

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Lead Clinical Nurse Specialist (Head, neck and thyroid cancers, and long-term altered airways)
<b>Reports to</b>	Nurse Consultant for head, neck and thyroid cancers, and long-term altered airways
<b>Band</b>	Band 8a
<b>Department/Directorate</b>	Cancer Services - Clinical Support and Specialist Services

JOB PURPOSE
<p><input type="checkbox"/> Lead a specialist nursing service for patients with head, neck and thyroid cancers, and long-term altered airways, and their relatives/carers. Providing psychological support, professional expert advice, nursing knowledge and skills to patients, carer's and colleagues and to act as an expert resource to advise, educate and support those involved in the care of patients with head, neck and thyroid cancers, and long-term altered airways.</p> <p><input type="checkbox"/> Provide leadership and co-ordinate the effective delivery of care within the nurse specialist teams, the cancer MDTs (Multi-disciplinary teams) and Trust using their clinical, managerial and professional experience. Leading the implementation of best practice to ensure that the needs of patients are met.</p> <p><input type="checkbox"/> Work with the head, neck and thyroid MDTs, having responsibility for the quality of care delivered to patients in line with national and network requirements and in support of the clinical governance agenda for the Trust. Lead the peer review process for the MDTs. Participate in regional and national research and audit programmes. Participate in regional Network Site Specific Group meetings to ensure continuity and collaborative working across the peninsular.</p> <p><input type="checkbox"/> Work collaboratively with other providers and agencies to improve the quality of health care provision and strengthen professional leadership. Provide continuity for patients undergoing investigations and treatments at the Trust and across other health care providers in the region.</p> <p><input type="checkbox"/> Ensure the provision of expert, high quality care through consultation, treatment intervention, complex and highly skilled communication, after care, education, training, team building and collaborative working.</p> <p><input type="checkbox"/> Work autonomously and without supervision acting professionally and with accountability for all aspects of the role.</p>
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Undertake a full specialist nursing assessment to identify the specific needs of the above patient groups and their families/carers. To develop and implement individualised, specialist nursing care and facilitate treatment plans.

To provide support and advice to patients, relatives and carers with the aim of promoting optimal quality of life, empowering them in decision-making and accessing appropriate treatments.

Actively work with other specialists and colleagues within the Trust, other hospitals and the community to provide seamless coordination of patient care across the patient pathway to maximise patient satisfaction and outcomes.

Working closely with the MDT Co-ordinators to support tracking of patient pathways and minimise delays. Be involved in the MDTs review of breaches in national waiting time targets.

Provide specialist advice at multidisciplinary teams' meetings and to its members and health professionals from the wider healthcare community on issues specific to the management and care of patients with head, neck and thyroid cancers, and long-term altered airways. This will include the disease pathway and its associated treatments, i.e. surgery, radiotherapy, iodine ablation, chemotherapy, immunotherapy and targeted therapies.

Demonstrate expert knowledge and understanding of head, neck and thyroid cancers, and long-term altered airways to allow collaboration with medical colleagues and provide advice and support to staff.

Ensure that patients and their families are fully informed and understand proposed patient investigations and treatments. Act as the patients' advocate.

To discuss with patients their diagnosis and prognosis and support them psychologically with coming to terms with this. Leading discussions regarding treatment escalation plans and where appropriate, explaining rationale for clinical decisions regarding resuscitation.

Provide formal and informal teaching for staff at all levels, e.g. ward staff, oncology link nurses, nursing and medical students.

Provide advice and support for patients, carers and colleagues in management of head, neck and thyroid cancers, and long-term altered airways across primary and secondary care, providing a responsive service for dealing with potential complications.

To run nurse-led wound, symptom, airway and cancer follow up clinics using advanced clinical assessments and non-medical prescribing.

Generate and review local data reports to ensure data completeness and review National Cancer Audit data as part of peer review process.

### **KEY WORKING RELATIONSHIPS**

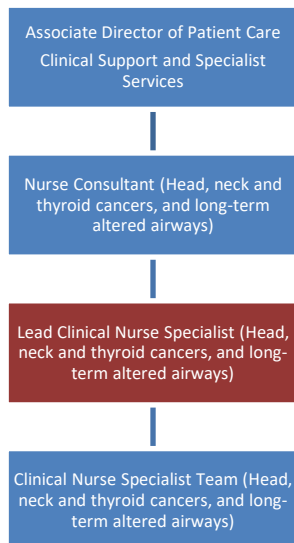
The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. Senior Nursing Team, Lead Cancer Nurse, Operational Group Manager, Service Manager, Consultants and Junior/trainee Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Radiologists, Histopathologists, Clinical and Medical Oncologists, Research Nurses and Academic partners, Network Site Specific Group for the Peninsular Cancer Alliance.

The post holder will be accountable to the Nurse Consultant (head, neck and thyroid cancers, and long-term altered airways).

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<p>Multidisciplinary Team inc.</p> <ul style="list-style-type: none"> <li>✓ Consultant Surgeons</li> <li>✓ Consultant Oncologists - medical and clinical</li> <li>✓ Radiologists</li> <li>✓ Histopathologists</li> <li>• Ward staff including: doctors, nurses, nursing associates, healthcare support workers, AHPs, pharmacists</li> <li>• CNSs</li> <li>• Nursing staff</li> <li>• Oncology Unit Manager and Staff</li> <li>• SACT lead CNS</li> <li>• Directorate Triumvirate</li> <li>• Cancer Matron</li> <li>• Cancer Manager and Cancer Support Manager</li> <li>• Lead Nurse and Senior Matron for Medicine and Surgery</li> <li>• MDT Co-ordinators</li> <li>• Medical Secretaries</li> <li>• Surgical Secretaries</li> <li>• Oncology Secretaries</li> <li>• Primary Care staff</li> <li>• Community Pharmacists and Allied Health Professionals</li> <li>• Patients &amp; Carers</li> <li>• OPD staff</li> <li>• Finance Department</li> <li>• Innovations Hub</li> </ul>	<ul style="list-style-type: none"> <li>• NHSE / DHSC</li> <li>• Peninsula Cancer Alliance</li> <li>• Local, Regional, and National Specialist Forums</li> <li>• Research Departments &amp; Higher Educational Institutions</li> <li>• Relevant National and Local voluntary organisations and charities</li> <li>• Cancer charities - local and national</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- Freedom to act autonomously with regards to day to day management and supervision of the service and organisation of clinic activity and for influencing service delivery at a local, organisational and national level.
- Guided by local and national policies but postholder is responsible for deciding how these policies should be implemented.
- Update own knowledge to promote excellence in clinical practice. Attend at national and international educational events as appropriate.
- Maintain membership of national professional groups to facilitate updating and development within specialist field
- Take responsibility for own professional development through the appraisal system and work towards completing agreed personal development plan

## COMMUNICATION/RELATIONSHIP SKILLS

Communicate highly sensitive and complex, condition related information to patients and their families/carers, including breaking bad news such as giving a cancer diagnosis. Deliver information in a way that meets their individual needs.

Ensuring that GP's are informed of a patient's new cancer diagnosis by the next working day.

Accessing and interpreting investigation results for patients and ensuring that they understand the management plan. Supporting patients to make informed decisions and weigh up the risks and benefits of proposed investigations and treatments.

Maintain a support network and contact link for patients' families/carers and other relevant healthcare professionals during and following treatments.

Support patients and their families/carers through difficult and sensitive end of life issues. Use advanced communication skills to alleviate anxiety and fear that they may experience in coming to terms with prognosis.

Develop and update patient information leaflets/ packs to ensure that patients and families have access to appropriate written information.

The Clinical Nurse Specialist has responsibility within the MDTs for users' issues and information for patients and carers.

Advising the Cancer Services Manager and Cancer Services Clinical Matron on issues likely to affect the strategic development of cancer services.

Develop and maintain close working relationships with other CNS's across the peninsular cancer network to provide quality and continuity of care for patients receiving treatment in other hospitals.

Present locally and nationally.

### **ANALYTICAL/JUDGEMENTAL SKILLS**

Perform a clinical assessment, including obtaining a clinical history, conducting the physical examination and assessment of psychological well-being.

Request and interpret diagnostic tests as appropriate and in keeping with the patient pathway.

Initiate prompt requesting of all investigations required to assist formulation of diagnosis and management of the patient's condition.

To direct and use the results of specialist investigations to assist formulation of diagnosis and plan patient management from agreed protocols.

Recognise and lead the management of symptoms of disease and treatment side effects in accordance with evidence-based practice.

To be registered as a non-medical prescriber with the NMC, undertake non-medical prescribing in accordance with the Trust non-medical prescribing policy.

Undertake independent Nurse led clinics for the 5 year follow up of patients following surgery and radical oncology treatment.

### **PLANNING/ORGANISATIONAL SKILLS**

To lead the Head, neck and thyroid cancers, and long-term altered airways CNS team and manage the time and workload pressures on the team.

Monitor compliance with cancer waiting times targets in relation to head, neck and thyroid cancers, and long-term altered airways.

Work closely with and advising the MDT Co-ordinators in tracking of patient pathways and ensuring that delays are kept to a minimum.

Lead and support enhancements in the patient pathway such as a relevant national cancer pathway.

To lead the local and national audit and peer review process and ensure production of good quality data.

Plan and jointly lead the MDT annual business meeting as part of the national peer review process.

To participate in workforce planning to meet service development and policy change.

Identify the training needs of staff working with this particular patient group. Work collaboratively with relevant educational staff/providers, to deliver teaching programmes to meet these needs.

To provide clinical supervision to other staff and engage in own supervision.

Be available as expert in issues relating to head, neck and thyroid cancers, and long-term altered airways and attend specialist courses and conferences.

To flexibly manage responsibility for own clinical caseload and to seek support from medical / non-medical colleagues in the management of complex cases and where necessary to transfer care to a Consultant medical colleague.

To use excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the service.

To provide a responsive service for advice, support and intervention for patients, carers and staff members contacting the CNS service.

To develop own managerial and administrative functions in conjunction with role developments.

To provide expert education, maintain an up to date awareness of all types and sources of information available. Provide appropriate and timely information for patients and their carers regarding the disease process, treatments and services available for them.

Liaise closely with local patient support groups or facilitate the development of such groups as appropriate.

Facilitate user involvement when producing relevant work relating to head, neck and thyroid cancers, and long-term altered airways.

## **PATIENT/CLIENT CARE**

Provide highly specialist advice regarding each aspect of the patients care from diagnosis through treatment and living with and beyond cancer.

Participate collaboratively with other members of the MDT in the direct clinical management of patients from first presentation at the hospital and support the patient and their relatives throughout all investigations, treatment and follow up.

Act as patient's advocate and counsel to ensure they are able to make informed decisions concerning treatment options and quality of life issues. Ensure that all relevant information is accurately documented in patient health records.

Manage and deliver nurse-led clinics to explain MDT outcomes to patients including using advanced communication skills in giving diagnosis and explaining clinical management plans.

Manage and deliver nurse-led follow up clinics for patients, organising imaging and escalating any concerns raised.

Undertake patient assessment involving clinical history, physical assessment and psychological/ social/ spiritual needs of patients.

Request and interpret the results of specific tests and make decisions regarding the clinical intervention required based on interpretation of these.

Formulate clinical management plans in collaboration with other members of the MDT, communicate these with the patient and evaluate the efficacy of these plans.

Provide counselling and support to patients and carers in coping with their illness and treatments, demonstrating extensive experience of the issues that may be presented and linking them with appropriate support services such as palliative care teams.

## **POLICY/SERVICE DEVELOPMENT**

To take a lead role in development and review of the MDT Operational Policy on an annual basis to reflect local and national guidelines and evidence based best practice.

To inform and influence local management teams and to ensure that the Head, neck and thyroid MDTs respond to local and national initiatives and directives (e.g. NICE, IOG, peer review).

To utilise information systems to aid audit of the clinical role and to provide an activity analysis and specialist report on a quarterly basis for the MDT.

To provide expert input to the Trust's quality strategy by expressing the needs of the patient via a whole system approach rather than a singular professional view.

To develop innovative models of cancer service delivery, challenging organisational and professional boundaries. Providing patient pathways to provide nurse led services under indirect supervision of surgical, endocrine, and oncology consultants.

To lead, generate and respond to service user feedback by ongoing audit, evaluation and identification of emerging trends, leading to service development and redesign.

Continually evaluate the changing needs of the role, making recommendations on the ongoing development of the service both at a local and national level.

## **FINANCIAL/PHYSICAL RESOURCES**

Support the Nurse Consultant (head, neck and thyroid cancers, and long-term altered airways) and the Cancer Services Manager in ensuring effective and efficient use of resources in the CNS team.

Ensure effective resource management through ensuring high standards of clinical and financial governance within the CNS team and the MDT.

Authorised signatory for procurement.

## **HUMAN RESOURCES**

Provide line management of the Head, neck and thyroid cancers, and long-term altered airways nursing service and ensure best possible practice is delivered.

Responsible for full line management for the recruitment, induction and development and review of junior members of staff.

To create challenge and motivate the team.

Providing effective clinical leadership to support, motivate and inspire nursing colleagues through role modelling.

Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.

Be familiar with the Trust Discipline (Performance / Inefficiency) Procedure and follow this procedure as required with support from their Line Manager and HR Department.



Identify staff who do not perform well and develop an action plan, with the appropriate training support, within a set time scale for review of progress.

Utilise educational opportunities to facilitate learning in the clinical situation.

Provide training and support to colleagues in other organisations.

Act formally as a mentor and ensure that other trained staff maintains their competency in the provision of this role for others.

Liaise and work alongside colleagues in other organisations to enable them to deliver and implement care to patients.

Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.

Maintain an up-to-date Personal Development Plan.

Promote and support innovative and evidence-based practice and shares knowledge and expertise with colleagues.

Demonstrate critical reflection skills and the learning gained from experience.

Learn and develop new skills associated with the role.

Attend mandatory training relevant to post as specified by the Trust

## **INFORMATION RESOURCES**

Produce Annual Report and Work Programme to demonstrate clinical activity and efficacy.

Lead annual peer review process.

Lead on ensuring high quality data collection to ensure that audit process is an accurate reflection on MDT activity.

Responsible for maintaining own clinical records and writing letters to consultants and other Health Care professionals.

Handling of statistical information, recording own information, entering data, using computer software, transcribing minutes etc.

## **RESEARCH AND DEVELOPMENT**

Promote and support innovative and research-based practice ensuring the development of accountability in all areas of practice

Take responsibility for own learning and performance including participation in clinical supervision and maintaining awareness of relevant research evidence.

Support the development of education in collaboration with the multi-disciplinary team ensuring that all patient care is based on current research and best practice.

Support others with clinical advice and information.

Lead on annual peer review process.



Design, co-ordinate, plan and implement audit as necessary for own work to monitor standards and practice for service. Take part in formal research activities as required.

Teach and support nursing, medical and other members of the multi-disciplinary team.

Identify and participate in research work applicable to the service / ward / unit as required.

Initiate and participate in the audit process and professional and managerial projects as required by the organisation.

### **PHYSICAL SKILLS**

Fine manual dexterity required to perform physical examinations as required.

Keyboard and IT skills required.

### **PHYSICAL EFFORT**

The job will involve frequent sitting and standing and occasional lifting and manoeuvring

Occasionally may be required to drive to provide care in community and domiciliary setting.

Occasional lifting of equipment into clinics (max weight 2-5 kilos) is necessary.

### **MENTAL EFFORT**

Frequent long periods of mental effort and concentration regarding patient assessment and report writing

Work pattern can be unpredictable with interruptions due to bleeps and phone calls to manage urgent situations including during clinics

### **EMOTIONAL EFFORT**

Significant and frequent emotional input required whilst dealing with patients with a possible diagnosis of cancer and discussing often distressing diagnosis with patients and carers.

Involvement in difficult complex situations involving distressed patients and relatives

Ability to work under pressure, ability to show tact and manage boundaries along with being diplomatic calm and objective.

### **WORKING CONDITIONS**

Required to engage with distressed, emotional and sometimes angry/aggressive patients and carers.

Occasional lone working.

Occasional exposure to uncontained bodily fluids.

Use of VDU on a daily basis.

Potential for abusive language or patient actions.

### **OTHER RESPONSIBILITIES**

The post holder will fulfil all tasks and work as part of a team. This includes taking responsibility for delegated tasks, which do not fall within the work outlined, as reasonably requested by the Cancer Services Team.

Minimise risk to self and others by having an understanding of, and observing, Trust-wide Health and Safety procedures and protocols.

The post holder is expected to comply with Trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.

Take part in regular performance appraisal.

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

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and 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.

#### **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.



# PERSON SPECIFICATION

<b>Job Title</b>	<b>Lead Clinical Nurse Specialist (head, neck and thyroid cancers, and long-term altered airways)</b>
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<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
First level registration	E	
First level degree in relevant subject	E	
Master's degree or evidence of study at this level.	E	
Oncology qualification or qualification/experience relevant to specialty.	E	
Non- medical prescriber	E	
Advanced Communication	E	
Advanced Assessment Skills	E	
<b>KNOWLEDGE/SKILLS</b>		
Relevant clinical expertise and skills in head, neck and thyroid cancers, and long-term altered airways	E	
Significant experience in specialism	E	
Ability to communicate with others at all levels in the organisation	E	
Ability to set up and maintain efficient administrative systems	E	
Computer literate Microsoft Outlook, Word, Excel and PowerPoint	E	
Ability to work with others to teach specific clinical skills	E	
Knowledge of current evidence to underpin practice	E	
Ability to set and monitor standards	E	
Ability to work under pressure.	E	
Ability to show tact and manage boundaries.	E	
Ability to represent the Department at meetings of internal, regional and national bodies and networks	E	
Demonstrable knowledge and skills of clinical examination and history taking.	E	
Ability to manage change	E	

<b>EXPERIENCE</b>		
Relevant post Registration experience, at Band 7 or above, in cancer, palliative care or other relevant specialty	E	
Experience of teaching	E	
In-depth specialist experience of head, neck and thyroid cancers, and long-term altered airways	E	
Leadership and management experience	E	
Experience of multi-professional working	E	
Evidence of advanced communications skills	E	
Evidence of continued professional development	E	
Able to manage and conduct nurse-led clinics	E	
Ability to lead and influence change	E	
Robust understanding of all aspects of clinical governance including previous experience of quality issues, audit and risk management.	E	
Demonstrate understanding of the role of an advanced practitioner within the current health environment and the impact of current / regional policy developments	E	
<b>PERSONAL ATTRIBUTES</b>		
Diplomatic	E	
Calm and objective	E	
Assertive, confident, yet approachable	E	
Personally, and professionally mature	E	
Recognition of own limitations	E	
Demonstrates enthusiasm	E	
Clear understanding of the role of lead clinical nurse specialist and the associated professional responsibility and accountability	E	
Able to be flexible to meet the needs of the role.	E	
Ability to adapt and change to meet the needs of the service	E	
<b>OTHER REQUIREMENTS</b>		
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
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y			x	
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y			X	
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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			x	
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y			x	
Heavy manual handling (>10kg)	Y		x		
Driving	Y	x			
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	