****

**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title**: **Senior Nurse Specialist for patients with Head and Neck cancer, Thyroid cancer and long-term/complex tracheostomies.**

**Band**: **Band 7**

**Responsible To**: **Lead Head and Neck Clinical Nurse Specialist**

**Accountable To**: **Lead Head and Neck Clinical Nurse Specialist**

**Department/Directorate**: **Specialist Surgery**

**2. JOB PURPOSE:**

* Works as a member of a specialist team contributing to the delivery of specialist service across both primary and secondary care settings
* Assesses patients, planning and implementing specialist care, providing specialist advice and maintaining accurate records.
* Works as an advanced specialist in a defined area of care.
* Provides specialist education and training to other staff.
* Utilises research activities and clinical audits in own specialist area.
* Line manages junior nursing team members

**3. KEY WORKING RELATIONSHIPS:**

* Lead Head and Neck CNS
* Nursing Staff
* Medical Staff
* General Practitioners
* Senior Managers
* Radiographers
* Dietitians
* Hospice and Palliative Care Services
* Speech and Language Therapists
* Physiotherapists
* Educationalists
* Researchers
* Occupational Therapists
* Social Workers
* Clinical Psychologists
* Counsellors
* FORCE
* Clinical Technicians / prosthetics
* Dental Staff

**5**. **ORGANISATIONAL CHART**

Reporting Arrangements

Direct Management Line

Divisional Manager Specialist Surgery

Cluster Manager Specialist Services

Lead / Consultant Nurse Cancer Services

Lead Clinician Cancer Services

Senior Clinical Nurse Specialist

Advanced Clinical Nurse Specialist

**6. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Clinical Practice**

Assesses, develops and implements specialist nursing care programmes. Independently manages a highly specialist caseload of patients with malignant and non-malignant illnesses relating to the specialty, including those with complex or long term airways.

Reviews patients and situations independently and makes independent management decisions, but seeking clarity and guidance when necessary.

Understands and recognises own limitations and refers back to a senior medical and nursing colleagues when required.

Is accountable for own clinical actions according the NMC policy and within scope of own professional practice. Has discretion to work within a set of defined parameters within own clinical setting

Develops skills to assess and interpret specialist information and conditions and takes appropriate action referring on to other specialists when required.

Run independent nurse led clinics for health promotion, artificial airways, clinical assessments and stratified cancer follow-up’s which include advanced practice examinations and management of symptoms at the Royal Devon and Exeter NHS Foundation Trust and occasionally at North Devon Hospital satellite clinics.

Prevents readmissions by carrying out domiciliary visits *only* when clinically indicated, across the geographical area served by the RD&E Foundation Trust (Exeter, Mid and East Devon). Demonstrates personal responsibility for assessing and minimising risks by utilising local policy for lone worker safety.

Provides specialist advice to patients and their families/carers, staff of all disciplines and students.

Provides and receives highly sensitive, distressing, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance.

Breaks bad news regarding cancer and recurrent cancer diagnosis, expected length of life and significant changes to quality of life such as permanent neck breathing and loss of voice.

Participates in complex ethical decision making processes supporting patients in end of life decision making.

Acts as advocate for patients and carers, providing complex and emotive information and explaining treatment options to enable patients to make informed choices.

Communicates with a range other staff of all disciplines, acting as a specialist resource including liaison with health care providers out with the Trust regarding diagnosis and treatment advice.

As part of Network centralisation programs, collaborates with head and neck cancer and thyroid cancer specialists in adjacent units, ensuring that patient care pathways remain seamless and coordinated across sites.

Tracks and maintains optimum co-ordination of clinical cancer pathways for patients throughout diagnosis, planning, treatment and follow-up, liaising between all service providers.

Undertakes and/or teaches clinical procedures that require dexterity and accuracy. For example but not limited to:

* Removal and insertion of invasive and non-invasive enteral feeding tubes
* Tracheostomy tube changes and airway management
* Laryngectomy stoma and respiratory aids
* Changing tracheoesophageal voice prosthesis
* Complex wounds and dressings ie flaps, grafts and radiotherapy skin and mucosal reactions
* Advanced clinical examinations including neck lymphadenopathy examinations, oral assessments, cranial nerve assessments, respiratory assessments

**Leadership and Management**

Deputises for and supports the lead CNS for the speciality in their absence.

Line Management for the specialist nurses band 6 and below within the CNS team

Ensures that personal development reviews of line managed staff are undertaken regularly

Responsible for organising own workload and supervising the workload of less experienced specialist nurses within the requirements of the specialist team activities and work plan

Assists the Lead CNS in the development of specialist multidisciplinary protocols and policies for the specialist areas

Assists the lead CNS to clinically lead and inform the development of the Head Neck and Thyroid tumour services, formulating key documents and service delivery plans in preparation for National Cancer Peer Review and Cancer Network requirements, producing and presenting reports as required.

Provides representation on committees/working groups as required.

Be aware of budgetary limitations and promote highest quality nursing services within those confines.

To take account of budgetary impact and business plans when purchasing equipment and resources.

Assist in monitoring the requisition and ordering of specialist clinical resources and equipment and maintain adequate levels of stock at the RD&E Foundation Trust and North Devon Hospital demonstrating an awareness of budgetary constraints

Assess the effectiveness and economy of working practices, make recommendations on new products and liaise with manufacturers and suppliers of clinical resources.

Has a personal duty of care in relation to equipment and resources.

Make line manager aware of any concerns regarding the quality of service provided in a constructive manner.

**Education**

Assists in the Planning, delivery and evaluation of specified education and training programmes for all relevant disciplines of staff.

Provides specialist training and education in informal and formal settings for nurses and other disciplines.

Provides teaching in practice to other staff and students through clinical supervision/facilitation.

Acts as a positive role model for other staff and students.

Teaches patients and their families/carers about managing own condition.

**Research and Development**

Ensure clinical practice developments are based on best available evidence.

Review and disseminate new information to relevant staff.

Coordinate the evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly

Utilise research and use core audit skills to enable the specialist team and other health professionals to improve quality of care

Utilise epidemiological data to enable the team to inform independent or collaborative review of clinical practice

**Professional Development**

Maintain responsibility for own professional and specialist development.

Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitation.

Participate in regular performance appraisal

Pursue an ongoing programme of professional education/development relevant to the specialty.

Be a member of a professional specialist forum/association (where such exists) and attend regional/national meetings and conferences when possible.

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

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 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.

**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, the Trust reserves 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.

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.

****

**PERSON SPECIFICATION**

**(POST ATTRIBUTES)**

**POST : Advanced Nurse Specialist** Band 7

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS | At Recruitment | At KSF 2nd Gateway |
| QUALIFICATIONS/SPECIAL TRAINING :Registered NurseBachelor’s degree in nursing or health related subject or equivalent academic experienceSpecialist post graduate diploma or equivalent courses to masters levelTeaching and mentoring qualification or equivalent experienceLeadership qualification or equivalent practical experience | EEEED | EEEEE |
| KNOWLEDGE/SKILLS:Excellent verbal and written communication skillsAbility to manage own case/workloadAbility to lead other clinical staffAbility to review the performance and development of other staffAbility to implement of changes to practice successfullyComputer literacy | EEEEEE | EEEEEE |
| EXPERIENCE:5 years relevant post registration experience, 2 years of which must be as a specialist nurse. Experience of teaching in practice Experience of undertaking formal teaching/lecturing  | EEE | EEE |
| PERSONAL REQUIREMENTS:Able to work as a team memberHighly motivated and enthusiasticTakes responsibility for own professional developmentSmart professional appearanceUp to date personal profile | EEEEE | EEEEE |
| OTHER REQUIREMENTS:(example) Hold a drivers licence / Willing to travel to community hospitals | E | E |

\* Essential/Desirable

|  |
| --- |
| **Hazards within the role, used by Occupational Health for risk assessment** |
| Laboratory SpecimensProteinacious Dusts | X | Clinical contact with patients | X | Performing ExposureProne Invasive Procedures | X |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving | X | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |

**Band Authorisation**

**Date Reviewed at AFC Matching Panel:**

**Outcome:**

**Authorised By:**

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

It is essential that we keep accurate up to date information on the essential training requirements of the role.

Please tick which of these essential learning s is applicable to this role, this will be required to update ESR.

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding Children | Group 1 | 🞏 | Blood Transfusion | BDS18 collection | 🞏 | Consent Training | 🞏 |
|  | Group 2 | 🗹 |  | BDS 19 & 20 Preparing & Administering  | 🞏 | VTE Training | 🞏 |
|  | Group 3 | 🞏 |  | BDS 17 Receipting | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | 🞏 |  | Obtaining a blood sample for transfusion | 🞏 | The importance of good clinical record keeping  | 🞏 |
|  |
|  | Group 5 | 🞏 |  | Annual Update | 🞏 | Antimicrobial Prudent Prescribing  | 🞏 |
|  | Group 6 | 🞏 |  |  |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | 🞏 | Safeguarding Adults Awareness  | Clinical Staff  | 🗹 | Mental Capacity/DOL’s | 🗹 |
|  | Group 8  | 🞏 | Non Clinical Staff  | 🞏 |  |  |
| Manual Handling – Two Year | 🗹 | Falls, slips, trips & falls  | Patients | 🗹 |  |  |
| Equality & Diversity – One-Off requirement | 🗹 |  | Staff/Others | 🞏 |  |  |
| Fire | Annual | 🗹 | Investigations of incidents, complaints and claims | 🞏 |  |  |
|  | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | 🗹 |  |  |
| Infection Control/Hand Hygiene | Annual requirement | 🗹 | Waterlow  | 🗹 |  |  |
|  | One-Off requirement | 🞏 | PUCLAS  | 🞏 |  |  |
| Information Governance | 🗹 | Clinical Waste Management | Application principles for clinical staff  | 🗹 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | 🗹 | Application principles for housekeeping  | 🞏 |  |  |
|  |  | Application principles for portering and waste  | 🞏 |  |  |