

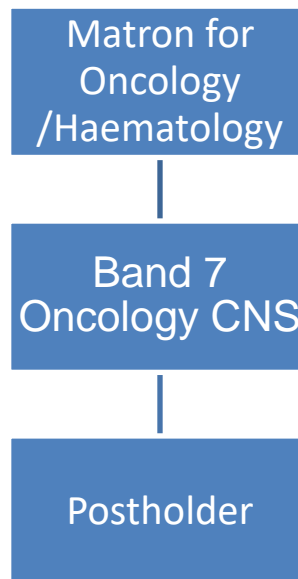
## Job Description for Band 6 Clinical Nurse Specialist for Oncology

<b>1.0 Post Title</b>	Band 6 Oncology CNS
<b>2.0 Base</b>	Shrewsbury and Telford Hospital NHS Trust
<b>3.0 Department</b>	Nursing
<b>4.0 Accountable to</b>	Matron for Oncology & Haematology/ Nurse Consultant for Haematology

### **5.0 Post purpose**

To provide specialist nursing care and advice for patients with Oncology conditions. To provide education and support to both patients and their carers. To liaise regularly with the multi-disciplinary team, maintaining good communication throughout the patient's journey. Maintaining accurate patient records, auditing data that is collated. focused service.

### **6.0 Organisational position**



### **7.0 Key Working Relationships**

- Service Users and their carers
- Oncology Nursing Team
- Oncology lead clinicians
- Oncology MDT lead
- Operational Manager, Haematology/oncology

- Lead Cancer Service Manager
- External Lead Cancer Nurse
- Professions allied to Medicine
- Palliative Care
- Radiotherapy Team
- Chemotherapy and supportive Care Teams
- Acute Oncology Teams
- Rehabilitation Services
- Macmillan Support and Information Services

Other appropriate agencies. The post holder will provide expert care for patients with Oncology needs. Providing evidence based/patient centred principles to assess, plan, implement and evaluate specialist interventions. The role will involve regular liaison with the multi-disciplinary team in the management and care of Oncology patients with a particular focus on those with colorectal, lung and upper GI cancers. To act as a role model and advocate for the specialist service, through effective leadership and as an advisory expert in Oncology care. To support patients and carers by giving verbal & written information, education & advice, as well as relevant contact numbers for ongoing support. The post holder will attend appropriate professional updates both for self-development & ultimately to enhance the respiratory service provided

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

#### **Clinical Responsibilities**

- To act as support for the Band 7 key worker CNS's in providing advice and support for the patient group, this may be throughout the patient journey but is likely to be mainly focussed on those with relatively new diagnoses starting Oncology treatments.
- To advise patients and relatives/carers on the treatment and self-management of Oncology conditions
- To work alongside the Oncology navigators to provide support for patients and carers around disease or treatment management
- To provide telephone reviews for patients with Oncology conditions. This will involve monitoring patient symptoms, treatment, compliance, and efficacy of treatment
- To liaise with the hospital based multi-disciplinary team with regard to the patients' clinical needs as necessary.
- To liaise with the Community Nurse team & multi-disciplinary team in the community for domiciliary follow ups and ongoing support for Oncology patients.
- To make relevant referrals for Oncology patients i.e., welfare advice, dietician, community palliative care referrals.
- To liaise with Oncology units and teams in other hospitals as required
- To ensure appropriate verbal, written and telephone advice is given to health care workers, carers and the public.
- To liaise with voluntary bodies as needed.

### **Management**

- To have shared clinical responsibility for managing, monitoring, and evaluating the Oncology service in line with National Oncology guidelines, Trust guidelines & NMC Guidelines.
- To participate in Oncology service development.
- Initiating change based on research/evidence.
- Be conversant with and abide by Trust policies and procedures, be active in new development of respiratory policies & procedures.

### **Research and Audit**

- Ensure that accurate documentation is maintained which is explicit in terms of diagnosis, interventions, care delivery, evaluation, and outcomes.
- Actively participating in the auditing of Oncology services and driving through change as a consequence of the findings.
- To establish systems for assessing the users' views on the quality of services provided and for involving patients, relatives and their representatives in the planning and development of services.
- Promote and disseminate research findings to support clinical practices and education within the clinical areas.

### **Education and Development**

- Maintain personal and professional development, which is commensurate with a developing Oncology service, keeping up to date with current research, nursing, and medical developments.
- Develop the knowledge and skill of staff to ensure the delivery of care to Oncology patients is of the highest standard.
- Provide a range of educational forums for staff.
- To participate in personal objective setting and review, including the creation of a personal development plan. Also, to play a key role in Service development.
- Provide education, advice and support to Oncology patients and their relatives.

### **Administration**

- Producing written protocols and guidelines on Oncology care.
- Preparing for teaching sessions.
- Completing Holistic Needs Assessment for patients as needed
- Completing multi-disciplinary referral forms.
- Updating patient documentation and signing dictated letters to GP etc.
- Answering telephone/bleep/answer phone messages
- Documenting hospital Oncology admissions.
- Photocopying paperwork.
- Ordering and restocking supplies, checking emails and post

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

- To promote successful networking between all agencies who are significant players in the care and management of Oncology patients.
- Provide professional advice and support for colleagues and all agencies involved with Oncology patients.

- The post holder will be unsupervised and jointly manage their case load independently, following codes of practice as laid down by the NMC and adhering to operational policies.
- The post holder will take part in Oncology MDT meetings. These will involve planning care pathways and treatment to support the individual and complex care needs of the patient.
- To be involved in developing, implementing, and reviewing standards of care for Oncology services.

### **Communication**

- To establish good networks with the hospital & community multi-disciplinary teams.
- Communicating sensitive information concerning diagnosis and treatment options to patients and their relatives.
- Providing emotional support to patients and relatives as required.
- The post holder is responsible for establishing positive links with external agencies.
- To ensure appropriate communication channels are in place to facilitate the flow of information within the Oncology team.
- Develop effective channels and systems of communication to ensure all patients are kept informed in a timely and appropriate manner.
- Develop good communication links with students to enhance learning.
- Be a point of contact for patients, relatives, and visitors.

### **Physical Emotional demands of the post**

- The post includes physical aspects such as case notes collection, carrying equipment for Oncology patients, IT data input and occasional moving and handling of patients with reduced mobility.
- Cross site working might be required.
- The post holder will require good sensory skills to enhance communication.
- There will be a need to respond to unpredictable work patterns and interruptions, these may occur due to individual patient needs.
- The nature of the post exposes the post holder to some episodes of patient/relative/staff distress, this can occur at any point of the patients' journey
- These episodes may include the breaking of sensitive news and providing counselling support at times.

### **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**

- 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).

## **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.

### **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
- 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.

### **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.

### **Research and Audit**

1. Together with the Oncologists and Oncology Clinical Nurse Specialists, develop auditable standards of care and initiate and participate in ongoing research, audit, and projects.
2. To promote and disseminate relevant research findings to support clinical practice and education within the department and Trust wide.
3. To establish systems for assessing the users' views on the quality of services provided and for involving patient's relatives and their representatives in the planning and development of services.

## **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.

**I confirm that I have read and agree with the contents of this job description.**

<b>Employee:</b>	<b>Manager:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>