

JOB DESCRIPTION

JOB TITLE:	Breast Pain Nurse Advanced Nurse Practitioner	
DIVISION:	Network Services	
SALARY BAND:	8A	
RESPONSIBLE TO:	Consultant Nurse - Breast Service	
ACCOUNTABLE TO:	Head of Nursing for Network Services	
HOURS PER WEEK:	37.5	
LOCATION:	Royal Free Hospital	
MANAGES:	Directly:	
	Indirectly:	
SUMMARY OF ROLE		
<p>The post holder will be</p> <ul style="list-style-type: none"> • responsible for developing a community based breast pain service within the Trust and NCL, within the national guidelines • working within the network teams and Cancer Alliance to enhance breast pain services • working in an advanced managerial role, leading and developing nursing practice within the specialty • practising at an advanced clinical level, demonstrating a sound knowledge of and experience in the specialist area of breast disease • supporting the breast family history and genetics service • co-ordinating clinical services and ensuring continued development and expansion of nurse led services • actively participating in the development work of the Clinical Pathways Group to enhance patient focused clinical practice • a member of the relevant service groups and represent nursing issues Trust wide and at Network level and effectively communicate with these services, demonstrating sound knowledge of relevant health service policy 		

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel: Welcomed all of the time; Confident because we are clearly Communicating; Respected and cared for; Reassured that they are always in safe hands

CLINICAL EXPERT RESPONSIBILITIES

- Alongside the lead consultant and directorate team, lead in the development of network care pathways for patients requiring breast pain services.
- To be nursing lead for nurse led breast cancer follow up clinics through personal delivery and supervision of breast clinical nurse specialists.
- To develop and implement guidelines for referral and follow up of breast pain and family history services within the Trust.
- To liaise with the MDT co-ordinator to support the clinical service and participate in tracking patients.
- To initiate/review relevant investigations, imaging and tests in conjunction with the SMDT and with agreed guidelines.
- To act as one of the key link clinicians to accept direct referrals from designated local centres.
- To lead, negotiate, supervise, participate in, and manage caseload of patients within nurse led clinics.
- To undertake expert nursing practice alongside students and all levels of qualified nursing staff.
- To participate in the Network Risk Reducing Mastectomy Multi-disciplinary Meeting and effectively communicate the outcomes to patients.
- To make advanced, evidence based decisions, in partnership with patients and other professionals, using agreed protocols, but also where there are no appropriate precedents.
- To co-ordinate the breast cancer contribution to nursing practice policies & procedures across nurse led clinics and breast surgery inpatient ward
- To act as an advocate and empower patients, their families and other carers to participate in decisions concerning their care
- To ensure all patients receive Holistic needs assessment at the appropriate intervals in the pathway.

- Complete Level 2 psychological training and attend monthly clinical supervision sessions.
- To lead on up to date written patient information and ensure Royal Free London written information available at regional Trusts prior to referral
- Ensure safe and timely repatriation of patients back to local hospital / oncology clinic following post-operative follow up appointment
- To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care.
- To document and maintain accurate records in line with professional standards of record keeping.
- To act as a clinical expert role model in nursing care to other nurses within the Trust

RESEARCH

- To evaluate practice using a range of research methods and be able to critically analyse research findings
- To lead in the application of evidence based practice for patients undergoing breast surgery and their subsequent cancer pathway
- To generate own, original nursing research
- To carry out grant applications where suitable to fund nursing research.

LEADERSHIP

- To have overall responsibility for Clinical Nurse Specialists in the Breast cancer service
- Through effective leadership ensure patients are receiving high quality, appropriate nursing care within all areas of responsibility working with the Clinical Nurse Specialists.
- To exercise leadership and inspire colleagues, to improve standards and quality and to develop professional practice.
- To liaise and maintain close links with local Primary Care Groups in order to seek and provide the services that they require in relation to breast services and ensure that patients receive a high quality service.
- To provide support to Directorate team for the planning for future service developments and the strategy for the breast cancer service.
- To develop appropriate strategies to make use of technology in the interests of patients and clients.
- To attend and be an active participant in relevant clinical and managerial groups within directorate, corporately and externally.

- To act as expert nurse for renal cancer service in implementing relevant National Service Frameworks across the Trust and outside organisations.

QUALITY / SERVICE IMPROVEMENT

- In conjunction with the multi-professional team develop annual objectives and strategies for the Royal Free Breast Cancer Service
- In conjunction with the Clinical Pathway's Group, identify and implement service delivery for Breast Cancer patients across the trajectory
- To lead and identify potential service improvements within the breast cancer service
- To input and maintain data base to monitor outcomes for the service
- To develop and monitor visits by Clinical Nurse Specialists to hospitals within the network
- To co-ordinate the review, development and audit of research-based policies within the breast pain service.
- To be an advocate for service users to highlight service deficiencies to improve patient centred care. Complete annual patient experience survey and develop an action plan
- To lead on compliance of nursing measures in peer review process for breast pain and family history patients at the Royal Free London.

COLLABORATION

- To represent the nursing views on breast cancer care at the Speciality Groups/committees both internally and externally at the London Cancer meetings and beyond.
- To share expertise with healthcare professionals on a nationwide level through professional conferences, forum and bodies.
- To initiate and develop collaborative care strategies by using expertise in relevant multidisciplinary meetings.
- To promote the breast pain service within the Trust, London Cancer and National forums.

EDUCATION

- To act as a resource for breast cancer services across the Trust, networks and community where appropriate
- To participate in the education, training and development of nurses at all levels. He/she will have a key role in developing supporting advanced skills for nurses in specialist practice
- To represent educational, developmental and training issues for area of responsibility both internally and externally as appropriate

- To facilitate and participate in Trust wide and National study days, including the Association of Breast Surgery and the British Association of Surgical Oncology

CONSULTANCY

- To provide advice and support to all health care professionals in relation to patients pre and post Breast cancer surgery
- To provide support and advice to other nurses within Breast cancer surgical nursing in developing roles nationally
- To promote the principles of clinical supervision and act as a supervisor for others.

RISK MANAGEMENT / CLINICAL GOVERNANCE

- To continuously assess and monitor risk in own and others practice and challenge about wider risks.
- All staff have a responsibility to report all clinical and non-clinical incidents promptly and when requested to co-operate with any investigation undertaken
- To lead the implementation of the Trust Clinical Governance agenda within all areas of responsibility procedures.
- To co-ordinate the investigation and resolution of complaints within area of responsibility ensuring lessons learnt are implemented and audited.
- To participate /adhere to the 'Savings Lives 'Policy for Infection control.

EQUAL OPPORTUNITIES

The Trust has adopted an equal opportunities policy and all employers must be aware of their obligation to abide by the spirit and nature of the policy to avoid direct/indirect discrimination.

PROFESSIONAL

- To always behave in a manner that is professional, positive and polite
- The post holder is required to act in accordance with NMC 'Code of Professional Conduct' with particular reference to limitations of competence and conduct.
- To be responsible for ensuring that s/he remains aware of current developments in Nursing, the Health Service and relevant specialist clinical practices
- To promote the principles of clinical supervision and act as a supervisor for others

GENERAL RESPONSIBILITIES

- To safeguard at all times, confidentiality of information relating to patients and staff
- As an employee of the Royal Free London NHS Foundation Trust you will be expected to practice at all times in accordance with the infections control standards specified in trust

policies and procedures and the Health Act (2006) Code of Practice for the prevention and control of health care associated infections

- To avoid behaviour which discriminates against service users and your fellow employees / potential employees on the grounds of sex, sexuality, marital status, race, age, colour, nationality, ethnic origin, religion or disability.
- Be aware of the responsibilities placed upon you under the Health & Safety at work act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.
- To demonstrate an understanding of and adhere to the trust's child protection policies.
- To liaise and work with other specialist nurses across the trust to share best practice and ideas to strengthen nursing practice

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The postholder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The postholder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receives appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff does not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

CONDITIONS OF SERVICE

- Hours: 37.5 per week (adapted to meet the needs of the service).
- Annual Leave: 28-33 days + 8 bank holidays.
- Notification of leaving: three months written notice.
- This job description is not definitive and is subject to variation from time to time following discussion with the post holder.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may therefore be amended in consultation with the post holder.

PERSON SPECIFICATION
POST TITLE: Lead Nurse Specialist Practice
Band 8a Breast Pain

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I) Test (T)
Royal Free World Class Values	<ul style="list-style-type: none"> • Demonstrable ability to meet the Trust Values <i>Positively</i> welcoming <i>Actively</i> respectful <i>Clearly</i> communicating <i>Visibly</i> reassuring 	<ul style="list-style-type: none"> • E 	<ul style="list-style-type: none"> • A / I
Education & professional Qualifications	<ul style="list-style-type: none"> • Registered general nurse • Relevant first degree • Masters degree or working towards • Appropriate teaching certificate or extensive teaching experience • Experience of independent breast examination practice • Advanced assessment qualification • Evidence of recent professional / management / leadership development • Non- medical prescribing course or willingness to undertake 	<ul style="list-style-type: none"> • E • E • D • E • E • E • D • D 	<ul style="list-style-type: none"> • A • A / I • A/I • A/I
Experience	<ul style="list-style-type: none"> • Substantial experience in a senior nurse operational role in an acute NHS setting • Experience in setting up and running nurse led clinics • Proven ability to initiate audits/research & assess evidence • Knowledge and experience of leading significant change, delivering tangible and sustained improvements • Experience of developing business and workforce plans in line with future service requirements • Extensive knowledge and experience of practice and policy across a broad range of responsibilities, e.g. financial systems & budgetary control, corporate and clinical governance, health & safety and human resources • Experience of motivating staff and improving individuals and team performance • Able to build rapport and credibility with senior clinical and managerial colleagues • Experience of managing employment relation issues 	<ul style="list-style-type: none"> • E • D • E 	<ul style="list-style-type: none"> • A / I

	<ul style="list-style-type: none"> Budgetary management skills 	<ul style="list-style-type: none"> E E 	<ul style="list-style-type: none"> A / I A / I
Skills and aptitudes	<ul style="list-style-type: none"> Excellent communication skills and highly developed interpersonal and influencing skills Ability to act autonomously in planning & implementing tasks Ability to organise diverse teams to deliver high standard of patient care Evidence of participation in audit & the promotion of evidence based practice Proven ability to influence others through research findings To prepare written reports and contribute to business planning and service delivery Open, participative, dynamic and supportive leadership with a flexible management style Successful track record in conflict resolution and performance management 	<ul style="list-style-type: none"> E E E E E E E E 	<ul style="list-style-type: none"> A / I
Personal Qualities and attributes	<ul style="list-style-type: none"> Highly professional role model Organisational skills - able to deliver objectives within an agreed timeframe Demonstrates the ability to work in a multi professional team Ability to work under pressure Continues to advance their specialist knowledge & understanding Ability to reflect, question & evaluate own practice To be flexible and approachable 	<ul style="list-style-type: none"> E E E E E E E 	<ul style="list-style-type: none"> A / I