

Job Description

Job title:	Oncology Clinical Nurse Specialist
Band :	7
Managerially accountable to:	Matron for Oncology & Haematology/ Oncology & Haematology Operational Manager
Purpose of the post:	<p>To function as an expert clinical practitioner within the oncology treatment and outpatient service.</p> <p>To act as patient key worker across the oncology treatment pathway, including chemotherapy, radiotherapy, or supportive treatments</p> <p>To undertake oncology clinic review of patients for specific cancer sites</p> <p>Co-ordinate and manage transitions of care and support for the patient and family/carer across the oncology treatment pathway.</p> <p>Provide expert nursing advice and support to other health professionals.</p> <p>Deliver specific programmes of education, and training to health care professionals.</p> <p>In collaboration with /department / Nurse Managers and Consultants, develop standards of care and patient oncology treatments pathways that reflect national guidance.</p> <p>To be pro-active in seeking to improve the service, working with key disciplines to continuously improve waiting times and access to treatment, admission avoidance and patient flow.</p> <p>The post holder will primarily work Monday to Friday office hours but will participate in out of hours working where necessary to support service delivery</p>

Clinical Practice

1.0 Holistic Patient care

- Undertake key worker role for all oncology patients undergoing chemotherapy, radiotherapy or supportive oncology treatments within specific cancer sites

- Provide in-depth key worker support for patients within a specific oncology cancer site who have complex needs; providing access to support and advice in between appointments and treatments, liaising with Consultants, other Clinical Nurse Specialists and the Chemotherapy unit as necessary.
- Ensure provision of information is available with regard to treatment to support informed consent and enable patient to make informed choices on treatment and clinical management options.
- Ensure provision of information and support is available at key stages of the oncology treatment pathway ensuring timely and appropriate referral of patients to other disciplines and agencies to include signposting to national and local support groups, benefits advice agencies and psychological support as necessary.
- Undertake regular review and revision of all patient information relevant to the specific oncology cancer site to ensure that it is up-to-date and evidence based
- Where necessary, liaise with other tumour site Clinical Nurse Specialists with regard to individual patients clinical management.
- Attend Cancer MDT/MDTS relevant to clinical role in the oncology department
- To provide an advice service for telephone queries applicable to each patient speciality about their treatment – hormones, immunotherapy, chemotherapy, radiotherapy.
- To access and liaise with the consultant oncologist advice where necessary to be able to answer a patient query
- To co-ordinate the care provided to each patient, ensuring treatment related scans or other investigations are undertaken in a timely manner
- To co-ordinate care between hospitals where required, eg where patients are receiving chemotherapy at SaTH but planned for surgery outside of SaTH (Stoke, Wolverhampton) to ensure that referrals and appointments are made as required around chemotherapy cycles
- To liaise with the patient GP where required to ensure adequate support for the patient within the community
- To refer patients as appropriate to external agencies for support – i.e welfare advice, Hamar centre for counselling support, health & wellbeing support outside the hospital, community palliative care where required, survivorship initiatives

2. **Clinical Activity**

- Develop nurse led clinics across both hospital sites, for
 - treatment reviews
 - holistic assessment of patients care needs.
- The post holder will be expected to participate in regular outpatient clinics in the oncology department each week.
- Undertake regular clinic reviews of oncology patients receiving chemotherapy, radiotherapy or supportive oncology treatments within specific cancer sites

- Undertake telephone key worker support as necessary for patients on oncology treatments
- Undertake, where appropriate, telephone reviews and assessments for patients receiving chemotherapy, radiotherapy or supportive oncology treatments.
- Where clinically appropriate undertake face to face reviews of oncology patients within a specific cancer site for patients admitted to The Shrewsbury and Telford NHS Hospital Trust (SaTH) with oncology treatment related side effects.
- Prescribe medication which, over time may include chemotherapy dose reductions for patients receiving oncology chemotherapy, with agreement by the patients own Consultant, from an approved list of drugs agreed by Drugs and Therapeutics.
- To develop early intervention clinic reviews where appropriate e.g. set up a telephone review clinic once weekly to undertake telephone assessment of all patients within the speciality who have commenced chemotherapy in the past week. This would pick up non-acute issues and address before they become acute.
- To undertake end of treatment reviews – the CNS key worker would contact each patient following the end of chemotherapy treatment and ensure they understand the on-going management and follow-up plan.

3. Professional Development and education

- Act as a resource for all disciplines within acute and primary care seeking advice regarding the management of patients receiving chemotherapy
- In collaboration with unit/ward managers develop staff induction, preceptorship and educational programmes and assessment tools for the safe delivery of oncology treatments.
- Ensure oncology competency frameworks reflect relevant Local, National and Cancer Network standards.
- Participate in individual personal appraisal to ensure personal, departmental and corporate objectives are met.

4. Service Development

- In agreement with Nurse Manager attend relevant Cancer Network /Senate Chemotherapy groups and relevant national groups / forums to ensure appropriate Health Care Professionals within the Trust are informed of key external influences that may impact the development and delivery of local services
- In collaboration with Consultants, Ward/Dept Managers and Nurse Manager
 - contribute to service improvement and development of the oncology service
 - develop strategies to seek feedback on user issues through co-ordinating patient surveys.
- Develop robust clinical patient pathways
- Participate in Cancer Peer review process relevant to oncology site specific treatment.

5. Management

- Maintain patient records to ensure that relevant information is documented
- Organise time effectively to ensure effective management of workload, prioritising work as necessary.
- Attend Trust meetings as appropriate and relevance.
- Complete Aria e-prescribing system for all patients reviewed within areas of oncology specific to practice

6 Governance, Audit and Research

- Support Oncology and Scheduled Care governance framework by ensuring any areas of clinical risk are reported appropriately and communicated to the relevant healthcare professionals accordingly
- Initiate and support local audit and research as necessary and appropriate
- Develop and review any oncology specific protocols and guidelines relevant to practice and ensure these are accessible to staff in clinical areas

7. Decisions, judgments and freedom to act

- Accountable for own professional Actions
- Works unsupervised with the ability to manage own time and prioritise workload effectively exhibiting managerial, supervisory and goal setting skills.
- Seeks advice and support for issues that have a wider impact for service across the Service delivery unit and organisation

8. 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. 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. 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. 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. 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. 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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.

- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

Physical, mental and emotional demands of the post:-

Physical	
Moving medical notes	Potential for several short periods a day
Assisting / supporting patients whilst walking	Several short periods a week
Must be able to travel between sites/ locate new areas	Several days per week
Maintain dexterity and ensure high degree of precision and hand and eye and sensory co-ordination in undertaking all aspects of chemotherapy administration.	Several sessions per week
Possess IT / keyboard skills	Several short periods per day, occasional requirement for prolonged use.
Mental effort	
Flexible working within workload which is only partially predictable	Large part of working day
Decision making re- patients condition / treatment / medication changes / referral for Consultant or other Health Care Professional opinion e.g. members of MDT, Community Services, Support services.	Large part of working day
Respond to interruptions from colleagues / patients or carers	Large part of working day
Responding to telephone / bleep/pagers	Large part of working day
Concentration required to listen so that accurate patient information is received	Large part of working day
Concentration required to listen so that accurate patient information is relayed	Large part of working day
Supporting education and developmental of others	Several times a month

Concentration required to develop and interpret guidance regarding delivery of chemotherapy services	Several times a month
Emotional Effort	
Education of patients regarding treatment options / side effects and management of symptoms	Several times a day
Dealing with patients with complex physical and psychological needs (including mental health issues)	Several times a day
Developing and sustaining working relationship with patients, relatives and community services	Large part of working day
Dealing with emotional and distressing circumstances	Several times a week