

JOB DESCRIPTION

JOB DETAILS	
Job Title	FORCE Support and Information Nurse
Reports to	FORCE Lead Support and Information Nurse
Band	Band 6
Department/Directorate	FORCE Cancer Charity

JOB PURPOSE
<p>This is a non-clinical role focusing on providing verbal, written and remote support and information from the FORCE service to service users which will include patients, families, health professionals and others.</p> <p>To develop and sustain partnership working with individual groups, communities and agencies.</p> <p>Facilitate the planning and delivery of group psycho-education and other support programmes to address patient needs and develop/improve the service</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>To be a member of, actively participate in, and work within the guidelines of FORCE Support Services and the wider FORCE team.</p> <p>To liaise with oncology-related MDTs who are involved throughout the patient's pathway whilst under the care of the MDT, from diagnosis through treatment and follow-up care, ensuring that clients receive the very best service at all times.</p> <p>To provide appropriate verbal and written information for service users and relatives and hospital staff, keeping FORCE colleagues update on developments in the field of cancer and treatments.</p> <p>To provide psychological, social and cultural support to patients diagnosed with Cancer, taking responsibility for an informal frontline assessment of a client's mental health, and liaising with other relevant professionals and service who may be able to support them</p> <p>Actively participate in the planning and delivery of group support programmes eg Moving Forward after Treatment</p> <p>The Nurse specialist will be based at the FORCE centre in Exeter. They may go out to outreach settings and to the acute hospital to support clients when appropriate.</p> <p>The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager</p>

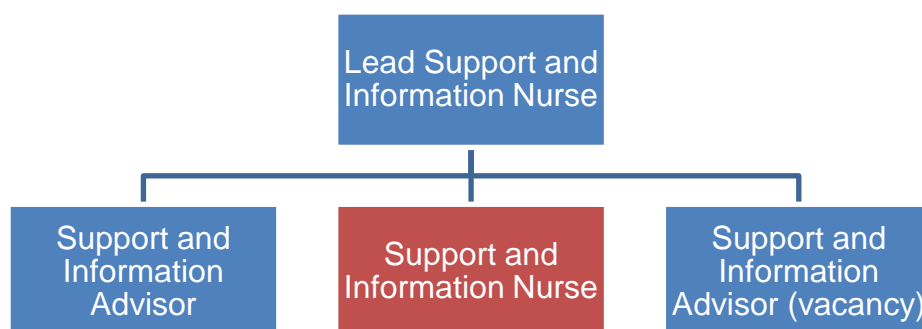
KEY WORKING RELATIONSHIPS
<p>Areas of Responsibility:</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.</p> <p>Of particular importance are working relationships with:</p>

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Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Lead Support and Information Nurse • Support and Information Advisors • Support Services Manager • FORCE CEO • OMT (Operational Management Team) • Support Services team • Anyone affected by cancer within the acute Hospital setting requiring additional psychological/emotional support • Oncology multidisciplinary teams • Volunteers 	<ul style="list-style-type: none"> • Anyone affected by cancer and requiring additional psychological support/emotional support • Centre Visitors • External Service Providers • Other health professionals and peers locally, regionally and nationally

ORGANISATIONAL CHART



FREEDOM TO ACT

To work within the FORCE, nursing and medical teams and contribute to decisions about patient care in line with the Trust and service policy.

Be professionally accountable for all aspects of own work, including the holistic assessment, signposting, referral and management of clients accessing the FORCE service.

To work autonomously and 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.

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 and Trusts to ensure patients journey is seamless.

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 the needs of patients with specialist acute and other conditions and other clients, and taking appropriate actions, this may include referral to alternative services; supplying specialist information; liaising with clinical teams and signposting to external services.

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.

PLANNING/ORGANISATIONAL SKILLS

Plan, organise complex activities, programmes requiring formulation and adjustment

Plan patients care in relation to their needs for information and non-clinical support services, managing an individual caseload of complex patients effectively and efficiently where appropriate.

To receive direct referrals within the speciality and to provide assessment of patient's needs

To work with the CNS to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and their carers and to have direct involvement in providing non-clinical support and information in both the outpatient and inpatient setting

Plan & organise day-to-day service provision

PATIENT/CLIENT CARE

To provide a specialised advice service in relation to cancer and cancer support

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 evaluate appropriate programmes of information provision and support – this will include discussions involving highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement.

To provide emotional, psychological and practical support to the patient and their family/carer throughout 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 required

To support the development of pathways of support for patients with relevant specialist conditions

To provide staff with information and guidance on available support across the Trust and beyond, including the provision of self-care advice.

POLICY/SERVICE DEVELOPMENT

To support the development of specialist nurse led care where appropriate, in line with National guidance

To supervise/instruct members of the support and information team and colleagues as appropriate

To act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required.

To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.

Act as facilitator in developing clinical and non-clinical practice and promoting changes in service that meet National Standards.

To participate in developing a 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 management 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.

HUMAN RESOURCES

Day to day supervision of the Support and Information Team in the absence of the Lead Support and Information Nurse

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 as required by the organisation.

To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others where appropriate

To act as a specialist resource to advice 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 and group programmes strategy that meets the needs of FORCE service users and colleagues.

INFORMATION RESOURCES

To document all client contacts and maintain client records on the FORCE database.

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

RESEARCH AND DEVELOPMENT

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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 national and local relevant research activities on a regular basis and to provide feedback to relevant groups.

To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.

PHYSICAL SKILLS

Quick and accurate keyboard skills are expected as part of the position.

The postholder will be expected to set up clinical and non-clinical spaces to facilitate the best possible therapeutic outcome. This may involve moving furniture including chairs and screens. The postholder will be expected to make a brief physical assessment of the capacity of a service user for therapy, and support the service user with support and aids to help them to be able to attend the session comfortable.

PHYSICAL EFFORT

There will be considerable periods of sitting and standing as part of the role. There may be some lifting of boxes of resources and other materials within the capability of the postholder. They will be expected to sit for four hour-long therapeutic sessions per day on average, with a combination of sitting, standing, walking/frequent sitting in restricted positions during the day. The postholder will regularly be walking between the FORCE cancer centre and the RDUH acute hospital building, accompanying patients and their families as required.

The postholder will be expected to travel by car or by driving the FORCE van to a range of outreach locations across Devon.

MENTAL EFFORT

The work pattern is unpredictable and subject to frequent interruption.

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 support and information in at time, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people.

EMOTIONAL EFFORT

Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication 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.

Talk to relatives following a death.

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.

Frequent exposure to distressing or emotional circumstances

WORKING CONDITIONS

Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical 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.

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.

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

Job Title	FORCE Support and Information Nurse
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse	E	
Post-registration qualification in relevant specialist nursing or equivalent experience	E	
Formal qualification in teaching of adults or groupwork training	E	
Advanced Communication course, or willing to participate in training	E	
Degree in relevant discipline or working toward		D
KNOWLEDGE/SKILLS		
Demonstrable nursing experience in the acute setting.	E	
Demonstrable experience in care of patients with relevant Diagnosis.	E	
Experience of managing service provision and the supervision and managing of staff		D
Ability to represent the department at meetings of internal, local, regional and national bodies and institutions	E	
EXPERIENCE		
Able to manage and conduct holistic assessments (psychosocial, physical, mental health and wellbeing) regarding support and information needs	E	
Counselling skills		D
IT competence in the usual applications – database, spread sheet and presentation software etc	E	
Confident in delivering presentations and experience of public speaking		D
PERSONAL ATTRIBUTES		
Good interpersonal skills,	E	
Good communication skills,	E	
Ability to be empathetic	E	
Ability to handle difficult or emotional situations,	E	

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Excellent organisational skills	E	
Motivation	E	
Ability to adapt and change to meet the needs of the service	E	
Able to work as a team member	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		X		
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	N				
Food handling	N				
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		