

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

JOB DESCRIPTION

Post Title: Cancer Genetics and Family History Clinical Nurse Specialist

Division: Allied Clinical Services (ACS)

Banding: 7

Responsible to: Nurse Consultant - Colorectal

Accountable to: Macmillan Head of Nursing for Cancer and Haematology

Hours: 15

Job Summary:

In line with the Trust's Annual Business Plan you will provide a high quality advanced expert nursing practice and cost-effective service to patients requiring routine and emergency care, from outpatients, pre-admission through to discharge and review at home.

The Division aims to provide an environment conducive to the on-going development of all staff and advancements in the quality of the service by ensuring provision of a high standard of training, teaching and clinical care within the acute/community setting.

To provide clinical support carrying out independently or assisting with interventional/investigational procedures in which full training has been undertaken based on clinical practice standards.

The Clinical Nurse Specialist will be an advanced and experienced practitioner within their speciality.

The role of Clinical Nurse Specialist requires a high degree of personal professional autonomy and making clinical judgements. Taking sole and joint responsibility for the patient and procedure during diagnostic and therapeutic interventional procedures to ensure a successful patient based outcome within the acute setting, which will require assessment, planning and implementation of treatment.

To give advice and guidance both to Consultants and other speciality professionals on interventional procedures and clinical practice.

To be responsible for the nursing leadership within the specialty and giving support and guidance within the multidisciplinary team, contributing to the high quality care given to patients, in accordance with clinical governance. The postholder will ensure delivery and expansion of an expert and advanced nurse-led service through effective interdisciplinary care, utilising clinical and managerial expertise, which will include a review of the effectiveness of treatment.

Key Result Areas & Performance:

All the following are to be carried out while working in close collaboration with members of the multi-disciplinary team led by a Consultant. To demonstrate clinical expertise within the speciality and work autonomously, managing own allocated clinics independently and seeking guidance/support when necessary.

- To co-ordinate the specialty care within the Trust, including outreach clinics within the region.
- To become an essential member, and point of contact and resource for the multi-disciplinary team and patients and carers.
- Carries out diagnostic/therapeutic interventions as an independent practitioner, interprets, writes reports and commences further possible treatment on the basis of the findings.
- Carries out complex therapeutic/investigational procedures under indirect supervision of the Consultant. Ensuring that they are carried out using safe practice and under agreed guidelines/protocols to ensure that the highest possible standard is obtained based on competent clinical practice.
- To demonstrate the ability to develop new skills, to provide an expert high quality, nurse-led service.
- To provide ongoing follow-up care and support (home visits / telephone support / nurse/midwife led clinics / outpatient clinics and outreach clinics)
- To develop the service in a structured interdisciplinary way, initiating on-going change and progression in the expanding role of a Clinical Nurse Specialist/Specialist Midwife.
- To develop interdisciplinary clinical management protocols and work within them.
- Autonomously or in collaboration with the multidisciplinary team, manage the care of patients carrying out relevant interventions, within agreed clinical protocols and in line with current practice/trends.
- To offer a supportive service to patients and their carers, disseminating specialist knowledge enabling individuals to try and adapt to any changes to their body image and life experiences. Liaising with other healthcare professionals when necessary.
- To provide, promote and maintain a support and advice service to patients and their carers, to include provision of information giving from diagnosis through to all stages of the disease process, in liaison with relevant healthcare professionals.
- To maintain accurate and legible records of all clinical and legal documentation with regard to Statutory and Trust policies.
- To assess, develop, implement and evaluate programmes of care within the acute and community setting
- To control patient admission via direct referral and with consultant guidance and supervision.
- Be aware of, understand, and act upon the Divisional Business Plan, with particular reference to nursing care, in order to participate in the re-formulation of nursing aspects of the plan.
- When required, investigate the nursing aspects of incidents/complaints and initiate corrective action.

Workforce

- To line manage, a cohort of staff ensuring HR processes are followed.
- To provide advanced specialist knowledge and education, acting as a clinical resource to the Trust, CCG and Trust affiliated Universities.
- In conjunction with Ward Managers and Heads of Departments and the CCG assess learning needs and organise training and teaching programmes to fulfil the areas and individuals' learning requirements within the specialty.
- Take part in the selection, orientation and development of relevant staff and students within the service.
- Promote staff confidence and competence and therefore assist job satisfaction and staff recruitment and retention.
- Identify the requirements to carry out the specialist role, implement and manage the service, developing the role in line with patient and service needs.

Financial

- Responsible for service budget.
- Take responsibility for the effective and efficient use of resources, being aware of resource requirements and limitations.
- Ensure all equipment and supplies in the clinical area are maintained to enable delivery of efficient and safe care.
- Evaluate equipment and make recommendations relevant to purchasing policies in conjunction with Procurement.
- Authorise the issue of appropriate appliances to patients within the Trust and community setting.

Partnerships

• Communications and Relationships

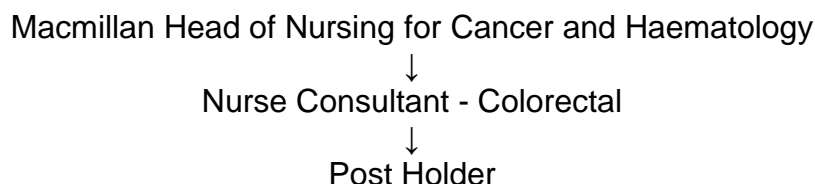
- Possess excellent communication skills to facilitate the collaboration between all professionals in the complete care and management of all patients within their speciality.
- Work in partnership with Ward Managers and Consultants and extended members of the multidisciplinary team, within the Trust and community in order to provide a coherent patient-centred service.
- To ensure effective communication networks are established and maintained with all disciplines, patients and relatives/carers, to include Community Health Care Teams.
- To communicate highly sensitive information, opens barriers to information. Demonstrates sensitivity, empathy and reassurance.
- To provide advice, support and education to both inpatients and outpatients who may use the service, to include the development and regular reviews of relevant written patient and carer information.
- To access effective clinical supervision to allow personal reflection on own practice and self-development both personally and professionally.
- To be an active member of the Lead Nurse Group and other relevant external specialist groups.
- Develop links within the Trust and outside agencies to organise and implement practical instruction for HCAs, Pre-Registration and Post-Registration nursing staff and Medical staff both in a theoretical and a clinical setting.

- Support and assist other specialties within the Trust with relevant clinical issues and those of service development.
- Act as a resource for specialist knowledge and skills related to care and for the development of research-based practice.
- Represent their speciality clinically, both internally within the Trust, and externally.
- Act as a representative of the Trust at local/national educational meetings
- Promote and undertake, where appropriate, nursing research and to publish the outcome in order to update own knowledge and promote excellence in clinical practice.
- Be aware of and participate as necessary in clinical research trials for patients, liaising with relevant Healthcare professionals.
- Utilise research findings, where applicable, in the delivery of specialist patient care, disseminating relevant information to colleagues.

General

- Develop guidelines, set standards, policies and protocols to ensure the provision of a safe and effective, research/evidence based nurse led service.
- To initiate and participate in nursing and clinical audit, taking action to improve any areas of weakness
- Continually monitor and evaluate the service through the facilitation of quality assurance tools in the clinical area.
- Monitor and evaluate the role of the Clinical Nurse Specialist/Specialist Midwife within the Trust.
- Be self-aware, taking own continuing education and professional development needs into account, accessing advice, guidance and support.
- Keep up to date with current trends and developments in nursing practice related to your speciality.
- Ensure all Trust/Divisional nursing policies/protocols and procedures are adhered to, including EC Directives, Health and Safety and Work, COSHH and Moving and Handling Codes of Practice.

Structure Chart



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Data Protection Act

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

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- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
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Safeguarding Children

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

Role Model the NHS Values

Respect and dignity. We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment to quality of care. We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion. We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving lives. We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it - in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

Working together for patients. We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

Everyone counts. We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken - and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • MSc level learning • RN / RM – Part 1 • Relevant specialist course or similar – family history assessment/genetics • Mentorship course (supervising and assessing) • Advanced training/skills in invasive/therapeutic/diagnostic procedures relevant to speciality. • In-depth knowledge of anatomy related to speciality – breast/colorectal • Knowledge of conditions, management and treatment of cancer including surgery/chemotherapy/SACT, radiotherapy 	<ul style="list-style-type: none"> • Knowledge of quality standards • Counselling course • Non-Medical Prescribing • Advanced Communication Skills Training • Level 2 Psychological assessment
Experience	<ul style="list-style-type: none"> • Senior clinical experience within their speciality - family history/genetic counselling • Experience in Practice Guideline Development • Audit and Research Experience • Evidence of clinical leadership qualities • Ability to prioritise and organise workload • Ability to work autonomously and as a member of a multi-professional team • Evidence of using primary and secondary healthcare teams and resources • Ability to clinically lead and direct staff • Experience in patient advocacy 	<ul style="list-style-type: none"> • Lead an audit and/or research study • Presentation and publishing experience • Caseload management • Leading a service
Knowledge	<ul style="list-style-type: none"> • Excellent verbal, written and interpersonal communication skills • Counselling skills • Computer Skills • Ability to conduct own project successfully and follow them through 	<ul style="list-style-type: none"> • Change management • Statistics and report writing
Personal Qualities	<ul style="list-style-type: none"> • Maturity and self-awareness 	

	<ul style="list-style-type: none"> • Creative, lateral thinker • Sensitivity based on knowledge • Flexible and positive approach to work • Enthusiasm and motivation • Good health and attendance record • Evidence of clinical leadership qualities • Commitment to nursing • Committed to collaborative working 	
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Occupational Health	Does this post require EPP clearance?	Yes/No
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Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's Signature: **Date:**