

LEAD GYNAE-ONCOLOGY CLINICAL 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.

- The role leads the gynae-oncology nursing team, supporting patients with gynaecological cancers throughout their care.
- The post holder will provide expert advice for patients and families, helping them understand their diagnosis, treatment and next steps.
- The post holder will manage and develop a small team, making sure they have the training and support they need.
- The post holder will run nurse-led clinics, carries out specialist assessments and helps plan each patient's care.
- The post holder will work with doctors and other teams to improve services, create new care pathways and make sure national guidance is followed.
- The post holder will support service planning, audits, research and meetings to help keep care safe, effective and well organised.

Job Description

Job title:	Lead Clinical Nurse Specialist (CNS) for Gynae-Oncology
Grade:	Band 7
Site:	The Princess Royal Hospital, Telford with cross site working to other trust sites
Accountable to:	Gynae Services manager
DBS required:	Enhanced

Job Overview

The post holder will lead gynae-oncology CNS provision for patients referred to the Shrewsbury and Telford Hospital NHS Trust. He/she will manage a small team of CNS staff and Navigators providing specialist nursing advice, support and information to patients with gynaecological malignancies and their carers /loved ones.

The Lead CNS will work closely with the Lead Clinician to develop standards / guidelines, undertake audit and research, educate others, and disseminate best practice.

The role also involves the development and delivery of extended scope practice covering areas traditionally provided by gynaecology consultants, including nurse-led follow-up for endometrial cancer.

Main Duties and Responsibilities

Responsibility for staff

The post holder will:

- Lead a small team of CNS and Navigator staff providing care for patients with suspected or confirmed gynaecological cancers. The team will provide specialist nursing advice and support for patients and their family/ carers and will help them negotiate the patient journey.
- He/she will support and develop the CNS team providing expertise through training, advice, guidance and by acting as a role model.
- He/she will manage appraisal, job planning, objective setting and personal development plans for the team.

Responsibility for patients

- Develop an excellent understanding of gynaecological cancers, treatment, and side effects. He/she will share this expertise within the multidisciplinary team to maintain best possible care.
- Act as keyworker for patients with suspected or confirmed gynaecological cancers providing specialist nursing advice to support patients and their family/ carers from the time of diagnosis and throughout their care pathway.
- Work as the patient advocate, to help negotiate the patient journey and ensure optimum care is provided to each patient. Support the wider team to do the same.
- Provide telephone support to patients, discussing symptoms and advising on management preventing inappropriate admission to acute care.
- Adopt and maintain a flexible approach to patient care, recognising the changing needs of patients throughout their cancer pathway.
- Ensure that all patient interventions and advice are recorded on Somerset and that clinical documentation meets professional standards. Develop efficient ways of documenting care across all patient settings.
- Undertake individual holistic assessments at key stages in each patient's pathway.
- Develop treatment summaries for the GP and patient to support on-going personalised care.
- Record clinical information in the patient's medical records and on the cancer register sending copies to the patient and her GP when appropriate.
- Develop and provide nurse-led face to face and telephone follow-up clinics, within defined protocols, for women following treatment of gynaecological cancer. Physical assessment will include examination using extended skills as an independent practitioner.
- Embed psychological assessment into nurse-led follow-up to maximise the provision of holistic needs assessment, care planning and treatment summaries as required.
- Request radiology and pathology investigations appropriately ensuring correct staging and assessment is provided. Monitor investigation results, initiating further assessment/review of treatment pathway as required.

- Assess and assist in the management of acutely unwell gynae-oncology patients admitted to Ward 14, working with the Oncology and / or Gynaecology Consultant(s), providing expert knowledge to enhance optimum care, including the reduction of the inpatient stay.

Responsibility for Administration

- Follow Trust policy in relation to management of his / her team.
- Oversee nursing and navigator performance in relation to MDT, tracking, cancer waiting time targets, clinical documentation, nurse-led follow up, holistic needs assessment etc.
- Ensure data is collected to support service improvement, performance management etc.
- Coordinate gynae oncology committees, AGM, bimonthly best practice pathway meeting as required ensuring that agendas, minutes, plans are managed effectively.

Strategic and Service Responsibilities

- Maintain awareness of emerging national and regional policy / strategy and ensure that the service develops in line with the West Midlands Cancer Alliance strategy.
- Work with gynae and oncology colleagues at SaTH and tertiary centres to deliver best practice in line with NICE and other national guidance.
- Develop new practice / policies as required to deliver best practice.
- Ensure that the service is run efficiently, minimising waste whilst maintaining a compassionate high-quality service.
- Develop and deliver short / medium / long term plans in line with the above.
- Work with Cancer Services and other cancer site teams to meet Trust values, strategy and objectives.
- Promote a culture of evidence-based practice using critical appraisal skills within the multidisciplinary forum to analyse current research, implications for practice and apply when appropriate.
- Participate in clinical audit and research to promote excellent care.

Areas of Specialism

- Develop a gynae-oncology nurse-lead follow-up pathway and other areas of extended scope appropriate to role, completing necessary training and supervision to ensure competency.
- Undertake advanced clinical assessment and examination procedures using advanced clinical reasoning.
- Develop new evidence-based care pathways in collaboration with other members of the MDT.
- Work with partners in tertiary care to develop seamless, high quality nursing care.

Organisational Skills

- Lead the planning and prioritisation of work for the gynae-oncology CNS and Navigator Team.
- Plan and lead improvement projects as required.
- Oversee the tracking and progress chasing of patients on the cancer treatment and follow-up pathways.

Communication and Working Relationships

- Communicate with all clinical and management staff involved in gynae oncology care at SaTH, across the wider gynae cancer network, including commissioners and the West Midlands Cancer Alliance.
- Communicate effectively for clinical, operational, performance and strategic purposes.
- Help co-ordinate and attend weekly MDT meetings presenting individual patient cases and social background / holistic assessment to enable decision making.
- Provide patients and their families with sensitive and complex information using advanced communication skills. Help the wider CNS team develop the skills to do the same.
- Work closely with patients and their families when bad news is broken and lead these conversations as the extended scope service develops.
- Support / lead discussions around prognosis and advanced care planning when appropriate and timely.
- Ensure that patients and their families are aware of all treatment options, including clinical trials.
- Provide psychological care to level II and signpost / refer patients / carers who require higher level of input.
- Participate, and ensure the team participates in, clinical supervision.
- Manage self-care and all activities that provide support to the wider team.
- Give presentations, develop reports, present complex analysis as required to communicate complex information.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • RGN with NMC Registration • First Level degree or relevant experience • Prepared to work towards Masters level if requested • Post-basic qualification in cancer or relevant subject • Advanced communication skills training or prepared to work towards • Physical assessment and clinical reasoning module or prepared to work towards • Recognised teaching qualification or prepared to work towards Evidence of ongoing CPD 	<ul style="list-style-type: none"> • Research qualification • Level 2 Psychological training Clinical examination skills training • Masters level qualification or working towards Leadership course • Teaching qualification
Experience	<ul style="list-style-type: none"> • Post registration experience in cancer or gynae speciality • Proven experience of teaching • Proven experience of working within a team setting as well as on own initiative • Proven experience of using advanced communication skills in a clinical setting • Assertive and able to influence / negotiate Flexible to the needs of a service • Commitment to the development and 	<ul style="list-style-type: none"> • Previous experience as a Clinical Nurse Specialist • Experience of audit / research

	provision of high quality nursing care Compassionate and caring	
Knowledge and skills	<ul style="list-style-type: none"> • Ability to lead a small team • Ability to work with a multidisciplinary team Ability to organise own caseload and help team members to do the same • Able to deal with complex and difficult emotional situations • Analytical skills and ability to initiate and manage change • IT skills to support clinical and leadership responsibilities • Excellent organisational and time management skills <p>Specific Job Requirements</p> <ul style="list-style-type: none"> • Advanced clinical examination skills or prepared to work towards • Leadership and management skills Willing to work between 2 hospital sites 	

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 Trusts 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.

