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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Clinical Nurse Specialist for Patients with Head, Neck and Thyroid Cancers and long term / complex tracheostomies. |
| **Reports to** | Nurse Consultant for Patients with Head, Neck and Thyroid Cancers and long term / complex tracheostomies |
| **Band** | 6 |
| **Department/Directorate** | Specialist Surgery |

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| **JOB PURPOSE** | | |
| The post holder will work as a key member of a dedicated and motivated specialist nursing team contributing to the delivery of a specialist nursing service across both primary and secondary care settings. Key aspects of the role include supporting patients on the Head Neck and Thyroid Cancer Pathways, specifically through surgery, radiotherapy and palliative care. The successful candidate will be expected to take responsibility for a set caseload of patients from the point of diagnosis and will include the assessment, planning and implementation of specialist nursing care, providing specialist advice and maintaining accurate and up to date records. The post holder will be an integral member of a wider multidisciplinary team and will become proficient in certain specialist nursing procedures such as tracheostomy and airway management. Training will be provided in order for the post holder to reach the required competency levels. Other key elements of the role include teaching and participating in Trust wide training days where relevant, the provision of clinical supervision to other staff/students, partaking in health promotion strategies to prevent ill health and undertaking clinical audits in own specialist area. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| Nursing Staff  Managers  Medical Staff  Students from a range of clinical backgrounds  Allied Health Professionals  Learning and Development teams  Admin staff  Clinical Audit  Restorative Dentist  Hospice  FORCE | | |
| **ORGANISATIONAL CHART** | | |
|  | | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| **Clinical Practice**  Provides specialist advice to patients and their families/carers, staff and students  Takes responsibility for his/her own patient caseload/workload within the designated clinical area and for the assessment and treatment of patients on a day to day basis, without direct guidance.  Works alongside senior nursing colleagues in developing the Cancer and Airway Services, keeping up to date with any relevant and essential learning requirements to support this role  Understands and recognises own limitations in skills and knowledge and refers to a more experienced specialist when required.  Develops the skills to assess and interpret specialist information and conditions and takes appropriate action  Attends and contributes to the weekly Head, neck and thyroid multidisciplinary team meetings. Tracks patients along each stage of their clinical pathway, requesting and collating clinical investigations for presentation to the MDT. Helps to co-ordinate patient pathways from diagnosis through to investigations, treatment planning and subsequent rehabilitation  Independently undertakes clinical procedures that require dexterity and accuracy via independent nurse led clinics.  Provide specialist care and management of complex and long term tracheostomies, laryngectomy management, enteral feeding tubes, complex wound care and tracheoesophageal valves.  Assists in supporting administrative and line managing non-registered cancer support workers within the team  Supports consultant led clinics in a specialist nursing capacity  Contributes to the provision of specialist protocols and policies.  Is 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. | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| Regularly provides and receives sensitive /highly sensitive, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance.  Communicates on a regular basis with a range of other staff, acting as a specialist resource. The post holder will be required to advise and support patients diagnosed with head and neck and thyroid cancers, and their relatives; empowering them to make informed choices in their healthcare, from early diagnosis through advanced disease to death. This will require the use of complex communication skills such as supporting, counselling, informing, advising, negotiating and motivating on a daily basis. | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| The post will require a high degree of analysis and judgment particularly when assessing and supporting patients at their own pace and recognising when patients and their support network require extra time or facts to enable them to make decisions that are right for them. Patients are often faced with multiple treatments options and the specialist nurses are instrumental in helping patients understand these facts and the consequences the treatments will have on their physical and emotional health. | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| The role will involve a high level of organisational skill which ranges from organising set and expected clinical duties eg MDT attendance, to unexpected clinical issues eg a known tracheostomy patient presenting in A&E. The post holder will be given their own clinical caseload to manage independently but with higher level support and knowledge from the immediate and wider team. The specialist nurse will provide 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. Participates in the development of relevant patient information in conjunction with other team members. | | |
| **PHYSICAL SKILLS** | | |
| A high level of visual acuity and motor dexterity is required to fulfil this role | | |
| **PATIENT/CLIENT CARE** | | |
| The role will require daily face to face/telephone/video contact with patients and their families/carers | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| The post holder will work as a close member of a highly driven and forward thinking team and will be expected to contribute to the ongoing development of the service via attendance and contribution at relevant team meetings and via audit activity | | |
| **FINANCIAL/PHYSICAL RESOURCES** | | |
| The post will involve having a strong awareness of resource costs and the post holder will highlight any areas which they feel could be changed or utilised more cost effectively | | |
| **HUMAN RESOURCES** | | |
| The post holder will assist in supporting administrative staff members who are employed on a lower band and whom are directly attributed to the team eg Secretary. They will also be expected to develop and carry out PDR’s with clinical staff on a lower band within the team | | |
| **INFORMATION RESOURCES** | | |
| The post holder will need to be proficient with IT systems to enable patient documentation, audit and access to clinical systems. They will take responsibility for accurately recording clinical entries, dictating / typing letters and ensuring databases are inputted in a timely manner | | |
| **RESEARCH AND DEVELOPMENT** | | |
| The post holder will be expected to participate in any clinical audit activity relevant to their role and will be expected to have an up to date knowledge of research, guidelines and clinical policy at micro and macro level. 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. | | |
| **FREEDOM TO ACT** | | |
| The post holder will act in an independent nursing capacity, recognising their own limitations in skills and knowledge and working within their own professional scope of practice. The post holder will communicate effectively with their immediate and wider team to ensure that the continuity of gold standard patient care is upheld at all times. | | |
| **OTHER RESPONSIBILITIES** | | |
| Maintain responsibility for own professional and specialist development. Participate in regular performance appraisal. Use reflection to identify and prioritise education/development needs. Pursue an on-going 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. 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. | | |
| **Relevant 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. | | |
| **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. | | |
| **POST** | Clinical Nurse Specialist Head Neck and Thyroid Cancers | |
| **BAND** | 6 | |

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| **Requirements** | Essential | **Desirable** |
| **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 relevant and applicable courses  Teaching and mentoring qualification or equivalent experience | At Recruitment  E  E  E  E | At KSF 2nd Gateway  E  E  E  E |
| **KNOWLEDGE/SKILLS**  Excellent verbal and written communication skills  Ability to develop and manage own case/workload  Ability to learn and refine specialist clinical skills ie tracheoesophageal valve changes, tracheostomy management.  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**  Minimum 3 years post registration preferably (but not exclusively) with experience in any of the following specialties;  ENT  Maxillofacial Surgery  Thyroid Surgery  Plastic Surgery  Palliative Care  Oncology  Community Nursing  Any Specialist Nursing Capacity  Experience of teaching in practice or formal lecturing | E  D | E  D |
| **PERSONAL ATTRIBUTES**  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  Ability to interpret and uphold trust values and display these attributes in day to day working practices | E  E  E  E  E  E | E  E  E  E  E  E |
| **OTHER REQUIRMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.    Ability to travel to other locations if required. | E  E | E  E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| 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 | N |  |  |  |  |
|  | |  |  |  |  |
| **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 |  |  |  |  |
|  | | | | | |
| **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 | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | |  | Blood Transfusion | BDS18 collection | |  | Consent Training |  |
|  | Group 2 | |  |  | BDS 19 & 20  Preparing & Administering | |  | VTE Training |  |
|  | Group 3 | |  |  | BDS 17 Receipting | |  | Record management and the nhs code of practice |  |
|  | Group 4 | |  |  | Obtaining a blood sample for transfusion | |  | The importance of good clinical record keeping |  |
|  |
|  | Group 5 | |  |  | Annual Update | |  | Antimicrobial Prudent Prescribing |  |
|  | Group 6 | |  |  |  | |  | Control & Restraint Annual |  |
| Not mapped this one |  | |  | Safeguarding Adults Awareness | Clinical Staff | |  | Mental Capacity/DOL’s |  |
|  | Group 8 | |  | Non Clinical Staff | |  |  |  |
| Manual Handling – Two Year | | |  | Falls, slips, trips & falls | Patients | |  |  |  |
| Equality & Diversity – One-Off requirement | | |  |  | Staff/Others | |  |  |  |
| Fire | | Annual |  | Investigations of incidents, complaints and claims | | |  |  |  |
|  | | Two Yearly |  | Conflict Resolution – 3 yearly | | |  |  |  |
| Infection Control/Hand Hygiene | | Annual requirement |  | Waterlow | | |  |  |  |
|  | | One-Off requirement |  | PUCLAS | | |  |  |  |
| Information Governance | | |  | Clinical Waste Management | | Application principles for clinical staff |  |  |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | |  | Application principles for housekeeping |  |  |  |
|  | | |  | Application principles for portering and waste |  |  |  |