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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 teamPatients, Carers and RelativesConsultant Physicians / AMU & EDOncologistsLead Cancer NurseUniversity of Plymouth / Exeter Student NursesRadiographersMedical Students / Specialist NursesGeneral Practitioners, Practice and District NursesMulti-professional team across the TrustSecretarial and clerical staff Nursing Staff: Medical OutpatientsCherrybrook 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 TrustProvide 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 reassuranceResponds 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 consentProvide psychological support, education and advice to all patients and members of the healthcare teamAct as a role model in practice to other professionals by providing evidence based advice, guidance and informationEnsure effective lines of communication with the multidisciplinary team to achieve an optimal level of service to patients and their familiesTo 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 governanceUnder the direction of the NSS & AO ANP’s develop effective networks across the Trust within own clinical areas and with other specialists within the regionUnder the direction of the NSS & AO ANP’s contribute to the management of the specialist service by providing quarterly and annual reportsAssist in the implementation of national & local guidelinesUnder 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 involvementProvide representation on committee / meetings as requiredBe 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 reassuranceUnder 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 consentProvide psychological support, education and advice to all patients and members of the healthcare teamAct as a role model in practice to other professionals by providing evidence based advice, guidance and informationEnsure 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 trainingAssist in the identification of realistic goal setting in care planningDemonstrate compliance with specialist and other professional policies and procedures at all times, working to local and national guidelinesUnder the direction of the NSS & AO ANP’s develop effective networks across the Trust within own clinical areas and with other specialists within the regionUnder 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 trainingUse appropriate strategies and opportunities to impart specialist knowledge to staff, patients and their families / carersProvide clinically based teaching sessions within own clinical areas as requestedUnder the direction of the NSS & AO ANP’s formulate, plan and teach specialist knowledge to trust members, primary care team, medical and nursing studentsTeach specialist subject to a variety of multi-professional staffAttend relevant clinical, professional, multi professional meetings, seminars and conferencesFacilitate visits to the department by all disciplinesUnder 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 guidelinesUnder 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 effectivenessUnder the direction of the NSS & AO ANP’s undertake audits of clinical practice and prepare reports of findings / recommendationsUnder the direction of the NSS & AO ANP’s develop clinical guidelines that are evidence based to promote good practiceReview and disseminate new information to relevant staffParticipates 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 HandlingTo 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 infectionAs 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 & IntegrityFairness,Inclusion & CollaborationRespect & DignityWe 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 TRAININGRegistered General Nurse 1st LevelOncology related qualification / willingness to undertake ENB 998/C&G 7407 or equivalentTraining in communication skillsDegree or ability to demonstrate working at that level  | ED EED | EEEEE |
| KNOWLEDGE/SKILLSGood communication skills Knowledge of acute conditionsAbility to manage own caseload, research and audit skills and an understanding of their application to improve quality of servicesEstablished teaching skills | EEDD | EEEE |
| EXPERIENCE Minimum 5 years’ relevant clinical experience, with at least 2 years at senior levelTeaching experienceComputer literacyCurrent clinical experience of acute medicine or oncologyUp to date knowledge of professional practice issuesExperience of audit processExperience of research process | DEEEEDD | DEEEEEE |
| PERSONAL ATTRIBUTES Professional & pro-active attitude, including the ability to problem solve utilising resources availableClinical leadership skillsExcellent communication skillsSelf-motivated + ability to motivate othersAbility to work on own initiative and prioritise workloadAbility to remain calm when under pressureAct as specialist nursing resource/practice educator or supervisor in line with local needsDemonstrates importance of & ability to work as part of a teamAbility to act as patient advocateDemonstrates understanding of the actual/potential emotional impact of working with NSS patients on self and others  | EEEEEEEEEE | EEEEEEEEEE |
| OTHER REQUIRMENTS Compliance with mandatory skill updates in line with Trust policy – manual handling, resuscitation, fire, IV and blood transfusion requirementsDemonstrates an understanding and commitment to fostering equal opportunities | EE | EE |

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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 |  |  |  |  |
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| **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  | 🞏 |  |  |