

Job Description

Position:	Acute Oncology Clinical Nurse Specialist – Acute Oncology (AO)
Division:	Cancer and Diagnostics Division
Responsible to:	Macmillan Lead Cancer Nurse
Responsible for:	Delivery of Acute Oncology Service
Reports to:	Lead Acute Oncology Clinical Nurse Specialist
Band:	7
Location:	East Surrey Hospital
Disclosure required:	Full Disclosure

Job purpose

The key function of the Acute Oncology Service Clinical Nurse Specialist is to co-ordinate the delivery of a comprehensive acute oncology service within the Trust. The implementation of the acute oncology service is in line with the National Chemotherapy Advisory Group (NCAG) report and subsequent Acute Oncology Service Measures.

The AOS clinical nurse specialist is a key member of the Trust's Acute Oncology and Cancer of Unknown Primary team, working in conjunction with the oncologists to provide a five day service throughout the Trust. As a key member of the service you will provide early assessment, input and coordination of specialist care to oncology patients by enabling: -

- Faster and better care of patients with complications of chemotherapy, radiotherapy and cancer treatments (early recognition, better treatment, early discharge)
- Faster and better care of patients with complications of cancer (early recognition, better treatment, rapid referral back to specialist oncology team, palliative care team etc.)
- Appropriate investigation of patients who might benefit from treatment for unknown primary cancers (targeted investigations, rapid triage of patients into specialist oncology or palliative care)

You will under-take assessment, implement patient care and give advice in acute oncology utilising specific clinical knowledge, skills and experience.

You will work alongside other clinical colleagues in cancer care, MDT members, palliative care, emergency care, acute medicine, radiology, pathology and other Acute Oncology services locally,

primary care and voluntary sector services across the Cancer Network to ensure quality of care to the patients is maximised. This will include the development of clinical guidelines and education programmes and monitoring the impact of the service using agreed AOS pathways and monitoring a number of key metrics.

You will also act as a key worker for patients diagnosed with Cancer of Unknown Primary.

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

Our objectives

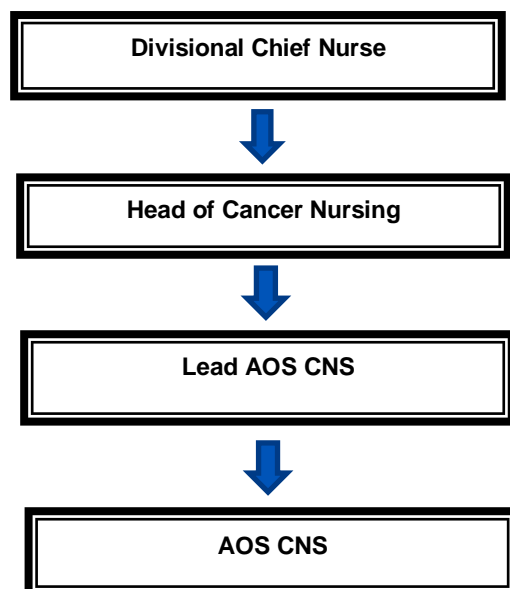
1. **Safe** – Deliver standardised, safe, high quality care, which pursues perfection and puts SASH in the top 25% performers nationally.
2. **Effective** – As a teaching hospital, deliver effective and sustainable clinical care, which focus on outcomes, innovation and technology.
3. **Caring** – Develop the compassionate care we provide in partnership with patients, staff, families, carers and community services.
4. **Responsive** – Be the hospital of choice for our local people delivering services in response to the needs of our population.
5. **Well led** – Be a high quality employer that focuses on staff health and wellbeing and delivers patient-centred, clinically-led, efficient services.

Key working relationships

The post holder will work alongside other clinical colleagues including the Acute Oncology Consultants, but also the site-specific clinical nurse specialists, MDT members, the palliative care team, emergency care, acute medicine, radiology, pathology, other Acute Oncology services locally,

primary care and voluntary sector services across the Cancer Network to ensure quality of care to the patients is maximised.

Structure chart



Main duties and key responsibilities

1.0 Principle Accountabilities

Liaising with the relevant medical teams and Consultant Oncologists, working autonomously but within defined competencies to:

- 1.1 Access, plan, implement and evaluate AOS pathways
- 1.2 Provide expert advice and clinical practice
- 1.3 Provide specialist AOS education and training to others
- 1.4 Work collaboratively and co-operatively with clinical colleagues to develop services and the quality of care delivered, including networking with AOS nurse specialists and services in other acute providers in the cancer network
- 1.5 Lead the development of clinical services within the specialist field

2.0 Clinical Responsibilities

- 2.1 Perform comprehensive assessment of patient nursing needs, plan, implement and evaluate care delivery
- 2.2 Perform advanced clinical skills in assessment and/or diagnosis and/or treatment
- 2.3 Ensure all patients admitted with complications related to cancer or its treatment and those admitted as emergencies with previously undiagnosed cancers are reviewed by the AOT within 24hrs of admission or the next working day.
- 2.4 Provide support to patients seen in the Malignancy of Unknown Origin clinic.
- 2.5 Act as key worker to Cancer of Unknown Primary patients.

- 2.6 Work at improving the pathway for patients with malignant brain tumours, offering key worker support and coordinating care.
- 2.7 Collect, collate, evaluate and report information, maintaining accurate patient records and facilitating handover for the AO team
- 2.8 Involve patients and carers/relatives in the planning and delivery of care and development of services
- 2.9 Monitor investigation results, initiating further assessment/review of treatment pathway as required
- 2.10 Work collaboratively with other professionals and agencies to ensure patient needs are met, especially in relation to ongoing care needs and discharge arrangements
- 2.11 Establish and maintain effective communication with patients and carers/relatives and professionals across health and social services
- 2.12 To undertake non-medical prescribing duties within the legal framework for nurse prescribing and adhere to the Trust's Policy for Non-medical Prescribing
- 2.13 In keeping with the NMC "Code of Professional Conduct" and "Standards of Proficiency for Nurse and Midwife Prescribers", keep up to date with best prescribing practice in relation to the management of conditions within his/her specialist area
- 2.14 Undertake regular audits of his/her prescribing practice

3.0 AO Service Responsibilities

- 3.1 To deliver an acute oncology service which meets national guidance and is in line with Quality Surveillance Programme requirements
- 3.2 To be an active member of the Trust's Acute Oncology Team.
- 3.3 Produce appropriate metrics to monitor delivery of the acute oncology service and its impact on emergency admissions.
- 3.4 To highlight risks relating to the AO service and develop remedial action plans for inclusion in the Trust's Risk Register
- 3.5 To implement Cancer Alliance agreed protocols and guidelines within the Trust. This will include the one hour antibiotic pathway and to establish an audit to monitor compliance
- 3.6 To identify the optimal process to flag patients to the AOS team if admitted through A&E, MAU
- 3.7 To work with the acute, primary care and voluntary sector providers Cancer network and commissioners of services to develop a whole systems approach to communicating the acute oncology service to stakeholders, patients and the public
- 3.8 To work with commissioners and the Cancer Network to ensure patients have access to telephone advice 24/7 and professionals have access to on call oncology advice

4.0 Managerial/Leadership

- 4.1 Provide specialist, expert clinical knowledge to clinical colleagues, patients and carers/relatives
- 4.2 Undertake clinical supervision of nursing colleagues on an individual or group basis

- 4.3 Evaluate service delivery against key performance targets, National Quality Measures, identify areas for improvement and initiate change
- 4.4 Ensure the effective and efficient use of physical and financial resources; make recommendations regarding supplies and equipment
- 4.5 Collect, collate and report activity data to key stakeholders, producing regular formal reports
- 4.6 Work with clinical and managerial colleagues to implement and establish processes to monitor the national standards within the trust. This will include implementing the Quality Surveillance Programme using supporting evidence including annual reports, action plans and service improvement initiatives
- 4.7 To attend and contribute to any relevant MDT and management meetings to ensure the best delivery and coordination of care to patients.

5.0 Education and Development

- 5.1 Identify learning needs, plan, deliver and implement evaluate programmes of education to meet identified need in line with national guidance for AOS.
- 5.2 Participate in the education of pre and post registered nurses, medical staff, AHP's, patient and carers and participate in curriculum development and assessment of competencies where appropriate
- 5.3 Address specific health targets etc. CQC, NICE Guidance, National Cancer Measures, NSF related to own area of practice through education
- 5.4 Ensure own compliance and compliance of others with regard to mandatory training and Revalidation requirements

6.0 Clinical Governance

- 6.1 Identify need for, participate in and undertake, research, clinical audit, benchmarking and equipment for trials, in order to improve effectiveness of patient care
- 6.2 Disseminate research and audit findings through presentation to professional groups and publication
- 6.3 Responsible for the development and implementation of policies, procedures and guidelines relevant to own area of work
- 6.4 Promote patient and public involvement activities in the specialist area, leading to service improvement
- 6.5 Promote people's equality, diversity and rights

Key attitudes and behaviours

These reflect the Trust values and include:

- Employing a logical, problem-solving approach based on evidence
- Behaving in a respectful way to manage and negotiate differences of opinions and perspectives in complex situations

- Acting with compassion
- Assuming a collaborative team approach to situations and ensuring stake holders are informed
- Acting as a facilitator in the care of cancer patients
- Actively seeking to continuously improve practise and processes
- Committed to and an active participant of the team
- Excellent time management and time keeping
- To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors.
- To be aware of, and work within, the Trust policies, with particular attention to Clinical Governance issues, and to attend the Trust's statutory training/update sessions.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the UK Policy Framework for Health and Social Care Research. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards.

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Person Specification

Essential	Desirable	Evidenced by
Qualifications		
1 ST level registered Nurse with current registration	Evidence of study at Masters Level	Application and interview
1 st degree (health related)	Non Medical Prescriber	
Relevant post registered qualifications in cancer/ Acute / emergency care	Clinical Examination Module at Level 6/7 or willing to work towards	
Advanced communication training		
Teaching qualification e.g. ENB 998 or equivalent	Psychological support, training at level 2	
Evidence of recent professional development		
Experience		

<p>Minimum of 3 years post registration experience with at least 1 year at Band 6 or above within an acute cancer/ emergency care, other acute setting or palliative care</p> <p>Demonstrates advanced clinical skills in managing complex care situations</p> <p>Wide range of experience in providing multi-disciplinary education within the specialist field</p> <p>Practical experience of participating in change / developing practice, project management</p> <p>Experience of undertaking and applying research, audit to deliver the clinical governance agenda</p>	<p>Recent experience within primary and secondary care environments</p>	<p>Application and interview</p>
Knowledge, Skills and Competencies		
<p>Ability to deal with challenging situations</p> <p>Ability to manage conflict and differences of opinion</p> <p>Prioritising, planning and coordinating skills</p> <p>Excellent written and verbal communication skills, demonstrating the ability to communicate sensitive and complex information</p> <p>Understanding of how cancer care is delivered</p>	<p>Knowledge of audit process</p> <p>Understanding of clinical trials process</p>	<p>Application and interview</p>

Understanding of cancer treatments and their side effects		
Behaviours and Values		
Flexibility in shift/working patterns to meet the needs of the service		Application and Interview
Is able to participate as a team member		
Is of good health and good character as per NMC requirements		
Willing to accept additional responsibilities as delegated by senior staff		
Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality		