

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | **Breast Oncology Nurse Specialist** |
| **Reports to** | Band 7 Breast oncology CNS |
| **Band** | Band 6 |
| **Department/Directorate** | Cancer Services – CSS care group |

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| **JOB PURPOSE** |
| To work with the Clinical Nurse Specialist and medical and nursing teams to provide expert advice and support for speciality patients with NDHCT.  To 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** |
| * To be a member of, actively participate in, and work within the guidelines of the relevant MDT, as a key worker and the organiser * To co-ordinate the care throughout the patient’s pathway whilst under the care of the MDT, from diagnosis through treatment and follow-up care * To provide appropriate written information for patients, relatives and hospital staff covering relevant condition, its treatment * To provide psychological, social and cultural support to patients diagnosed with relevant speciality diagnosis * The Nurse specialist will be based in the acute hospital * 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. |
| **KEY WORKING 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, 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** | | * Cancer Services Matron * Breast Oncology CNS’s * Oncology Consultants * Acute Oncology Team * Breast Nursing Team * Fern Centre * Secretarial Staff * Seamoor Unit Staff * And more | * Patients, family members and their carers * GP’s and other medical professionals * Hospice staff * And more | |  | |

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| **ORGANISATIONAL CHART** |
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| **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 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. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Plan, organise complex activities, programmes requiring formulation and adjustment. * Plan patients care, managing an individual caseload of complex patients effectively and efficiently. * To co-ordinate the management of outpatients presenting with symptoms of their disease or family history. * 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 clinical involvement in complex care in both the outpatient and inpatient setting * Plan & 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 evaluate appropriate programmes of care – this will include communicating 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 care pathways for patients with relevant specialist conditions. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To support the development of specialist nurse led care where appropriate, in line with National guidance * To supervise/instruct 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 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. * To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report * Act as facilitator in developing 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 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 * 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 strategy which ensures that all those involved in the management of patients with relevant disease are able to deliver the highest standards of care |
| **INFORMATION RESOURCES** |
| * Day to day supervision of Support Nurses * To document all patient contacts and maintain patients records 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 |
| **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 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 EFFORT** |
| * High degree of competence and dexterity in practical nursing skills, providing a supporting role. * The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time. |
| **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 nursing care 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 or telephone 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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Breast Oncology Nurse Specialist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Post-registration qualification in relevant specialist nursing or equivalent experience  Formal qualification in Non-medical prescribing or willingness to work towards    Advanced Communication course, or willing to participate in training    Degree in relevant discipline or working toward  Competent in the physical examination of patients including assessment, history taking, venepuncture and cannulation  Formal qualification in non-medical prescribing or willing to work towards | 🗸  🗸  🗸  🗸  🗸  🗸 | 🗸 |
| **KNOWLEDGE/SKILLS**  Demonstrable nursing experience in the acute setting.  Demonstrable experience in care of patients with relevant diagnosis.  Experience of managing service provision and the supervision and managing of staff  Ability to represent the department at meetings of internal, local, regional and national bodies and institutions  Competent in the delivery of medications both orally and IV | 🗸  🗸  🗸  🗸 | 🗸 |
| **EXPERIENCE**  Able to manage and conduct nurse-led clinics  Counselling skills  IT competence in the usual applications – database, spread sheet and presentation software etc  Confident in delivering presentations and experience of public speaking | 🗸  🗸  🗸 | 🗸 |
| **PERSONAL ATTRIBUTES**  Good interpersonal skills  Good communication skills  Ability to be empathetic  Ability to handle difficult or emotional situations  Excellent organisational skills  Motivation  Ability to adapt and change to meet the needs of the service  Able to work as a team member | 🗸  🗸  🗸  🗸  🗸  🗸  🗸  🗸 |  |
| **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 | 🗸  🗸 |  |

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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 |  |  |  | ✓ |
| Contact with patients | Y |  |  |  | ✓ |
| Exposure Prone Procedures | Y |  |  |  | ✓ |
| Blood/body fluids | Y |  |  |  | ✓ |
| Laboratory specimens | 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 |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  | ✓ |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y |  | ✓ |  |  |
|  | |  |  |  |  |
| **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 |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | ✓ |
| Heavy manual handling (>10kg) | Y |  | ✓ |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | ✓ |  |  |
| Mental Effort | Y |  |  |  | ✓ |
| Emotional Effort | Y |  |  |  | ✓ |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | ✓ |  |  |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  |  |
| Heavy manual handling (>10kg) | Y/N |  |  |  |  |
| Driving | Y/N |  |  |  |  |
| Food handling | Y/N |  |  |  |  |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  |  |  |
| Mental Effort | Y/N |  |  |  |  |
| Emotional Effort | Y/N |  |  |  |  |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  |  |  |  |