

# ACUTE ONCOLOGY CLINICAL NURSE SPECIALIST

## Candidate Pack



# Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- This role helps provide fast and safe care for people with cancer who come into hospital in an emergency.
- The role includes assessing patients who may have problems caused by chemotherapy, cancer, or symptoms of an unknown cancer.
- The role works closely with doctors, nurses and other teams to make sure patients get the right tests and treatment as soon as possible. It also supports the care of patients with spinal cord compression and helps guide their treatment pathway.
- The role provides specialist advice to staff across the Trust and helps develop guidelines and patient information. It involves working independently within set skills and working flexible hours, including some weekends.

# Job Description

<b>Job title:</b>	Acute Oncology Clinical Nurse Specialist
<b>Grade:</b>	Band 7
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Oncology/Haematology Service Nurse Manager
<b>DBS required:</b>	Enhanced

## Job Overview

Provide a pivotal role in the delivery of acute oncology services throughout the Trust.

Provide clinical support and expertise to an acute oncology admission assessment area.

Provide early input of Specialist Oncological assessment and clinical management advice for unscheduled

oncology emergency admissions with regard to complications related to chemotherapy. complications of

cancer suspected unknown primary cancer.

Work alongside other clinical colleagues in oncology, palliative care, acute medicine, radiology and pathology

to support facilitation of high-quality clinical care.

Work parallel to the Consultant Oncologist undertaking nurse led oncology follow up reviews.

Provide expert oncological advice and support to the oncology ward, inpatient wards and other health care

professionals and clinical teams within the Trust and primary care.

Develop clinical guidelines and relevant protocols specifically related to the acute oncology service,

metastatic spinal cord service and own nurse led clinics.

Co-ordinate clinical management of patients with metastatic spinal cord compression.

Work collaboratively and effectively with the Trust lead chemotherapy nurse, Oncology /Haematology

educator and the quality assurance practitioner.

Work a flexible shift pattern between 8.00 am and 6.00 pm which will include Saturday and Sunday.

## **Main Duties and Clinical Responsibilities**

### **Clinical Practice**

- Liaising with the relevant medical team and Consultant Oncologists, work autonomously but within defined competencies to:
- Undertake nursing assessment of patients admitted with potential complications related to chemotherapy to ensure rapid identification of chemotherapy toxicity, access to appropriate treatment and early discharge is facilitated as appropriate.
- Undertake nursing assessment of patients admitted with complications related to known cancer diagnosis, to ensure rapid identification of complication, access to appropriate investigations and treatment and early discharge is facilitated as appropriate.
- Undertake nursing assessment of patients admitted with possible unknown primary cancer to support facilitation of targeted investigations and referral to appropriate MDT.
- Reinforce and supplement information provided to the patient by the Consultant, on the diagnosis and management. Support patients to make informed choices on treatments and clinical management options. This may be complex and of a highly sensitive and emotive nature.
- Undertake follow-up telephone calls and advice to patients who have contacted the chemotherapy advice helpline suffering from complications as a result of their oncology treatment.

### **Nurse Led Oncology Clinics**

- In Collaboration with Consultant Oncologists and Nurse Managers develop and participate within nurse led oncology follow up review clinics. This will be required working autonomously within defined protocols and competencies.

## **Metastatic spinal cord co-ordination (MSCC)**

- Take the lead on co-ordinating the metastatic spinal cord patient pathway across both hospital sites.
- Provide first point of contact for referring clinicians and manage the direct MSCC helpline.
- Undertake assessment, liaising with the consultant oncologist, advise on initial management, co-ordinating onward investigation, and treatment as necessary.
- Monitor any initiated investigation results, liaising with relevant health care professionals to plan and deliver treatment accordingly.
- Undertake chemotherapy dose reductions for patients receiving oncology chemotherapy; with agreement by the patient's own Consultant, from an approved list of regimens agreed by Drugs and Therapeutics.
- Communicate effectively and involve patients, carers and their families in any decisions relating to their care, this will involve complex discussions and frequent exposure to distressing situations.
- Work collaboratively with other professionals and agencies to ensure patient's needs are met in relation to ongoing care needs and discharge arrangements.
- Act as a resource, providing expert advice and clinical practice to health care professionals within the Trust and primary care.
- Take responsibility for developing protocols, guidelines and patient information liaising and collaborating effectively with other disciplines as necessary
- Represent the Trust at the Cancer network Metastatic spinal cord meeting.
- Take responsibility for co-ordinating the Trust Metastatic spinal cord group.

## **Professional Development and Education**

- Act as a resource for all disciplines seeking advice regarding the management of acute oncology or patients with MSCC within acute trust and primary care.
- In collaboration with the Oncology/Haematology clinical placement educator participate in planning and delivering specialised programmes of education for a range of disciplines within the Service Delivery Unit and other relevant clinical areas.
- Participate in individual personal appraisal to ensure personal, departmental, and corporate objectives are met.
- Maintain personal, professional development and clinical competency
- Demonstrate advanced communication skills (completion of recognised advanced communication skills course)

## **Management**

- In collaboration with the Nurse Manager and Lead Oncologist support the development of clinical services within acute oncology.
- Maintain own patient records to ensure that relevant information is documented.
- Organise time effectively to ensure effective management of workload, prioritising work as necessary.

- Attend local and network meetings as appropriate and relevant to the acute oncology service and Metastatic spinal cord service.
- Take responsibility for developing protocols and guidelines and patient information specific to the Acute Oncology Service and ensure they reflect evidence-based practice.
- In collaboration with the specialist team support the development, reviewing and updating of protocols, guidelines, and Patient Information Leaflets within the oncology/haematology SDU and ensure they reflect evidence-based practice.
- Take responsibility for the preparation for any necessary evidence for external reviews on Acute oncology Services.

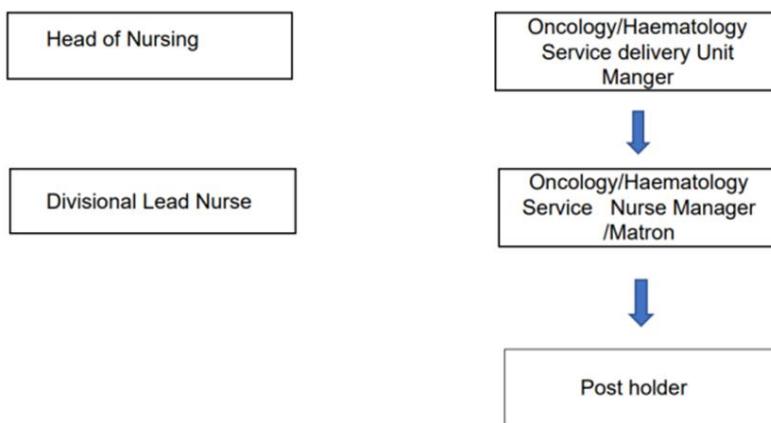
### **Governance, Audit and Research**

- Work with a high degree of autonomy in delivering a service within the boundaries of the nursing professional body and Local, Regional and National Cancer Policies and Patient Group Directives.
- Support the Nurse Manager with the service delivery unit governance framework by ensuring any areas of clinical risk are reported appropriately.
- Develop methods to collect activity data on own practice through liaison with audit teams.
- Decisions, judgments, and freedom to act
- Accountable for own professional Actions
- Works unsupervised with the ability to manage own time and prioritise workload effectively exhibiting managerial, supervisory and goal setting skills.
- Seeks advice and support for issues that have a wider impact for service across the Service delivery unit and organisation.

### **Use of Information**

- To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment and Trust PAS system.

## **Organisational Structure**



## Key Relationships

Consultant Oncologists	Oncology/haematology chemotherapy CNS
Oncology/haematology clinical practice educator	Oncology/haematology quality assurance practitioner
Oncology ward manager	Ward and departmental managers
Cancer /Palliative Care Clinical Nurse Specialists	Consultant Physicians / Surgeons /Palliative Care and Emergency care

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• RGN</li> <li>• Evidence of Continuing Professional development/ qualification relevant to area of speciality ENB N59 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced physical assessment</li> <li>• Non-medical prescribing</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Sufficient post registration experience to prepare for this post this will include extensive experience and advanced knowledge within oncology and chemotherapy.</li> <li>• High level advanced clinical skills and knowledge.</li> <li>• Experience in teaching and training of staff</li> <li>• Involvement in Nursing audit and Research</li> <li>• An awareness and understanding of national and local issues relevant to speciality.</li> </ul>	

	<ul style="list-style-type: none"> <li>Up to date knowledge and understanding of nursing policy and practice relevant to speciality</li> <li>Understanding national and local policy relating to speciality.</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Chemotherapy administration skills</li> <li>Ability to work and communicate effectively within a multidisciplinary team setting within and outside the Trust.</li> <li>Evidence of advanced communication skills including verbal, nonverbal and written. This will include evidence of breaking bad news.</li> <li>Evidence of excellent Patient documentation and record keeping skills.</li> <li>Excellent interpersonal skills with professional credibility</li> <li>Time management skills with an ability to act on own initiative and be both self-directed and motivated in the work environment.</li> <li>Positive attitude to change with a proven ability to assist in the implementation of change and practice development.</li> <li>Sound Microsoft office PC and Sema Pas skills</li> </ul>	<ul style="list-style-type: none"> <li>Example</li> <li>Example</li> <li>Example</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"> <li>• Awareness of professional and personal limitations.</li> <li>• Ability to inspire confidence in others, demonstrating strong leadership qualities and acting as a positive role model to other members of the team.</li> <li>• Strong Team worker</li> <li>• Flexible and Adaptable in approach</li> <li>• Ability to work flexibly to meet service needs</li> <li>• Ability to work across both Trust sites</li> </ul>	
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## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;

- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

