

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Lead Lung Cancer & Mesothelioma Clinical Nurse Specialist |
| **Reports to** | Lead Cancer Nurse |
| **Band** | Band 8A |
| **Department/Directorate** | Cancer services, Oncology and Haematology |

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| **JOB PURPOSE** |
| To provide a specialist nursing service for patients and their carer’s with lung cancer and mesothelioma. Providing psychological support, professional expert advice, nursing knowledge and skills to patients, carer’s and colleagues and to act as a resource to advise, educate and support those involved in the care of patients with lung cancer / mesothelioma  To provide leadership and co-ordinate the effective delivery of lung cancer / mesothelioma care within the nurse specialist team, the lung cancer / mesothelioma Multi-Disciplinary Teams (MDTs) and Trust using their clinical, managerial and professional experience. Leading the implementation of best practice, focusing on practice development, thereby ensuring that the needs of patients across all providers of cancer services within the Trust are met.  Working closely with the lead clinician having responsibility for the quality of care delivered to patients in line with national requirements and in support of the clinical governance agenda for the Trust.  Improving the quality of healthcare provision and strengthen professional leadership. Developing complex cross-boundary and inter-agency working. Providing continuity for patients being treated at the RDUH, along with participating and leading in research and development programmes.  Expanding and develop the service, by consultation, treatment intervention, complex and highly skilled communication, aftercare, education, training, team building and collaborative working.  Working autonomously and unsupervised acting professionally and accountable for all aspects of the role.  To lead, manage and develop the virtual node clinic and the post-operative follow up clinic, ensuring patients and follow up according to NICE guidance.  Lead the implementation of the living with and beyond cancer for lung cancer patients, stratifying pathways and introducing the recovery package. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Lead Clinical Nurse Specialistwill be based at Royal Devon University Healthcare Trust-Eastern Services and will be responsible for:  Supporting cancer services to co-ordinate the care throughout the patient’s pathway whilst under the care of the specialist team, from diagnosis through treatment and follow-up care.  The post holder will be a key member of, actively participate in, and work within the guidelines of the Multi-Disciplinary Team, supporting patients with the specialist diagnosis.  To lead a comprehensive highly specialist nursing service for patients with suspected / proven lung cancer, supporting wider MDT with new ways of working to maintain safe efficient service. Development of the nursing component of the service using the advanced practice framework to ensure the staff have the skills and competency required to look after this group of patients.    To provide appropriate written information for patients, relatives and hospital staff  To provide psychological, social and cultural support to patients diagnosed with the relevant condition.  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.  The post holder has direct line management for 7  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Ward teams * Cancer nurse specialists * Cancer services including oncology and haematology * Cancer MDT’s * Inpatient specialist palliative care team * North Lung Cancer CNS team * Respiratory Teams * Nightingale suspected lung cancer team * Community Nursing Teams * Pain team | * GP’s and primary care * Patients and Careers * Trust wide specialities * Hospiscare / Community palliative care teams * ELF & FORCE * Members of NHS Devon * Providers of out of hours services * Social and domiciliary care workers * Care Homes * Informal carers | |

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| **ORGANISATIONAL CHART** |
| Respiratory & Oncology Consultants  Lead Cancer Nurse  (POST HOLDER)  Band 7  Band 6  Band 4 |
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| **FREEDOM TO ACT** |
| Be accountable for the promotion of clinical leadership within the speciality that is  transferable and able to be replicated.  Interpret Health Trust and NHS policy, and national governing body recommendations, guidance and protocols and develop these for the lung cancer and mesothelioma service.  Take responsibility for their own case load within the designated clinical area and for the assessment and treatment of patients on a day to day basis, with or without guidance from MDT.  Understands and recognises own limitations and refers to a more experience member of the MDT.  Develop mechanisms to embed rehabilitation and LWBC into the lung cancer pathway  To work within the nursing and medical teams and contribute to decisions about patient care.  Be professionally accountable for all aspects of own work, including the management of patients in your care.  To work autonomously be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy.  The post holder will lead strategic developments within the lung cancer pathway |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Communicate with a variety of people from service users, managers, allied health professionals and their management teams, the network, the public and their representatives, colleagues and co-workers, the media, and other national agencies as deemed appropriate i.e. Department of Health, NHS Improvement agencies etc. This will involve using highly skilled and complex communication strategies, being able to analyse data and information at a variety of levels and present information appropriate to the target audience. This will involve the use of diplomacy, tact, negotiation, multidisciplinary liaison, influencing, agreement and closure.  To represent the Team and Trust at a variety of levels and styles appropriate to the target audience.  Using highly skilled and highly complex communication strategies to support the patient and their carers.  Effectively communicate highly complex information to patients at various stages of illness.  Requires skilful communication through emotional assessment, active listening, engagement, empathy, tact, openness, reassurance, counselling and negotiation to overcome patients fear, anxiety, and preconceptions of a cancer diagnosis to facilitate progression through the cancer pathway in a timely and appropriate fashion for the individual and their carer/s, building and maintaining relationships to facilitate this.  Initiate discussion around EOL, facilitate and completion of Advanced Care Planning and Treatment Escalation Planning. Ensure information is shared across multiple health professional supporting the patients’ pathway  With every case provide patient education about their illness and their cancer, and set up education and information packs with the MDTs providing direct information for patients and carers, encouraging patients and carers to take an active role in self-management. Empower patients with coping and understanding strategies to facilitate informed decision making, regarding their diagnosis and treatment options encompassing various LWBC modalities to promote well being  Communicate and work collaboratively with medical, nursing and other healthcare professionals, including administration and clerical staff, both internal and external to the Trust, to ensure the delivery of a co-ordinated, multidisciplinary service to lung cancer patients. This includes weekly attendance at the multidisciplinary team meetings, Nurse led results and follow up clinics. This will involve the use of diplomacy, tact, negotiation, multidisciplinary liaison across various divisions and hospital trusts.  Communicate using tact, diplomacy, leadership, negotiation, influence and closure skills to produce, in conjunction with the MDT, agreed and validated lung cancer and mesothelioma policies and protocols to assist with other professionals in the assessment of stratification and appropriate follow up  Develop efficient and effective plans for developing the service in conjunction with others in the multi-disciplinary teams. Use negotiation skills to teach agreement on sensitive / contentious issues.  Develop and deliver an education programme for the nursing staff and multidisciplinary teams within the Trust and Primary Care. Prepare and give presentations to various groups of healthcare professionals  Develop and deliver an education programme for other health care professionals plus deliver and develop specific teaching sessions for Cancer Services and the Administrative and Booking Teams. Take individual responsibility for specific periods of student training on a session basis as required.  Build close working relationships with various external staff groups including various community staff, District Nursing & GP’s Specialist Palliative Care Services, and Voluntary Sectors  Develop and maintain close working relationships with lung cancer teams in other Trusts and the Peninsula Cancer Network. Providing coaching programme for lung teams  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, wards 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** |
| Lead strategic developments within the service focused on delivery the national lung cancer care agenda  The post holder will use expert analytical and judgement skills to approach unpredictable work and changing circumstances, continually re-evaluating and assessing patients’ needs within the context of the lung cancer and mesothelioma  Dealing with complex and highly emotional situations, decisions processes around potential end of life care, use critical skills to approach at the right level for each individual patient programmes, promoting advanced care planning within the lung cancer pathways  Manage time and workload of the lung cancer CNS team supporting clinic times, schedule additional activities such as training, including content, lecturing and presenting, both inside the hospital, across the Trust and at national/international level as required.  Undertake analytical reviews of feedback from patients including holistic needs assessment, from interpretation of the data work with the lung cancer team and local charities to develop appropriate programmes to match the needs identified.  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 and organise the lung cancer non-medical resource to meet the needs of the service and users alike, allocation of individuals to meet the service operational needs.  To organise the diverse and often complex lung cancer caseload, efficiently and effectively with regard to clinical priorities and use of time.  To organise and support the lung MDT and plan for annual Peer review, ensuring that the team meet peer review quality measures. Plan and organise the lung team’s AGM to review and plan the resources required to meet the needs of the service and Trust vision.  Organise and liaise with cancer services the necessary requirements for patient attendance at the annual patient user group review, ensuring discussion at the MDT and feedback to cancer services on MDT actions.  To receive direct referrals within the speciality and to provide expert assessment of patient’s needs.  To develop and provide a co-ordinated specialist service to patients with the relevant diagnosis and their carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting.  To support and prevent admission for the patient with the relevant diagnosis and support the coordination of complex discharges for patients with the relevant diagnosis that have been admitted.  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 palliative care 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 develop care pathways for patients with the relevant diagnosis  Lead on patient engagement programmes across the Trust for cancer pathways, gain patient feedback using various methods and developing services accordingly  Responsibility for managing the key requirements of the Lung cancer and mesothelioma pathways for the MDT teams, stratification, Personalised Supportive follow up and introducing pre-post hab across the pathways |
| **POLICY/SERVICE DEVELOPMENT** |
| To act as an expert resource to others in developing and improving specialist knowledge and skills in specialist 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 – both clinical and operational.  To lead the lung specialist service strategy and 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.  Audit the lung cancer Service against national targets and ensure corrective actions are implemented if required.  Review and improve lung cancer nursing practices in order to ensure continuous development of the service within national guidelines and legal guidance.  Review the Lung cancer service against, and in preparation for, Girth review and compliance with the National Cancer Standards and Improving Outcomes Guidance and prepare/submit the necessary information for review, leading the review process in collaboration with the lead clinician.  Responsible for writing protocols and guidelines for the lung cancer areas of practice, reviewing policies, organisational systems and working practices and interpreting guidance for local implementation.  In conjunction with colleagues, take opportunities to challenge traditional boundaries and explore innovative ways of working. This includes developing; managing and evaluating projects. Developing business cases to support funding for new practices/services and implementing new ways of working.  Develops a process that involves users in practice and service development, -patient support association. Involvement of these service users in any changes or developments to the service and in-patient information i.e. hand-held records and leaflets.  Develop spreadsheets, database and algorithms and utilise EPIC to record treatment pathways, maintain national cancer standards and government targets.  Provide written, oral opinion, advice and contribute/produce the annual reports for the Lung cancer service, the hospital and the Trust, contribute to cancer services as a Senior Clinical Nurse Specialist. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Manage the lung cancer nursing budget, as a delegated budget holder the budget holds the personnel required to deliver a comprehensive lung cancer service highlighting any concerns.  Develop Business cases supporting the lung cancer service as required  Ensure resource is used effectively across the Trust  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** |
| 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 lead the development of an education strategy which ensures that all those involved in the management of patients with a relevant diagnosis are able to deliver the highest standards of care.  To have responsibility for the management of the designated cancer nursing team involving recruitment, selection, induction, deployment, appraisal, career development advice, succession planning, sickness monitoring, disciplinary and grievance procedures as necessary.  Carry a telephone throughout the working day to be on call for the designated cancer site, Manage the constant interruption that this brings and re-prioritise work accordingly. |
| **INFORMATION RESOURCES** |
| Use the Trust computer system to update patient information, obtain patient results and respond to emails on a daily basis.  Produce and regularly update patient and public information regarding lung cancer.  Maintain accurate records of the consultations and treatments in the patient’s notes and the  computer systems for records and audit purposes.  .  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. The post holder will be responsible for sourcing and gathering information to produce presentations, informative reports, briefings and papers for meetings. |
| **RESEARCH AND DEVELOPMENT** |
| Actively participate in research and audit within the lung cancer pathway Ensure data is collected from research-based applications; contribute to data collection for clinical observations and test results.  Initiate and lead research and audit activities to promote improvements in lung cancer, research / audit will comprise of 20% of the role in development of the service including personalised care outcomes an service changes    Recommend and implement research-based recommendations that are expected to improve care.  Through the provision of effective clinical leadership, support, motivate and inspire nursing  colleagues to participate in research  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 and lead in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care on a regular basis and provide feedback to relevant groups |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, administering intravenous and oral medication, cannulation, andtaking blood. |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical Nursing skills, providing a supporting role with nursing assessments on the ward, in outpatients and in the emergency department as appropriate.  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods involving sitting at a VDU for long periods of time. |
| **MENTAL EFFORT** |
| 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 across different organisations whilst also providing senior support to junior members of nursing staff.  The work pattern is unpredictable and subject to frequent interruption  Provide counselling and support to patients and carers in coping with their illness and treatment on a daily basis, demonstrating extensive experience of the issues that may be presented and support services available to support patients and carers.  Having challenging conversations with MDT teams, in pressured situations to facilitate new ways of working.  Work with patients across the various pathways to ensure programmes have patients at the heart and meet their needs including self-management or advanced care planning. |
| **EMOTIONAL EFFORT** |
| Work with patients/service users and carers who have a curative, chronic and 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.  High level of mental effort when and staffing concerns  Managing conflict in the workplace and assist in dealing with crises/problems/ difficult circumstances within department teams/individuals  Dealing with complaints and patient feedback  Frequent exposure to distressing or emotional circumstances |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic, bodily waste and fluids) when in clinical setting  Occasional aggressive behaviour when dealing with face to face 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. |

PERSON SPECIFICATION

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| **Job Title** | Clinical Nurse Specialist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Post-registration qualification at Masters level in specialist field or working towards and / or significant experience.  Teaching and mentoring qualification or equivalent experience  Formal qualification in Non-medical prescribing or working towards  Advanced Communication course, or willing to participate in training  Leadership qualification or equivalence experience  Competent in the physical examination of patients including assessment, history taking | E  E  E  D  E  E  D |  |
| **KNOWLEDGE/SKILLS**  Significant experience in specialism  Extensive experience in care of patients in the speciality  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 | E  E  E  E |  |
| **EXPERIENCE**  Able to manage and conduct nurse-led clinics  Able to manage and control research projects  Counselling skills  IT competence in the usual applications – database, spread sheet and presentation software etc  High level of presentation skills and experience of public speaking | E  E  E  E  E |  |
| **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 | E  E  E  E  E  E  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 |  |

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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 |  | X |  |  |
| Contact with patients | Y |  |  |  | X |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  | X |  |  |
| Laboratory specimens | Y |  | X |  |  |
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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) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y |  |  |  |  |
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| **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 |  |  |  | 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 |  |  |  |  |
| Challenging behaviour | Y |  | X |  |  |