

## **JOB DESCRIPTION**

**Post Title:** Nurse Specialist for Head & Neck

**Band:** 6

**Base:** Royal Shrewsbury Hospital

**Department:** Head & Neck

**Centre:** Head & Neck

**Responsible to:** Matron

**Accountable:** Matron

### **Job Purpose**

Provide a Key role in the delivery of Head and Neck Cancer Services throughout the Trust. This will include Supporting direct and indirect patient care and the organisation, evaluation and development of the service that is provided for this patient group within the community and hospital environment.

Work along side other clinical colleagues to support the facilitation of high quality clinical care.

Work parallel to the Consultants and senior CNS within the Head and Neck services undertaking nurse led follow up reviews within some sub-specialities and follow up care on the Head and Neck ward.

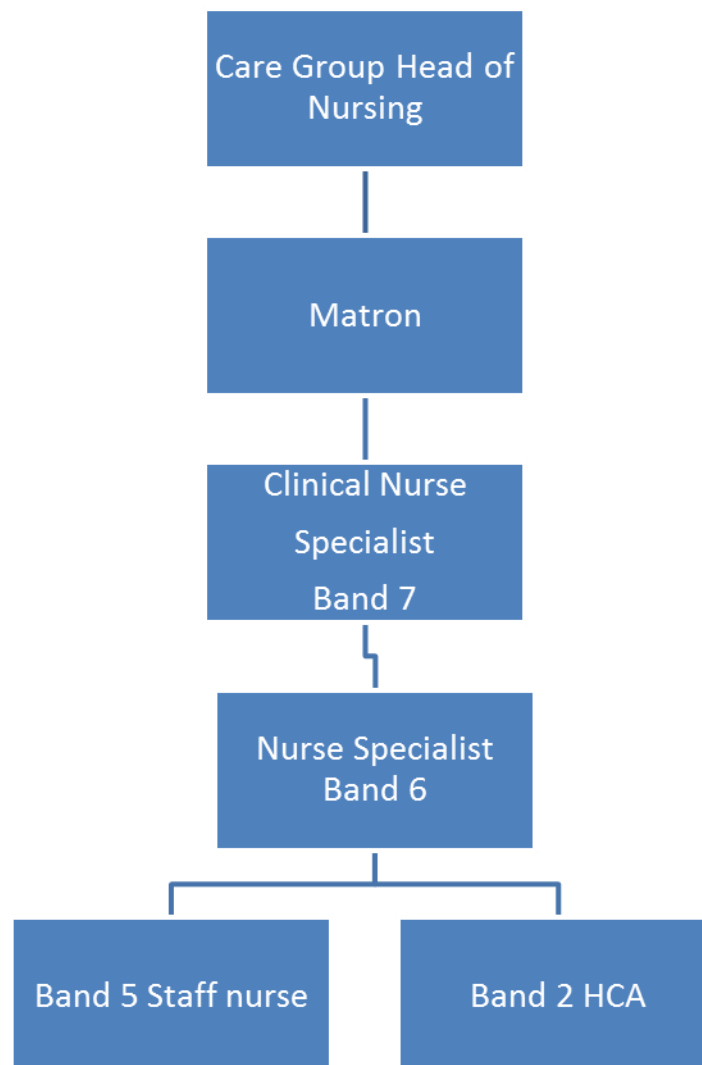
Provide expert advice and support to the Head and Neck Ward and other Health Care professionals and clinical teams within the Trust and Primary care.

Assist in the development of clinical guidelines and protocols specifically related to the Head and Neck Cancer service and own nurse led clinics.

The post holder will develop and demonstrate diagnostic and therapeutic skills in order to enhance the Head & Neck service and expedite the diagnosis and treatment of Head & Neck cancer. You will be actively involved in nursing issues around the delivery of the Head & Neck cancer care by providing a dynamic service, which actively reflects local and national need.

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

Organisation Position



## **Main duties and responsibilities**

### **Patient Care**

1. Demonstrates specialist Head & Neck knowledge across the range of hospital/community environments that is underpinned by evidence based research and practical experience.
2. Act as a source for specialist Head & Neck care and advice as required.
3. To assist in the development and implementation of appropriate care pathways in conjunction with the individual patient, their carers and other professionals involved with their care/treatment.
4. Help to organise and attend the Head & Neck cancer support group.
5. To provide a holistic approach to caring for patients with Head & Neck cancer conditions and for those closest to them. Offer emotional, psychological, practical support and symptom control throughout the individual's journey within the multidisciplinary team framework, acting as their key worker.
6. Attendance and active contribution in the multidisciplinary team meetings, acting as the patients advocate, where treatment options are discussed.
7. In the absence of senior CNS attend and participate at Network Site Specific meetings.
8. Demonstrate a high level of interpersonal communication skills whilst delivering highly sensitive and complex information in newly diagnosed cancer patients or those found to have recurrent disease who may be in a highly emotive state.
9. Provide specialist information and explanation of diagnosis, prognosis, treatment options and clinical intervention for patients, families /carers. This is to include information in various forms, verbal, written and / or audio-visual information as necessary.
10. Provide support and advice to patients and their families during their hospital admission pre and post operatively
11. In collaboration with the relevant Consultant, undertake follow-up telephone calls and advice to patients who have contacted.
12. Demonstrates diagnostic skills dealing with highly complex situations which require analysis, interpretation and decision making (intuitively, through protocol or through referral),
13. Requires a high level of physical skills and precision to ensure diagnostic investigations and procedures be carried out to the highest standard.

14. Undertaking Tracheostomy care and speaking valve changes in the in-direct supervision of skilled practitioner/DR.
15. Maintain clinical competence through hands on clinical practice within the Head & Neck department caring for patients undergoing treatment for Head & Neck malignancies.
16. Empower the patient to enable them to be involved in their treatment plans.
17. In Collaboration with the Consultants in Head and Neck Cancer services and the Head and Neck Matron develop and participate within nurse led follow up review clinics. This will require working autonomously within defined protocols and competencies.
18. Work collaboratively with other professionals and agencies to ensure patient's needs are met in relation to on going care needs and discharge arrangements.

### **Management, Leadership and Liaison**

1. In collaboration with the Matron, senior CNS and Lead Consultant for Head and Neck Cancer assist in the development of clinical services within the service. To be actively involved in ensuring the service is patient focused and reflects the changing national and local needs.
2. Maintain own patient records to ensure that relevant information is documented.
3. Prioritise own workload and ensure effective time-management strategies are embedded in own practice and act in a manner that promotes quality of care.
4. To promote awareness of the Nurse Specialist role within the Trust.
5. Provide support, guidance, advice and education to nursing staff on the Head and Neck Ward and other wards & departments within the Trust.
6. To assist in the implementation of local guidelines in response to national policy and standards of high quality cancer care to ensure the Trust achieves its targets.
7. Assist in the development and implementation of policies and procedures
8. Ensure that a high standard of communication between disciplines is maintained at all times. Ensuring appropriate referrals and liaison as per operational policy including documentation of those referrals and communications for a team and group of patients.
9. To contribute towards the development, production and implementation of the department's objectives, in line with agreed service and financial objectives.
10. Demonstrate efficient use and management of resources to ensure cost effectiveness and value for money.
11. To participate in the developing of protocols and guidelines and patient information specific to the Head and Neck Cancer Service and ensure they reflect evidence based practice.

12. Assist in the preparation for any necessary evidence for external reviews on the Head and Neck Cancer services.
13. Act as a professional role model for other nurses working with Head & Neck Cancer patients.
14. Recognises and highlights the impact of change on relevant personnel.
15. To be conversant with clinical IT packages, ensuring that required data is entered as necessary and documentation of intervention is maintained at a high standard and in line with NMC and Trust policies.
16. To respond constructively to patients / relatives comments / complaints, initiating any required investigation and documentation.

### **Professional, Performance , Development and Education**

1. Act at all times in a professional manner that promotes a positive image of the Trust and upholds its core values.
2. Practise in accordance with the NMC Code, other appropriate NMC guidelines, Trust policies, procedures and guidelines
3. Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct
4. To adhere at all times to the Dress Code and Appearance policy
5. Maintain confidentiality at all times, as required by legislation and Trust policy.
6. Take ownership of own annual appraisal, working with appraiser to ensure one is undertaken at least annually, and take responsibility for learning and development activities identified as a result of appraisal and in your Personal Development Plan (PDP).
7. To be responsible for developing and maintaining a personal portfolio of professional practice that will contribute towards continuous evidence of progress and competency in order to continue to practice as an autonomous Nurse Practitioner.
8. To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self-development
9. Participate in statutory and mandatory training as appropriate for the post.
10. To provide mentorship & supervision to new & junior members of staff within the CNS team, effectively motivating and ensuring that they have a clear understanding of their duties and responsibilities and of the standards expected of them during their span of duty
11. Act as a positive role model to others that create a learning environment to support the development of junior staff, pre-registration nurses and healthcare assistants' (HCAs') knowledge, skills and competence.
12. Supervise and evaluate the on-going development of junior members of the team in conjunction with Matron.

13. Demonstrate advanced communication skills and work towards completion of recognised advanced communication skills course
14. Participate in formal and informal education programmes to create and maintain a positive learning environment and assist with the orientation programme for new members of the nursing team.
15. Maintains an awareness of advances within the Head & Neck field thus ensuring the delivery of evidence based care to the highest standard.
16. Participates in the development and implementation of a variety of educational packages in response to service and individual need which will facilitate others to deliver a high standard of care to Head & Neck patients in a range of settings.
17. Be proactive in health promotion initiatives in a range of settings e.g. Head & Neck Cancer Awareness, Dietary advice, Family History Advice.
18. Maintain clear, accurate and contemporaneous records in line with current NMC guidelines and standards.
19. Raise any concerns regarding standards and quality of care, patient safety or any lapses in professional conduct to the Ward/Department Manager, in line with local and NMC guidelines.
20. Act as an advocate for your patients, ensuring that any barriers to the patient's opinions and wishes being heard are challenged.
21. Attend and actively participate in departmental and Centre meetings.
22. To support the department manager to assist PALS staff in helping to resolve the concerns of patients and their families as quickly as possible

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

1. 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 Utilises and promotes the use of relevant nursing research outcomes when planning and delivering care.
2. Support the Matron and Senior CNS with the Service Delivery Unit Governance Framework by ensuring any areas of clinical risk are reported appropriately.
3. Active involvement in the research process ensuring publication and dissemination of results on a local and national level.

#### **4. Managing Information**

1. Ensure accurate and timely data entry to contribute to the provision and analysis of information to improve patient care.
2. Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 1998.

3. Create and use records, including electronic, in a manner that complies with legislation, professional standards and organisational policies for record keeping.
4. Understand own and others responsibility to the individual organisation regarding the Freedom of Information Act.
5. Facilitate patients' access to records, adhering to policy, legislation, best practice and professional guidance.

### **Human Resources**

1. To ensure that all local and national HR policies, procedures and guidelines are adhered to and report any failure to do so appropriately.
2. To work with the Department Manager on the appointment of nursing staff for their designated clinical area.

### **Risk Management**

1. Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
2. Undertake mandatory and statutory training.
3. Carry out risk assessments in relation to manual handling and implement appropriate actions, including the use of taught mechanical and non-mechanical handling aids, to minimise risk to staff and patients.
4. Report incidents, accidents and near misses using the Trust's incident reporting system and in accordance with Trust policy.
5. The post holder will frequently be exposed to highly unpleasant working conditions involving exposure to uncontained body fluids, foul linen etc and should be conversant with infection control policies relating to such exposure.
6. The post holder may on occasion be exposed to verbal or physical abuse and should be fully conversant with the Trust's policy for dealing with these situations.

### **Decisions, Judgement and Freedom to Act**

1. Working within defined policies, procedures and professional standards. Working without direct supervision, seeking further advice for guidance on actions that are outside agreed defined standards.

### **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.

- To support the Department Manager in ensuring that the team develops the skills and knowledge to be able to safely and competently use medical equipment. To ensure they are aware of the need to ensure that equipment is cleaned, stored and maintained correctly and that any faults/ defects are reported appropriately.
- To assist the Department Manager in ensuring that that at all times the team work in a safe and responsible manner by demonstrating a knowledge and understanding of all Trust Health and Safety policies and the implementation of safety measures including:-
  - Fire regulations
  - COSHH Regulations
  - Moving and Handling
- To assist the Department Manager in ensuring that systems are in place to control, audit and track the use and location of medical assets and that any losses are reported in accordance with Trust policy.
- To contribute to the department's implementation of a Health and Safety management monitoring structure and as far as is reasonably practical within the designated area of responsibility maintain a safe environment for patients, staff and relatives.
- To participate in annual H&S audits, working with the department manager to rectify and address shortfalls.

### **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:

1. ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
2. 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
3. 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
4. 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.



1. **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.
2. **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.
3. **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.

### **Safeguarding Children and Vulnerable Adults**

1. 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.
2. 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 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.

This job description is represents a summary of the main responsibilities of the post and not an exhaustive list of duties to be undertaken. The duties may be redefined following discussion with the line manager.

<b>Manager</b>	<b>Post Holder</b>
<b>Signature</b>	<b>Signature</b>
<b>Date</b>	<b>Date</b>