



GYNAE ONCOLOGY CLINICAL NURSE SPECIALIST

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Gynae Oncology Clinical Nurse Specialist
Band	6
Directorate	Women and Children's
Accountable to	Matron
DBS Required?	Enhanced

JOB OVERVIEW

The gynae oncology nurse will be a key team member in the delivery of specialist gynae oncology nursing services to enable timely and effective care, appropriate assessment and intervention for patients with specialist gynaecology needs in all settings.

They will act as part of the specialist gynae oncology multi-disciplinary team, support the specialist nursing service, ensuring patients and carers receive high quality care, support and advice throughout investigations, diagnosis and surveillance of gynaecological malignancies.

MAIN DUTIES AND RESPONSIBILITIES

Responsibility for patients/clients

- To take responsibility for assessment, planning delivery and evaluation of nursing care in conjunction with the Gynae Oncology Consultant using analytical judgemental skills, underpinned by theoretical knowledge to initiate the most appropriate care for the patient.
- Act as keyworker for patients with suspected or confirmed gynaecological cancers providing specialist nursing advice to support patients and their families from the beginning of the pathway and throughout their cancer pathway.
- Work as the patient advocate, to help navigate the patient journey and ensure optimum care is provided to each patient.
- Provide telephone support to patients, discussing symptoms and advising on management preventing inappropriate admission to acute care.
- Adopt and maintain flexible approach to patient care, recognising the changing needs of patients throughout their cancer pathway. To develop and work closely with members of Multidisciplinary team regarding all aspects of the gynaecology oncology service.
- To attend MDT meetings and develop the presentation skills, as you may be required to present cases.
- Frequent cross site working between Princess Royal Hospital and Royal Shrewsbury Hospital
- Undertake individual holistic assessments at key stages in each patient's pathways.
- Complete end of treatment summaries for the GP and patient to support on-going personalised care.
- To assist in developing an environment which supports the value of gynaecology care and participate in the monitoring of standards of care.
- Demonstrate advanced communication skills (completion or recognised advanced communication skills course)
- Communicate effectively with patient's recognising any barriers to understanding to provide and receive complex, highly sensitive and emotive information.
- Provide psychological care to level II and signpost/refer patients/carers who require higher level of input.
- To be aware of and demonstrate practice based on current advances in nursing practice and research striving to ensure that all nursing practice is based on sound rationale.
- Participate in outpatient clinics for this group of patients. This will include reinforcing information provided by the Consultant, on diagnosis and treatment management, this will involve complex discussions and frequent exposure to distressing situations.
- To work in outpatient clinics at a specialist nurse level, this may include seeing follow up patients. In time provide nurse-led telephone follow up clinics within defined protocols for women following treatment of gynaecological cancer.
- Support specialist nurses with running independent nurse led clinics.
- Assess and assist in the management of acutely unwell gynae-oncology patients admitted on both sites of SaTH working with the Oncology and/or Gynaecology Consultant(s) providing expert knowledge to enhance optimum care, including the reduction of the inpatient stay.

- Embed psychological assessment into nurse-led follow up to maximise the provision of holistic needs assessment, care planning and treatment summaries as required.
- Monitor radiology requests and pathology investigations, appropriately ensuring correct staging and assessment is provided and initiate further assessment/review of treatment pathway as required.
- Participate in health promotion and provide support, advice and teaching to the patient.
- To develop appropriate clinical skills related to specialist practice
- Make appropriate referrals to other members of the trust, community and primary care.

Responsibility for staff

- The post holder will be required to liaise and work closely with all members of the multidisciplinary team, wards and departments, outpatient departments and community teams as well as consultant physicians, GPs and other care providers.

Responsibility for Administration

- Maintain accurate and up to date confidential and timely patient records ensuring that all patient documentation is in line with agreed Trust standards and NMC guidance.
- Ensure that all patient interventions are recorded on Somerset and that clinical documentation meets professional standards. Develop efficient ways of documenting care across all patient settings.
- Work unsupervised with the ability manage own time and prioritise workload effectively.
- Organise time effectively to ensure effective management of workload, prioritising work as necessary.
- Report complaints, incidents and accidents in line with the Trust incident reporting process.
- Report feedback from patients on their experiences.

Strategic and Service Responsibilities

- Maintain awareness of emerging national and regional policy strategy and ensure that the service develops in line with 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.
- Work with Cancer services and other cancer site teams to meet Trust values, strategy and objectives.
- Promote a culture of evidenced based practice using critical appraisal skills within the multidisciplinary form to analyse current research, implications for practice and apply when appropriate.
- Participate in clinical audit and research to promote excellent care.
- Promote the service both within the trust and externally to the organisation representing the trust and speciality at a regional and national level.
- Utilise local, regional and national networks to contribute to and develop own knowledge base.

- With the lead cancer nurse and lead clinical nurse specialist, support the development of cancer nursing and supportive care for cancer patients. To support the lead nurse in developing the gynaecology oncology management service and assist in the preparation of business plans for service development.
- Conduct oneself in a manner perceived by others as constructive, ensure that any issues with staff members are addressed at an appropriate level.
- Adhere to all local, national and NMC guidelines in relation to professional conduct.
- Be a role model for others.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • RN with current NMC Registration • Evidence of degree level studies • Level 3 safeguarding 	<ul style="list-style-type: none"> • Advanced communication course • Psychology level II • Physical Assessment

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Recent professional development • Working as an effective member of the MDT • Able to work on own and under pressure • Up to date knowledge of current issues in gynaecology nursing 	<ul style="list-style-type: none"> • Experience in caring for gynaecology patients • Participation in audit and research • Developing policies and guidelines • A specialist knowledge of gynaecology.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent documentation skills • Excellent communication skills – verbal and non-verbal. • Excellent interpersonal skills with professional credibility • Excellent organisational skills • Excellent leadership skills • Ability to teach and assess • Ability to assess, plan implement and evaluate the patients care according to their individual needs • Able to build effective relationships with clinicians and managers • Computer skills 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Act as a role model by embracing and demonstrating trust values • Ability and means to travel between both trust sites • Ability to accept and respond to constructive criticism • Able to stay calm and under pressure in stressful situations 	

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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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; and
- 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 colleagues; and
- 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; and
- 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 AND CYBER SECURITY

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.

- Confidentiality and Security - Your attention is drawn to the confidential 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report

abuse.

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

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 is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is 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.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital