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| **JOB DETAILS** | |
| **Job Title** | Uro-oncology Clinical Nurse Specialist |
| **Reports to** | Lead Urology CNS |
| **Band** | 7 AfC Pay scale (Subject to formal matching) |
| **Department/Directorate** | Cancer Services |

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| **JOB PURPOSE** | |
| * The Uro-oncology nurse specialist will use specialist knowledge and skills to assess patients, plan, implement and evaluate care, providing advice and maintaining associated records. * Evidence based care will be inherent in practice, ensuring best practice is disseminated. * The post holder will have the freedom to act within the boundaries of their expertise working unsupervised and with autonomy in the clinical setting. * To provide highly specialised nursing care for patients with Urology cancers, in particular those with penile cancer, metastatic bladder and renal cancers. * Assist in the development of the service, by consultation, treatment intervention, complex and highly skilled communication, aftercare, education, training team building and working. * Provides specialist education and training to other staff, patients and carers. * Provides psychological support to patients and their families’ including the breaking bad news of a cancer diagnosis or disease progression on a regular basis. | |
| **KEY WORKING RELATIONSHIPS** |  |
| Critical communications to support referrals across specialist (tertiary centres)  Coordination of care with a wide range of healthcare professionals and voluntary organisation.  Complex case load requiring organisational skills, developing pathways which require building of 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.  Of particular importance are working relationships with:     |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Patients, Carers and Relatives. * Consultant Urologist * Consultant Oncologists. * Consultant radiologists, pathologist. * University of Plymouth Student Nurses * Medical Students * Specialist Nurses * Oncology Nurses * Lead Cancer Nurse | * Hospice Team * FORCE * University of Plymouth Student Nurses * Consultant Surgeons * Multi professional teams across the Peninsula * Bristol super-regional MDT | | |
| **ORGANISATIONAL CHART** | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| Assesses, develops and implements specialist nursing care programmes, for Uro-Oncology.  Reviews patients and situations independently, and makes independent management decisions including requesting imaging.  Provides highly developed specialist advice to patients and their families/carers, staff of all disciplines.  Provides and receives highly sensitive, distressing, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance. | |
| **FREEDOM TO ACT** | |
| Develops skills to assess and interpret specialist information and conditions and takes appropriate action usually without the need to refer to other specialists.  Track and maintain optimum co-ordination of clinical cancer pathways for patients throughout diagnosis, treatment and follow up, liaising between all service providers.  Provide skilled knowledge and giving advice re symptom/linking with MDT including Hospiscare as appropriate. | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| Communication with a range of other staff of all disciplines, acting as a highly specialist resource including liaison with health care providers within and outside the Trust regarding diagnosis and treatment advise.  Breaking bad news independently at various stages of the patient’s pathway, which includes complex metastatic and tertiary referrals | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | |
| Preventative admissions managed, patient triaged and only appropriate and safe admission decision made. Telephone clinics and nurse led ad-hoc clinics run based on individual patient needs. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| Manages own patient caseload, providing expert advice, education and support for patients, their families and carers regarding their on-going care and condition. | |
| **PATIENT/CLIENT CARE** | |
| Discussing complex histology and staging scans results to patients, relatives/carers on a regular basis, discussing in detail the benefits and risks of various investigations and treatment options, and issues surrounding terminal illness.  Using face to face clinics , telephone , e-mail and letter to communicate highly complex and sensitive information effectively with patient and their carers recognising that individuals have differing needs for information at different phases of their illness, by using active listening, emotional engagement , empathy, tact, openness reassurance counselling, and emotional assessment to overcome patient anxiety, fear, altered perception, any mental health problems or cognitive impairment that may impair understanding and informed decision making and consent | |
| **POLICY/SERVICE DEVELOPMENT** | |
| Support the Urology, Oncologists teams to develop clear guidelines and protocols to support this complex group of patients.  Development of clear pathways guidance across multiple providers.  Build and support programmes including support groups with the voluntary sector. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| 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.  Asses the effectiveness and economy of working practices, make recommendations regarding clinical resources. | |
| **HUMAN RESOURCES** | |
| Plans, delivers and evaluates education, study days and training programmes for all relevant disciplines of staff locally and at regional and national level.  Provides specialists training and education in informal and form al settings for nurses and other disciplines.  Provide teaching in practice to nurses and other disciplines including medical staff through clinical supervision /facilitation.  Act as a positive role model for other staff and students and provides strong leadership.  Teaches patients and their families/carers about managing their own condition, where appropriate.  Empower patients, carers and staff to realise and maintain their potential in relations to health and wellbeing. | |
| **INFORMATION RESOURCES** | |
| Support the development of building and collecting the relevant data sets for the group of patients.  Lead on the developments of the operational policies and annual reports which will contain audits, data and reports covering patient outcomes, experience and workforce requirements. | |
| **RESEARCH AND DEVELOPMENT** | |
| Ensure clinical practice developments are based on best available evidence.  Review and disseminate new information to relevant staff.  Coordinate the complex evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly.  Participates in research within scope of professional practice. | |
| **PHYSICAL SKILLS** | |
| Undertakes clinical procedures that requires dexterity and accuracy   * Clinical examination * Clinical examinations of lymph node basins to identify metastatic disease. * Request imaging as protocol | |
| **PHYSICAL EFFORT** | |
| Requires sitting for long periods, both in clinics face to face and non-face to face. | |
| **MENTAL EFFORT** | |
| Discussing complex histology and staging scan results to patients, relatives/carers on a regular basis, discussing in detail the benefits and risks of various investigations and treatment options, and issues surrounding terminal illness and bereavement. | |
| **EMOTIONAL EFFORT** | |
| Breaking bad news independently at different stages of a patient’s pathway, including complex metastatic patients. | |
| **WORKING CONDITIONS** | |
| Responsible for organising own workload and supervising the workload of less experienced specialist nurses within the requirements of the specialist teams and activities and work plan.  Maintain responsibility for own professional and specialist development.  Use reflection to identify and prioritise education/development needs.  Pursue an on-going programme of professional education/development relevant to the speciality.  Be a member of a professional specialist forum/association and attend regional/national meetings and conferences when possible. | |
| **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:   * 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. * 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** | |
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| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* | |

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| **Job Title** | Uro-Oncology CNS |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Bachelors degree in nursing or health related subject or equivalent academic experience  Masters level or working towards within the next 2-4 years  Teaching and mentoring qualification or equivalent experience  Leadership qualification or equivalent experience  Independent nurse prescribing qualification or working towards (dependant on role)  Qualification in Oncology and or Urology Nursing | E  E  D  E  E  D  E | E  E  E  E  E  E  E |
| **KNOWLEDGE/SKILLS**  Excellent verbal and written communication skills  Ability to manage own case/workload  Ability to lead and coordinate and audit activity  Extensive knowledge of cancer and treatments.  Ability to implement changes to practice successfully  Computer literacy | E  E  E  E  E  E | E  E  E  E  E  E |
| **EXPERIENCE**  post registration experience in specialty  Experience of teaching in practice  Experience of undertaking formal teaching/lecturing | E  E  E | E  E  E |
| **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  Able to work as a team member. | E  E  E  E  E  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.  Hold a drivers licence / Willing to travel to community hospitals | E  D | E  D |

Complete the table below as appropriate

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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/N |  |  |  | Y |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N | Y |  |  |  |
| Blood/body fluids | Y/N |  |  |  | Y |
| Laboratory specimens | Y/N |  |  |  | Y |
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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 | NN |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  |  |
| Animals | Y |  |  |  |  |
| Cytotoxic drugs | Y |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | N |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | N |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | N |  |  |  |
| Noise (over 80dBA) | Y/N | N |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | N |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N | N |  |  |  |
| Driving | Y/N | N |  |  | Y |
| Food handling | Y/N | N |  |  |  |
| Night working | Y/N | N |  |  |  |
| Electrical work | Y/N |  |  |  | Y |
| Physical Effort | Y/N |  |  |  | Y |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  |  | Y |  |
| Challenging behaviour | Y/N |  |  |  | Y |