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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** | Non-site Specific & Acute Oncology Cancer Nurse Specialist |
| **Reports to** | Lead NSS & AO Advanced Practitioner |
| **Band** | 6 |
| **National Job Profile used** | CNS band 6 |
| **Department/Directorate** | Cancer Services Directorate |

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| **JOB PURPOSE** | | |
| To assist the lead NSS & AO ANP’s with providing a specialist nursing service for patients with NSS & AO concerns.  Provide psychological support, expert advice, nursing knowledge and skills to patients and their families and act as resource to advise, educate and support those involved in the care of patients with NSS & AO concerns. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| Cancer Clinical Nurse Specialist and team  Patients, Carers and Relatives  Consultant Physicians / AMU & ED  Oncologists  Lead Cancer Nurse  University of Plymouth / Exeter Student Nurses  Radiographers  Medical Students / Specialist Nurses  General Practitioners, Practice and District Nurses  Multi-professional team across the Trust  Secretarial and clerical staff  Nursing Staff: Medical Outpatients  Cherrybrook  All wards / departments | | |
| **ORGANISATIONAL CHART** | | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| Assist the Lead NSS & AO ANP’s within the NSS cancer multidisciplinary team, provide expert clinical advice to staff, patients and carers across the Trust  Provide advice and recommend the management of NSS & AO patients within the Trust, and wider.  Under the direction of the lead NSS & AO ANP’s review patients, providing advice on symptom management; liaising with GP’s and other members of multi-professional team as required.  Demonstrate a high level of communication skills, discussing news of cancer diagnosis and terminal illness. Impart sensitive information with empathy and reassurance  Responds to constantly changing patient need, managing patients and GP’s enquiries by phone for advice for acutely unwell patients  Under the direction of the lead NSS & AO ANP’s explain risks / benefits of treatment to patients / carers, ensuring adequate information has been relayed to allow informed consent  Provide psychological support, education and advice to all patients and members of the healthcare team  Act as a role model in practice to other professionals by providing evidence based advice, guidance and information  Ensure effective lines of communication with the multidisciplinary team to achieve an optimal level of service to patients and their families  To undertake any training required in order to maintain competency including mandatory training | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| Under the direction of the NSS & AO ANP’s manage own patient caseload. Undertake nurse-led clinics as appropriate, providing expert advice, education and support to patients, their families and / or carers regarding their ongoing care and condition.  Supporting breaking bad news of a significant diagnosis and arrange discussion of patients at the multi-disciplinary team meeting in order to facilitate management plan | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| Assist in the identification of realistic goal setting in care planning | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| Under the direction of the NSS & AO ANP’s ensure that health and safety requirements are met within the department and recognise risk and its implications for clinical governance  Under the direction of the NSS & AO ANP’s develop effective networks across the Trust within own clinical areas and with other specialists within the region  Under the direction of the NSS & AO ANP’s contribute to the management of the specialist service by providing quarterly and annual reports  Assist in the implementation of national & local guidelines  Under the direction of the NSS & AO ANP’s contribute to the policy guidelines within the NSS & AO service  Under the direction of NSS & AO ANP’s assist in the development and co-ordination of the NSS & AO service, including engagement of user involvement  Provide representation on committee / meetings as required  Be aware of budgetary limitations and provide the best possible nursing service within these confines | | |
| **PATIENT/CLIENT CARE** | | |
| Under the direction of the NSS & AO ANP’s review patients, providing advice on symptom management; liaising with GP’s and other members of multi-professional team.  Responds to constantly changing patient need, managing patients and GP’s enquiries by phone for advice for acutely unwell patients  Liaises with GP within 24 hour of cancer diagnosis, or any significant diagnosis  Demonstrate a high level of communication skills, discussing news of cancer diagnosis and terminal illness. Impart sensitive information with empathy and reassurance  Under the direction of the NSS & AO ANP’s explain risks / benefits of treatment to patients / carers, ensuring adequate information has been relayed to allow informed consent  Provide psychological support, education and advice to all patients and members of the healthcare team  Act as a role model in practice to other professionals by providing evidence based advice, guidance and information  Ensure effective lines of communication with the multidisciplinary team to achieve an optimal level of service to patients and their families | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| To undertake any training required in order to maintain competency including mandatory training  Assist in the identification of realistic goal setting in care planning  Demonstrate compliance with specialist and other professional policies and procedures at all times, working to local and national guidelines  Under the direction of the NSS & AO ANP’s develop effective networks across the Trust within own clinical areas and with other specialists within the region  Under the direction of the NSS & AO ANP’s ensure that health and safety requirements are met within the department and recognise risk and its implications for clinical governance | | |
| **HUMAN RESOURCES** | | |
| To undertake any training required in order to maintain competency including mandatory training  Use appropriate strategies and opportunities to impart specialist knowledge to staff, patients and their families / carers  Provide clinically based teaching sessions within own clinical areas as requested  Under the direction of the NSS & AO ANP’s formulate, plan and teach specialist knowledge to trust members, primary care team, medical and nursing students  Teach specialist subject to a variety of multi-professional staff  Attend relevant clinical, professional, multi professional meetings, seminars and conferences  Facilitate visits to the department by all disciplines  Under the direction of the NSS & AO ANP’s teach PMS students in designated session within the lung cancer module | | |
| **INFORMATION RESOURCES** | | |
| Demonstrate compliance with specialist and other professional policies and procedures at all times, working to local and national guidelines  Under the direction of the NSS & AO ANP’s develop effective networks across the Trust within own clinical areas and with other specialists within the region | | |
| **RESEARCH AND DEVELOPMENT** | | |
| Evaluate clinical practice in relation to its evidence base and clinical effectiveness  Under the direction of the NSS & AO ANP’s undertake audits of clinical practice and prepare reports of findings / recommendations  Under the direction of the NSS & AO ANP’s develop clinical guidelines that are evidence based to promote good practice  Review and disseminate new information to relevant staff  Participates in research within scope of professional practice | | |
| **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 themselves 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 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** | | |
| **POST** | NSS & AO Cancer Specialist Nurse | |
| **BAND** | 6 | |

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| **Requirements** | **Essential** | **Desirable** |
| QUALIFICATION/ SPECIAL TRAINING  Registered General Nurse 1st Level  Oncology related qualification / willingness to undertake  ENB 998/C&G 7407 or equivalent  Training in communication skills  Degree or ability to demonstrate working at that level | E  D  E  E  D | E  E  E  E  E |
| KNOWLEDGE/SKILLS  Good communication skills  Knowledge of acute conditions  Ability to manage own caseload, research and audit skills and an understanding of their application to improve quality of services  Established teaching skills | E  E  D  D | E  E  E  E |
| EXPERIENCE  Minimum 5 years’ relevant clinical experience, with at least 2 years at senior level  Teaching experience  Computer literacy  Current clinical experience of acute medicine or oncology  Up to date knowledge of professional practice issues  Experience of audit process  Experience of research process | D  E  E  E  E  D  D | D  E  E  E  E  E  E |
| PERSONAL ATTRIBUTES  Professional & pro-active attitude, including the ability to problem solve utilising resources available  Clinical leadership skills  Excellent communication skills  Self-motivated + ability to motivate others  Ability to work on own initiative and prioritise workload  Ability to remain calm when under pressure  Act as specialist nursing resource/practice educator or supervisor in line with local needs  Demonstrates importance of & ability to work as part of a team  Ability to act as patient advocate  Demonstrates understanding of the actual/potential emotional impact of working with NSS patients on self and others | E  E  E  E  E  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E |
| OTHER REQUIRMENTS  Compliance with mandatory skill updates in line with Trust policy – manual handling, resuscitation, fire, IV and blood transfusion requirements  Demonstrates an understanding and commitment to fostering equal opportunities | 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 | | | | | N |  |  |  |  |
| Contact with patients | | | | | Y |  |  |  |  |
| Exposure Prone Procedures | | | | | N |  |  |  |  |
| Blood/body fluids | | | | | 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) | | | | | N |  |  |  |  |
| Driving | | | | | Y |  |  |  |  |
| 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 | 🞏 |  |  |