

**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title**: **Colorectal Clinical Nurse Specialist**

**Band**: **6**

**Responsible To:** **Lead Colorectal Clinical Nurse Specialist**

**Accountable To**: **Lead Colorectal Clinical Nurse Specialist**

**Department/Directorate**: **Surgery1**

**2. JOB PURPOSE:**

* Works as a member of the Colorectal Specialist team contributing to the delivery of Colorectal specialist service for faster diagnosis patients.
* Liaise with members of the specialist team and has well developed advanced communication skills.
* Assesses patients, plans and implements care, provides specialist advice; maintains records.
* Carries out specialist nursing procedures.
* Provides clinical supervision to other staff/students.
* Leads clinical audits within the Colorectal specialist area and assists with the formulation of evidenced based protocols of care in conjunction with the Lead Colorectal Nurse.

**3. KEY WORKING RELATIONSHIPS:**

Patients and carers.

Stoma care Team.

Nursing staff, wards, departments, community and primary care.

Surgeons and other medical staff.

Peninsular Cancer Network.

Lead cancer nurse.

Oncology dept –Chemotherapy and Radiotherapy.

Genetics.

Pathology.

Radiology.

Cancer support agencies.

Dietician.

**4. DIMENSIONS:**

*This is dependent on the position and must be completed for each individual post.*



**5. ORGANISATIONAL CHART**



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

**Clinical Practice**

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

Takes responsibility for her own caseload/ workload within the designated clinical areas and for the assessment and treatment of patients on a day to day basis, without direct guidance from line manager.

The post holder will be required to support patients and their carers being investigated for Colorectal cancer. This requires the use of complex communication skills such as supporting, counselling, informing, advising, negotiating and motivating on a daily basis.

Attends and contributes to the Multi-disciplinary Team Meeting ensuring that all relevant patients are discussed, participates in complex discussions and manages outcomes appropriately.

Understands and recognises own limitations and refers to a more experienced specialist when required.

Liaise and communicates with all health care professions acting as a specialist resource. Referring appropriately to other healthcare professionals regarding patient changing needs.

**Leadership and Management**

Deputises for and supports senior colleague/s of the speciality in their absence.

Contributes to the provision of specialist protocols and policies.



Responsible for organising own workload within the requirements of the specialist team activities and work plan.

Produces and presents reports as required.

Provide representation on committees/working groups as required.

Be aware of budgetary limitations and provide highest quality nursing service within those confines.

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

**Education**

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.

Participates in the planning, delivery and evaluation of the in-house education and training programme for all disciplines of staff.

**Research and Development**

Ensure clinical practice developments are based on best available evidence.

Review and disseminate new information to relevant staff.

Evaluate clinical practice in relation to its evidence base and clinical effectiveness.

Use core audit skills to enable the specialist team and other health professionals to improve quality of care.

Collect and collate 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.

Participate in regular performance appraisal.

Use reflection to identify and prioritise education/development needs.

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

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

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

**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

**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.

**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**

**POST: Colorectal Clinical Nurse Specialist**

**BAND: 6**

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| **REQUIREMENTS** | **At Recruitment** | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING :**  Registered Nurse  Bachelor’s degree in nursing or health related subject or equivalent experience  Specialist post graduate diploma (where such a course exists) or equivalent courses  Teaching and mentoring qualification or equivalent experience | **E**  **E**  **E**  **E** | **E**  **E**  **D**  **E** |
| **KNOWLEDGE/SKILLS:**  Excellent verbal and written communication skills  Ability to manage own case/workload  Understanding of the audit cycle and its application within specialist sphere  Ability to critically analyse research  Understanding of principles of change management  Computer literacy | **E**  **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E**  **E** |
| **EXPERIENCE:**  3 years post registration experience to have included Colorectal care.  Experience of teaching in practice or formal lecturing | **E**  **E** | **E**  **E** |
| **PERSONAL REQUIREMENTS:**  Able to work as a team member  Highly motivated and enthusiastic  Takes responsibility for own professional development  Smart professional appearance  Up to date personal profile | **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E** |
| **OTHER REQUIREMENTS:**  (example) Hold a drivers licence / Willing to travel to community hospitals | **E** | **E** |

**\* Essential/Desirable**

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| HAZARDS:- Updated 31st May 2013 | | | | | |
| Laboratory Specimens | X | Clinical contact with Patients | X | Dealing with violence & aggression of patients/relatives |  |
| Blood / Body Fluids | X | Dusty Environment |  | VDU Use (occasional) | X |
| Radiation / Lasers |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation | X |
| Cytotoxic Drugs |  | Electrical work |  | Night Working |  |