

## Job description

<b>Post</b>	Macmillan Personalised Care Transformation Lead
<b>Band</b>	7
<b>Department</b>	Macmillan Nurses
<b>Responsible to</b>	Macmillan Head of Nursing Cancer
<b>Professionally Accountable to</b>	
<b>Date written</b>	22/11/2021 v1 13/07/2022 v2
<b>Written by</b>	Ruth Giles

## Job summary

The post holder will be responsible and accountable for the implementation of personalised care and support, leading transformation of care across the organisation in line with national directives.

The post holder will work with key stakeholders to lead the implementation of stratified cancer pathways, ensuring the key elements of personalised care are implemented into clinical practice.

Expand remote monitoring to other cancer sites as systems allow and implement the patient portal into clinical practice.

Undertake audits to demonstrate the effectiveness of the transformation program, providing regular reports for key stakeholders.

## Key working relationships

Macmillan Head of Nursing Cancer  
Macmillan Cancer Information and Support Service Lead  
Lead Cancer Clinician  
Clinicians  
Managers  
Specialist Nurses  
Macmillan Cancer Support  
Primary Care  
East Midland Cancer Alliance  
Similar transformation posts

## Organisational structure



Compassion



Accountability



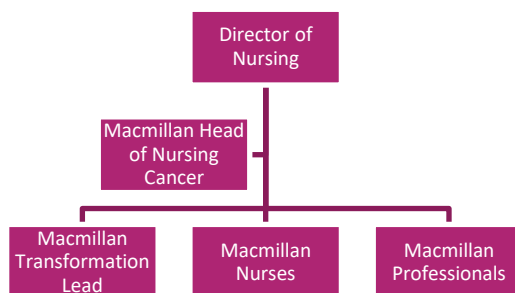
Respect



Integrity



Courage



## Main duties and responsibilities

To develop a project plan for the delivery of stratified pathways, ensuring agreed deadlines are met, reporting progress through the monthly Cancer Strategy Group

To lead the stratification of cancer pathways in line with national directives across the organisation

To take overall responsibility for the personalised care transformation program, ensuring it is planned, managed, and delivered in accordance with the agreed project plan and objectives

To implement remote monitoring as IT systems allow, training key staff on the day to day management of the tool, acting as a specialist resource when clinical problems occur

To implement the patient portal on the remote monitoring system, ensuring staff are trained in how to use the tool

To work in collaboration with the Macmillan Cancer Information and Support Service Lead to develop Health & Wellbeing programmes to support patient self-management

To work in collaboration with the Macmillan Cancer Information and Support Service Lead to deliver the 'HOPE' programme to support patients.

Liaise with Macmillan Health and Wellbeing Coordinator to enhance the Health & Wellbeing U-Tube platform, ensuring the webinars/video's address the holistic needs of cancer patients

To promote personalised care across the organisation, highlighting the benefits for patients and clinical teams

To lead change across the organisation, ensuring the key elements of personalised care are embedded into clinical practice

To influence decisions regarding the implementation of personalised care through participation in local, regional and national meetings

To identify areas of clinical practice which may be expanded to ensure the best clinical outcomes for patients

To embed cancer End of Treatment Summaries into clinical practice

To audit the completion of Holistic Needs Assessments and care plans to demonstrate the efficacy of the assessment.

To provide education and teaching on personalised care and support, ensuring staff are confident and competent in the key elements of personalised care and support

To provide leadership in the implementation of personalised care, building on good practice from other areas within the region and nationally

To be a proactive member of the East Midland Living with Cancer Steering Group, participating in the regional meetings and submitting data to demonstrate compliance with national directives

To work with a range of clinicians, other health care professionals and managers across the organisation demonstrating effective communication and negotiation skills to deliver the implementation of personalised care

To identify own personal development needs to work at advanced level and take appropriate action to ensure that these are met

To provide evidence to support professional revalidation, maintaining a personal professional profile

To participate in the formal review process and plan future personal development and competencies to be achieved

To be able to efficiently utilise different computer and communication software applications and hardware. In all aspects of work, challenge and demonstrate an ability to work across organisational and professional boundaries

To produce progress reports highlighting the achievements, risks and key challenges to program implementation.

To identify mitigating actions by working with the clinical and wider teams to ensure resolutions to the program risks and challenges can be resolved.

Responsible and accountable for the provision of safe, effectively evidence-based care, demonstrating an analytical approach to research

To collect and analysis comprehensive data to demonstrate the effectiveness of the program

To work with clinical ECAGS to review the tumour site pathways and follow-up arrangements for cancer patients, implementing agreed protocols at a local level

Monitor practice and standards of care by conducting local audit and participating in regional and National audits

To Benchmark with other organisations to share and implement best practice

To develop a range of techniques to capture the cancer patient experience.

### **Statutory and miscellaneous**

- Takes responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns of if registration lapses or expires (all registered staff).
- This post involves incidental access to the public and does not have access to children and/or vulnerable adults, as defined by the Disclosure and Barring Service (DBS). Therefore, no DBS check is required of the post holder (this statement relates to non-patient facing / non clinical roles)
- If you have not had a satisfactory DBS check within the last three years you may be required to apply for an updated DBS check during your employment.
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient confidentiality at all times, including adherence to the Data 6 Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- This post is subject to the terms and conditions of employment of Kettering General Hospital NHS Foundation Trust.
- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post, and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. It is the Group's aim to reach agreement on reasonable changes, but if agreement is not possible the employing Trust reserves the right to effect changes to the postholder's job description after consultation with them. Appropriate notice of such changes will be given.

### **Confidentiality, Data protection and data quality**

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- uphold its principles; and
- adhere to Trust policies and to maintain strict confidentiality at all times

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained (where appropriate).

### **Safeguarding Children & Adults at Risk**

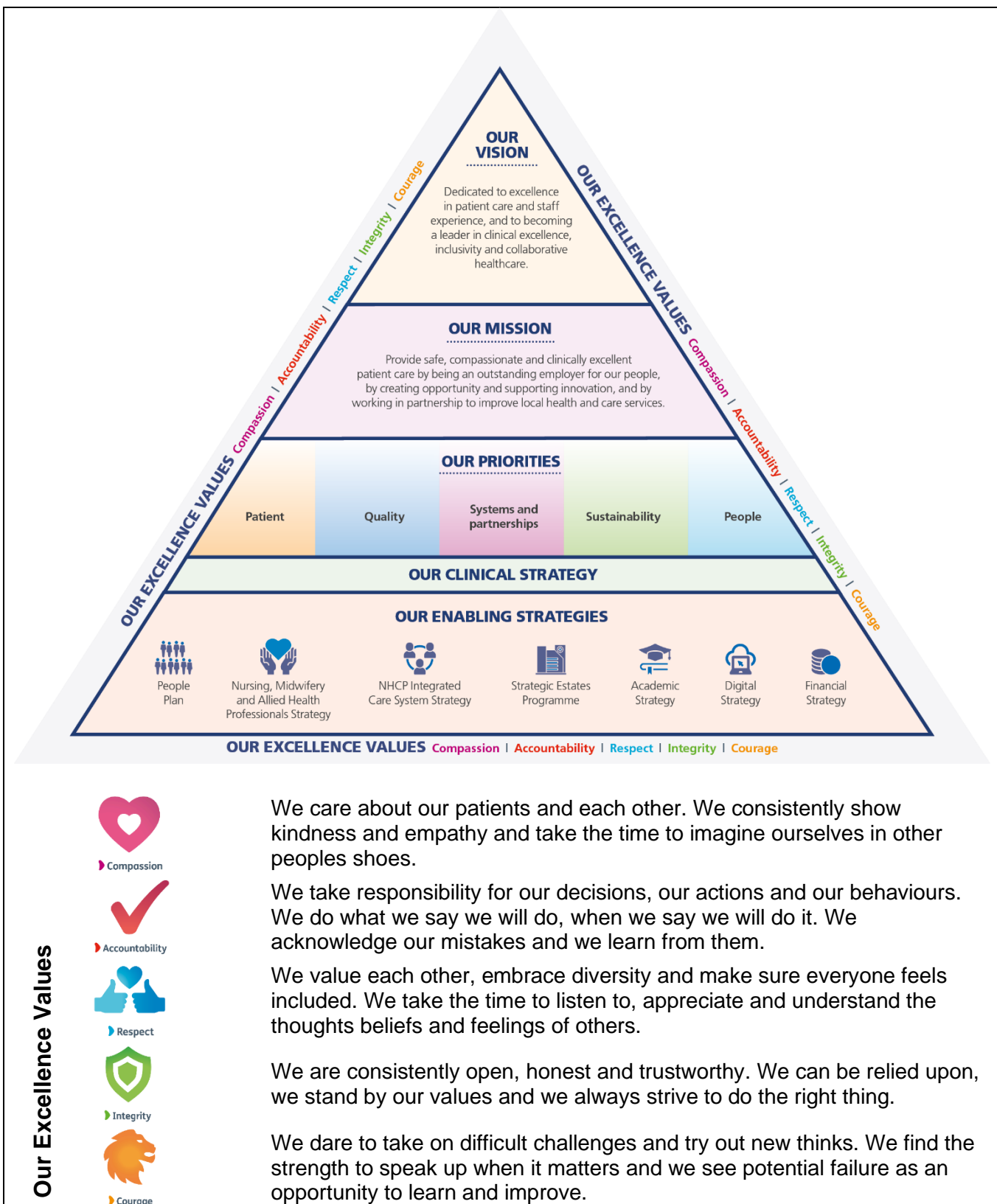
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

### **Our Vision and Values**

Kettering General NHS Foundation Trust and Northampton General Hospital NHS Trust are both part of the University Hospitals of Northamptonshire NHS Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information about working for us:

- [Kettering General Hospital NHS Foundation Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)



Shortlisting Criteria	Essential	Desirable
<b>Education, Training &amp; Qualifications</b>		
Registered Nurse/AHP	x	
Master's Degree or relevant level of training	x	
Qualification in programme management or equivalent level of education or training	x	
'HOPE' Facilitator or willingness to undertake training to acquire 'HOPE' facilitator competency		x
<b>Knowledge &amp; Experience</b>		
In-depth knowledge about the stratification of cancer pathways including the key elements outlined in the national personalised care and support agenda	x	
National frameworks related to cancer care	x	
Considerable experience of program management	x	
IT literate	x	
Competence in hospital- based computer systems. E.g. Office 365, Care-flow, Somerset Cancer Registry and specifically the 'remote monitoring module'		x
Experience in managing service transformation /change		x
<b>Skills</b>		
Proven analytical, numeracy and project management skills	x	
Leadership & Management skills	x	
Able to work as an Autonomous Practitioner	x	
Ability to write a project plan and produce high level reports	x	
Act as a change agent	x	
Able to work under pressure and to meet agreed deadlines	x	
Presentation skills		x
Negotiating skills		x

Key Competencies/ Personal Qualities & Attributes		
Passionate and committed to the provision of high-quality patient centred care	x	
Highly self-motivated, conscientious in approach and pays attention to detail	x	
Ability to work flexibly across hospital, community sites and other locations	x	