncology Centre, Cancer Services**

1. **JOB PURPOSE**

The Advanced Nurse Practitioner (ANP) will use specialist knowledge and skills to independently provide healthcare to patients who have a complex and undetermined presentation, and acutely unwell patients. The ANP will work autonomously, assessing the clinical situation, determining a working diagnosis, commencing initial treatment and appropriate supportive management. Non-medical prescribing is fundamental in supporting this role.

The ANP will work alongside the medical team maintaining good communication and collaboration between the various multidisciplinary teams. Evidence-based care will be inherent in their practice, ensuring that best practice is disseminated throughout the clinical areas.

The ANP will assist the oncology medical team with training and development of junior staff.

The ANP will undertake the role in accordance with Trust and department guidelines. This includes acting as an expert resource for the day case and ward teams to support them in the delivery of effective care.

The ANP will act as a teacher and mentor for all bands of nurses, and work with other staff and agencies to promote the ANP service.

As a leader s/he will be responsible for ensuring a good working environment in which all patients and carers receive a high standard of care. It will mean that s/he leads by example and empowers staff in their personal and professional development to undertake a greater range of clinical skills to modernise and improve patient care, including updates of essential training.

The ANP will be expected to work closely with the Lead Acute Oncology Nurse in playing a proactive role in quality and service improvement and will assist in the monitoring and auditing of clinical standards of care within the defined area.

1. **DIMENSIONS**

WTEs: Nil

Budget: Nil

1. **ORGANISATION CHART**

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| --- | --- | --- | --- |
| **LEAD CANCER NURSE** | |  | **CONSULTANTS** |
|  |  |  |  |
| **LEAD NURSE ACUTE ONCOLOGY** | |  |  |
|  |  |  |  |
| **ADVANCED NURSE PRACTITIONER** | |  | **NURSING TEAM** |

1. **KEY RESULT AREAS/PRINCIPAL DUTIES & RESPONSIBILITIES**

**Leadership:**

* To provide an acute oncology nursing service delivering timely interventions and ensuring appropriate patients are assessed and seen by an Acute Oncology consultant using a risk stratification approach
* As an expert practitioner, liaise, guide and advise the multi-disciplinary team and external agencies in the provision of optimum patient care
* Be responsible for ensuring the environment and processes are responsive to the needs of patients and their carers recognising the importance of privacy, dignity and diversity
* Individuals will be highly visible in their clinical areas, working alongside and supporting the teams in a clinical capacity
* Acting as a role model, employ professional behaviour that encourages and coaches their team members to challenge their current competencies, whilst seeking opportunities to expand their roles. This includes the promotion of a culture of appraisals and personal development whilst setting clear smart objectives to meet the needs of the individual, clinical area and organisation
* As part of his/her development, assist on specified and agreed directorate and Trust wide Nurse/Midwife Development Projects.

**Assist Lead Acute Oncology Nurse in maintaining standards for:**

* Conduct of Care
* Scope of Professional Practice
* Multidisciplinary Team Working
* Data & Information Gaps
* Ineffective Systems
* Poor communication
* Workload issues
* Poor individual or team practice
* Complaints
* Financial and resource implications
* Health and safety deficits
* Patient Flow
* Infection Control rates
* Drug administration

This includes monitoring standards and identifying action plans to address any areas of concerns. When appropriate inform the Lead Acute Oncology Nurse where there are persistent problems.

**Clinical & Professional Standards:**

* + - * Work autonomously to assess patients who present to oncology inpatient or daycase either as emergency admissions or as part of their planned care, utilising departmental guidelines
      * To be an expert practitioner and role model in the field of Oncology nursing, with specific expertise in assessment of new admissions and acute care
      * Use of advanced practice skills, demonstrating degree level application of theory and experience, to assess, investigate, make a clinical diagnosis, treat and discharge patients or admit patients for more intensive therapy
      * Undertake initial assessment, history taking, physical examination and psychosocial functioning of patients
      * Request first-line diagnostic investigations (e.g. x-ray, blood tests), and review and interpret all information available, utilising a systematic process of reasoning to make a working and differential diagnosis
      * Develop and record a treatment plan consistent with the outcome of assessment and most probable diagnosis
      * Prescribe drugs within the capacity of non-medical prescribing, adhering to Trust policy and existing frameworks
      * Communicate complex clinical and supporting information/findings to patients and significant others according to individual situations
      * Treat patients using advanced clinical skills such as;
      * Removal of catheters (ascetic or pleural)
      * Venepuncture and cannulation
      * Discharge Summaries
      * Full work up of patients presenting as an emergency on Yeo/Cherrybrook
      * Seeing Acute Oncology patients and deciding on management and indications for transfer to Yeo/Yarty
      * Taking GP calls and triage of the appropriateness of Yeo direct admissions vs AMU
      * Confirming decisions on providing Best Supportive Care
      * Advanced Life Support skills
      * Liaise with other members of the multi-professional team to facilitate excellent and effective communication to provide a patient-focussed service
      * Assist in monitoring flow of patients through the department and provide support and advice on management of the unwell patient where appropriate
      * Participate in nursing or departmental audit
      * Participate in education of nursing and medical students and junior medical staff.

**Departmental & Staff Organisation:**

* Act as a conduit between the clinical team and ward staff to ensure effective communication between the directorate and the teams within your remit.
* Ensure processes are in place to facilitate effective communication processes are established with all disciplines, patients and relatives, that meets individual needs
* Deal with complaints in a calm and courteous manner, ensuring that wherever possible complaints are dealt with efficiently and satisfactorily and resolved in the local clinical area
* Manage the flow of patients within the clinical area ensuring effective utilisation of the multi-disciplinary team on a daily basis
* Identify potential areas for service improvement.

**Delivery Plan:**

To assist the Lead Acute Oncology Nurse in the implementation and evaluation of the Division’s strategic and operational plan focusing specifically in the following areas:

* Staff competencies
* Division objectives and targets
* Service development initiatives pertinent to sphere of responsibility.

**Risk & Governance:**

Work with the Lead Acute Oncology Nurse and the Lead Cancer Nurse to ensure that there is full compliance with internal and external governance and best practice requirements. To assist the Lead Acute Oncology Nurse in:

* Ensuring all staff are aware of and follow the appropriate policies, legislation and MHRA alerts.
* Promoting an informal as well as formal process with regard to risk management to ensure that risk assessment is a continuous process and is embedded as part of the normal daily role for all staff
* Leading and managing an effective risk assessment process for the ward / clinical area ensuring high risk areas are identified and incorporated into the local risk register
* Ensuring all staff within sphere of responsibility have access to essential training and achieving 100% compliance
* Promoting a blame free culture in reporting incidents and where appropriate initiating a local investigation in a timely manner.

**Patient & Staff Involvement:**

* Proactively seek feedback from patients and their families during their hospital admission on the Acute Oncology Service
* Be responsible for using an appropriate and varied approach for resolving complaints and issues at a local level in partnership with patients, carers and their family and other healthcare professionals
* Use own expertise to address issues of unfair or discriminatory practice in a manner that achieves a positive outcome
* Actively use PALS and Complaints feedback to review practice within own area
* Use systems that focus on equality and diversity within their service, and continually strive to provide best practice in partnership working, user involvement, sharing best practice, significant event audits and open reflective feedback.

**Service Improvement:**

* + Assist the Lead Acute Oncology Nurse in implementing the Trust Service Development Programme and participate in Division or Trust work streams that contribute to the modernisation and improvement of patient services
* Be responsible for ensuring that systems are developed that encourage the team to offer suggestions of how the service can be improved.

**R&D, Education and Training:**

Assist the Lead Acute Oncology Nurse in promoting a learning environment. This includes:

* Participation in the educational programme for members of the nursing and medical teams, and other healthcare professionals within specialist area of practice, Emergency Department and Acute Medical Unit
* On a continual basis working alongside their team, acting as a role model, leader, supervisor and support contact to ensure all staff members are facilitated in their allocated responsibilities
* Identify own personal development needs to work at an advanced level of practice, and with the support of the Lead Acute Oncology Nurse ensure these needs are met
* Use reflection as an integral part of practice to transfer learning to optimise patient care
* Demonstrate an up-to-date knowledge of oncology/acute care nursing practice.

**Strategy:**

In support of the, Lead Acute Oncology Nurse / Lead Cancer Nurse contribute to the review of the Division’s service and business strategy, including the equality & diversity strategy.

**Other Responsibilities:**

To take part in regular performance appraisal.

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

To contribute to and work within a safe working environment.

The post holder is 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.

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.

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.

1. **THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

We recruit competent staff that 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

1. **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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.



**PERSON SPECIFICATION**

**Job Title: Advanced Nurse Practitioner**

**Band: 7**

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| --- | --- | --- |
| **REQUIREMENTS** | **At Recruitment** | **AT PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING:** |  |  |
| First level registered Nurse/Midwife (or relevant professional registration) | **E** | **E** |
| Broad clinical experience relevant to the post, diploma level specialist training and experience in designated area e.g. oncology course, SACT training | **E** | **E** |
| Experience of assessing and managing acute medical problems | **E** | **E** |
| A degree or degree level post registration qualification or equivalent in Nurse Practitioner skills or Autonomous Practice. Willing to study to Masters level | **D** | **E** |
| Non-medical prescribing qualification | **D** | **E** |
| **KNOWLEDGE/SKILLS:** |  |  |
| Good leadership skills and proven managerial ability | **E** | **E** |
| Evidence of changing practice in a clinical setting | **E** | **E** |
| Experience of standard setting and clinical audit | **E** | **E** |
| Ability to apply research findings and support evidence-based practice | **E** | **E** |
| Excellent communication skills | **E** | **E** |
| A commitment to improving patient services | **E** | **E** |
| **EXPERIENCE:** |  |  |
| Minimum of 5 years post registration oncology experience, including experience of working in a band 6 role | **D** | **E** |
| **PERSONAL REQUIREMENTS:** |  |  |
| Excellent interpersonal skills | **E** | **E** |
| Positive and enthusiastic attitude | **E** | **E** |
| Flexible and adaptable | **E** | **E** |
| Commitment to openness, honesty and integrity in undertaking the role | **E** | **E** |
| **OTHER REQUIREMENTS:** |  |  |
| To adopt a highly visible and accessible approach for patients, relatives and staff | **E** | **E** |
| The Practitioner will lead by example and empower staff through their personal and professional development to undertake a greater range of skills to modernise and improve patient care | **E** | **E** |
| Working with and in support of the Lead Nurse to ensure compliance with internal and external governance and best practice requirements | **E** | **E** |

**E**ssential/**D**esirable

|  |  |  |  |  |  |
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| **HAZARDS:** | | | | | |
| Laboratory Specimens Proteinacious Dusts |  | Clinical contact with patients | X | Performing Exposure Prone Invasive Procedures |  |
| Blood / Body Fluids | X | Dusty environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation |  |
| Handling Cytotoxic Drugs | X |  |  |  |  |

**Agenda for Change Matching Authorisation Form**

* **This form must be accompanied by the relevant job description, person specification and KSF Outline.**
* **Where there is an existing job holder then these documents must be agreed and countersigned by the manager and employee**

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| --- | --- |
| **Job Title** | Advanced Nurse Practitioner |
| **Current AfC Band** |  |
| **Is this new or existing job?**  **If existing please confirm:**   1. **The job is a revision agreed with post-holder** 2. **The job is revised resulting from a vacancy opportunity** | New Job  New monies for second ANP |
| **Job holder (s) (if existing job)** |  |
| **Directorate / Division** | Cancer Services |
| **Department / Ward Name** | Oncology |
| **Please summarise your reason for requesting matching/evaluation of this job.**  **Focus on demonstrating whether changes are in staff management, financial responsibility, policy formulation, developing services etc.**  **Have you highlighted the changes in the Job Description (embolden / italics / font)?** | Not requesting |
| **Contact name, phone number & email address for queries** |  |

**Requesting Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I request permission for job matching/evaluation and confirm the information above is correct.***

**Countersigning Manager in Directorate / Division**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I confirm that I support the matching / evaluation of this post.***

**Please send the completed form along with job description, person specification and KSF Outline to the Agenda for Change office at Bowmoor House or email documents to** [**job.matching@rdeft.nhs.uk**](mailto:job.matching@rdeft.nhs.uk)