

# SUPPORT NURSE – GYNAE ONCOLOGY CNS TEAM

## 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 Gynaecology Oncology Support Nurse helps care for patients with gynaecology cancers. They work closely with other nurses and doctors to make sure patients get the right help at the right time. They support patients and their families by giving advice, answering questions, and helping them understand their treatment. They help with check-ups and care in hospitals and other places. They follow the lead of specialist nurses to give full support to each patient. They also help teach patients and families about their health and treatment.

## Job Description

<b>Job title:</b>	Support Nurse – Gynae Oncology CNS Team
<b>Grade:</b>	5
<b>Site:</b>	Women's and Children's
<b>Accountable to:</b>	Matron
<b>DBS required:</b>	Enhanced

## Main Duties

### Responsibility for patients/clients

- Support CNS team in organising and delivering care to Gynaecology patients who are on the cancer pathway.
- Work as part of multiprofessional team to deliver expert gynaecology oncology service.
- 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 negotiate the patient journey and ensure optimum care is provided to each patient.
- To attend MDTs
- Frequent cross site working between Princess Royal Hospital and Royal Shrewsbury Hospital
- Undertake individual holistic assessments at key stages in each patient's pathways.
- Develop 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.

- Develop a clinical expertise in all aspects of care for gynaecology patients.
- To be aware of and demonstrate practice based on current advances in nursing practice.
- Participate and support the consultants with the outpatient surveillance clinics for this group of patients.
- Support specialist nurses with running independent nurse led clinics.
- Monitor radiology and pathology requests and 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.
- Monitor and review guidelines and protocols for this group of patients.
- Organise time effectively to ensure effective management of workload, prioritising work as necessary.

### **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.
- Work with Cancer services and other cancer site teams to meet Trust values, strategy and objectives.
- 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.
- 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.

## Key Relationships

Lead nurse, Women and Children's

Lead nurse oncology gynaecology

Lead Cancer Nurse

Consultant Gynaecologist's (particularly those working within named speciality)

Other Gynaecology CNS' and Navigator

MDT co-ordinators

Operational Team

Bookings Team

Outpatients Department Team

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• RN with current NMC Registration</li> <li>Diploma in Nursing</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent professional development</li> <li>• Working as an effective member of the MDT</li> <li>• Up to date knowledge of current issues in gynaecology nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in caring for gynaecology patients</li> <li>• Participation in audit and research</li> <li>• A specialist knowledge of gynaecology.</li> </ul>

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Team worker</li> <li>• documentation skills</li> <li>• communication skills – verbal and non-verbal.</li> <li>• Ability to manage and prioritise own workload</li> <li>• Excellent interpersonal skills with professional credibility</li> <li>• Ability to assess, plan implement and evaluate the patients care according to their individual needs</li> <li>• Able to build effective relationships with clinicians and managers</li> <li>• Computer 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>• Act as a role model by embracing and demonstrating trust values</li> <li>• Ability and means to travel between both trust sites</li> <li>• Ability to accept and respond to constructive criticism</li> <li>• Able to stay calm and under pressure in stressful situations</li> </ul>	



## 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 and 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

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. 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.

## **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**

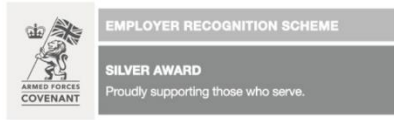
The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of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





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The Pregnancy  
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