

## Job Description

<b>Post Title:</b>	Breast Care Nurse (Band 6)
<b>Base</b>	Royal Shrewsbury Hospital
<b>Department</b>	Breast Imaging, Radiology
<b>Accountable to:</b>	Lead Superintendent Radiographer, Breast Imaging
<b>Professionally:</b>	Lead Breast Nurse Practitioner

### Post purpose/summary

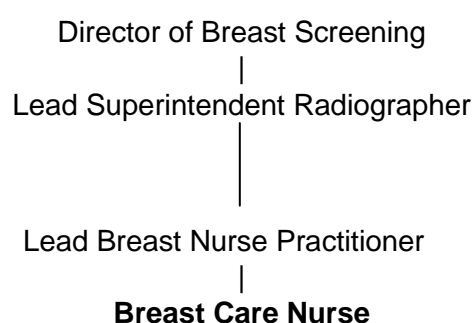
This is a support post to the Breast Care Service and covers the role of the BCN in both the screening and symptomatic environment. The ability to deal with complex and difficult emotional situations is vital.

The post holder will work with other Breast Care Nurses, supporting breast screening clients throughout the screening and assessment processes. Clear communication of reasons for recall to assessment within a holistic care assessment in a sensitive and empathic manner is essential.

As a member of the symptomatic specialist nursing team working with the Breast Nurse Practitioner, to provide support to patients, and their families, who are referred on a breast cancer pathway.

Ensure there is continuity of specialised nursing support for individual screening clients, symptomatic patients and their family / carer at key and significant stages in their pathway and to ensure care is co-ordinated.

### Organisational position



## **Main duties and responsibilities of the post holder**

### **1.0 Clinical practice**

- Following referrals for Breast Screening Assessment or to the Symptomatic Breast Service, ensure patients are fully informed and supported throughout their one-stop investigations.
- Undertake post-biopsy wound check, provide written aftercare instructions and ensure all clients leave the department with an appropriate follow-up appointment.
- Ensure all clients leave the department with an understanding of the onward process, including additional procedures, and potential diagnosis, answering any queries and providing contact details for further help if required.
- To discuss potential for inclusion in clinical trials if appropriate.
- Attendance at weekly MDT meetings, recording clinical outcomes of breast biopsies and procedures.
- Liaising with clerical staff to ensure any further procedures are actioned.
- To contact patients with benign outcomes to discuss individual results, advise accordingly and answer any queries.
- To inform screening clients of a cancer diagnosis in exceptional circumstances, e.g. when unable to attend results clinic or at the instigation of the client.
- Undertake a holistic assessment at key stages in the patient pathway, co-coordinating care and referring to other disciplines as necessary.

Following disclosure of a cancer diagnosis:-

- Be available to patients when discussions with medical staff may lead to patients having to make choices concerning treatment / clinical management options.
- Undertake key worker role providing advice, support and information and co-ordination of care pathway.

Ensure compliance with Manual of Cancer Standards that individual patients with a cancer diagnosis have:-

- Opportunity of a record of key consultations regarding diagnosis, treatment or prognosis, and ensure this is recorded in case notes.
- The offer of a key worker as a point of contact for patients, relatives and visitors to the Breast Care Multidisciplinary team.
- Received written patient information and that a record of these is documented in patients case notes.
- Co-ordinate transitions of care to ensure patients receive seamless care.
- Contribute to the Breast MDT discussion regarding individual patients - acting as patient advocate.
- Ensure patients receive information and support at key stages of the patient pathway – this will include information of a highly emotive or distressing nature about diagnosis, treatment and prognoses, information regarding benefits advice and national / local patient support groups.
- Provide emotional and psychological support at key stages in the patient pathway signposting / referring for level 3 and 4 psychological support as necessary.

### **2.0 Communication**

- As first point of contact for Breast Screening Assessment clients, to carefully explain the reason for recall and try to allay anxiety caused.
- To report any significant information to the Consultant leading the clinic and / or the Radiographers as appropriate prior to their contact with the client.
- Communicate sensitive information concerning diagnosis and treatment options and survival outcomes to patients and their relatives.

- Recognise own limitations of knowledge and experience and seek advice from a senior colleague as appropriate.
- In collaboration with Breast Care Nurse colleagues, ensure communication channels are in place to facilitate the flow of information within the Breast Care team.
- In collaboration with Breast Care Nurse Colleagues, agree effective channels and systems of communication to ensure all patients are kept informed in a timely and appropriate manner.

### **3.0 Education**

Support Breast CNS colleagues to:-

- Continuously develop the knowledge and skill of staff to ensure the delivery of care to Breast Cancer patients is of the highest standards.
- Continuously develop and provide a wide range of educational forums and tools for the Multi-Disciplinary Team making a significant contribution to ensure that the teaching environment is exemplary.
- Provide and facilitate learning opportunities for student nurses on CNS placement.
- In collaboration with senior Breast CNS's, develop a personal development plan which is commensurate with developing Breast Cancer Service as well as personal development needs.
- Participate in Health Promotion for Breast Screening

### **4.0 Management**

Support Lead Superintendent Radiographer, Director of Breast Screening, and Breast Care Nurse colleagues in:-

- Preparing for MDT meetings, recording on Somerset any relevant clinical information for the rest of the multi-disciplinary team.
- Communicating MDT decisions to patients, referring clinician (if not a member of the LSMDT) and other key relevant health care professionals.
- Actioning MDT decisions to progress patient care.
- Liaising with MDT cancer pathway co-ordinator to ensure cancer wait time targets are achieved and sustained.
- Organise time effectively to ensure effective management of workload.

### **5.0 Research and Audit**

- Ensure accurate and current patient documentation which is explicit in terms of diagnosis, interventions, care delivery, evaluation and outcomes.
- Support the Breast CNS's in establishing systems for assessing users' views on the quality of services provided and for involving patients, relatives and their representatives the planning and development of services.

### **6.0 Physical, Mental and Emotional demands of the post**

The post includes physical aspects such as:-

- Occasional collection of patient case notes.
- IT data input.
- Occasional moving and handling of patients with reduced mobility.
- Assisting patients / clients to dress / undress.
- Checking and redressing of biopsy wounds.
- Cross site working.

The post holder:-

- Will require good sensory skills to enhance communication.
- Will be expected to respond to unpredictable work patterns and interruptions - these may occur due to individual patient needs.
- Will support the wider Breast multi-disciplinary team in meeting Government Cancer targets in both the screening and symptomatic setting.

The nature of the post exposes the post holder to frequent episodes of patients / relatives / staff distress. This can occur regularly at any point of the patient / client journey at disclosure of distressing and emotive information about diagnosis, treatment and prognosis by the Consultant to the patient / carer of family.

#### **7.0 Other**

- To undertake any other such duties that may be agreed with the Breast Care and Surgical Management team.

#### **8.0 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.

#### **9.0 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; 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 staff; 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).

#### **10.0 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 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.

## **11.0 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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.

## **12.0 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.

## **13.0 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.

## **14.0 Continuous Improvement**

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the

Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development

**ANY CHANGES TO THIS JOB DESCRIPTION WILL BE MADE IN DISCUSSION WITH THE POST-HOLDER IN LIGHT OF SERVICE NEEDS**

**Job description agreement**

<b>Post-holder name</b>	<b>Post-holder signature</b>	<b>Date</b>
<b>Manager name</b>	<b>Manager signature</b>	<b>Date</b>