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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Haematology Cancer Support Nurse** |
| **Band:** | **AfC Pay scale Band 6** |
| **Responsible To:** | **CNS** |
| **Accountable To:** | **Clinical Matron** |
| **Section/Department/Directorate:** | **Division** |

# Job Purpose:

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| To work with the Clinical nurse Specialist and medical teams to provide expert advice and support for speciality patients with NDHCT.  To develop and sustain partnership working with individual groups, communities and agencies.  To support the implementation of the Living With and Beyond Cancer agenda and stratified pathways of care.  Facilitate the planning and delivery of care programmes to address patient needs and develop/improve the service. |
| **Context:** |
| 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 **Cancer Support Nurse** 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 will work closely with other nurses, the Clinical Matron, clinical medical teams and secretary, ward and outpatient Staff, the Living With and Beyond Cancer project team, other agencies such as Hospice staff, GP’s and community Nurses. |

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.

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| **Organisational Chart:** |
| Clinical matron |
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| **CNS** |
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| **Cancer** |
| **Support Nurse** |
| **Key Result Areas/Principal Duties and Responsibilities** |
| **Communication and Relationship Skills**  Provide and receive highly complex, 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 and Judgement 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.  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 and Organisational Skills**  Plan, organise complex activities, programmes requiring formulation and adjustment  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 expert assessment of patient’s needs |

To work with the CNS to develop and provide a co-ordinated specialist service to patients with the relvant specialist diagnosis and theirs carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting

# Physical Skills

High degree of competence and dexterity in practical nursing skills, providing a supporting role in the inpatient and outpatient setting.

# Responsibility for Patient and 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

# Responsibility for Policy and 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, teacher and facilitator

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

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 nurses within the organisation

# Responsibility for Financial and 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.

# Responsibility for Human Resources

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 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

# Responsibility for Information Resources

To document all patient contacts and maintain patients records as per Trust Documentation Policy

# Responsibility for Research and Development

To support the Cancer Nurse Specialist with the implementation of the recovery package (including electronic holistic needs assessments and care plans, health and wellbeing events and treatment summaries) and stratified pathways of care as part of the Living With and Beyond Cancer project.

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 relevant research activities

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

# Decision Making

The post holder will occasionally work autonomously and with the specialist team to make decisions about patients care and treatment in line with Trust and service policy.

# 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.

# Mental Effort

Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms

Plan & organise day-to-day service provision

Actively participate in strategic service planning & development

# Emotional Effort

Counselling clients (and their families) suffering with distressing and/or embarrassing conditions, e.g. malignant disease, terminal illness

# 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

**GENERAL**

* This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
* We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
* 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 whom 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.
* The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
* All employees must demonstrate a positive attitude to The Trust’s equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
* If the postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* + Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
  + 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.

If you are a line manager, in addition to the above, it is expected you will: Champion health and wellbeing.

* + Encourage and support staff engagement in delivery of the service.
  + Encourage staff to comment on development and delivery of the service.
  + Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* + Attending mandatory and role specific infection prevention education and training.
  + Challenging poor infection prevention and control practices.
  + Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer’s disciplinary procedure.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare 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. Northern Devon Healthcare Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

# JOB DESCRIPTION AGREEMENT

**Job holder’s Signature: .....................................................................................**

# Date: .....................................................................................

**Manager’s Signature: .....................................................................................**

# Date: .....................................................................................

**PERSON SPECIFICATION**

# POST : Cancer Support Nurse

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| REQUIREMENTS | E/ D\* | HOW TESTED?  Application Form/Interview/ Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low  – 10  High) |
| QUALIFICATIONS/SPECIAL TRAINING : |  |  |  |  |
| Registered Nurse | E |  |
|  |  | Application/ |
| Post-registration qualification in relevant specialist nursing or equivalent experience | E | interview/  certificates |
| Formal qualification in teaching of adults | D |  |
| Advanced Communication course, or willing to participate in training |  |  |
| Degree in relevant discipline working towards | D D |  |
| KNOWLEDGE/SKILLS: |  |  |  |  |
| Demonstrable nursing experience in the acute setting. | E  E | Interview  Application |
| Demonstrable experience in care of patients with relevant Diagnosis. |  |  |
| Experience of managing service provision and the supervision and managing of staff | E |  |
| Ability to represent the department at meetings of internal, local, regional and national bodies and institutions | E |  |
| EXPERIENCE:  Able to manage and conduct nurse-led clinics  Counselling skills  IT competence in the usual applications – | E |  |  |  |

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| database, spread sheet and presentation software etc  High level of presentation skills and experience of public speaking |  |  |  |  |
| PERSONAL REQUIREMENTS:  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 | E |  |  |  |
| 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 | E  E | Interview  Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens Proteinacious Dusts | 🗸 | Clinical contact with patients | 🗸 | Performing Exposure Prone Invasive Procedures |  |
| Blood/Body Fluids | 🗸 | Dusty Environment |  | VDU Use | 🗸 |
| Radiation |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents | 🗸 | Driving |  | Noise |  |

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| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | 🗸 |