

## JOB DESCRIPTION

<b>Job Title</b>	Colorectal Cancer Clinical Nurse Specialist	<i>HR use only</i>  <b>Job Reference Number</b>
<b>Reports to:</b>	Consultant Cancer Nurse	
<b>Accountable to:</b>	Clinical Lead Colorectal MDT	

### Job Purpose

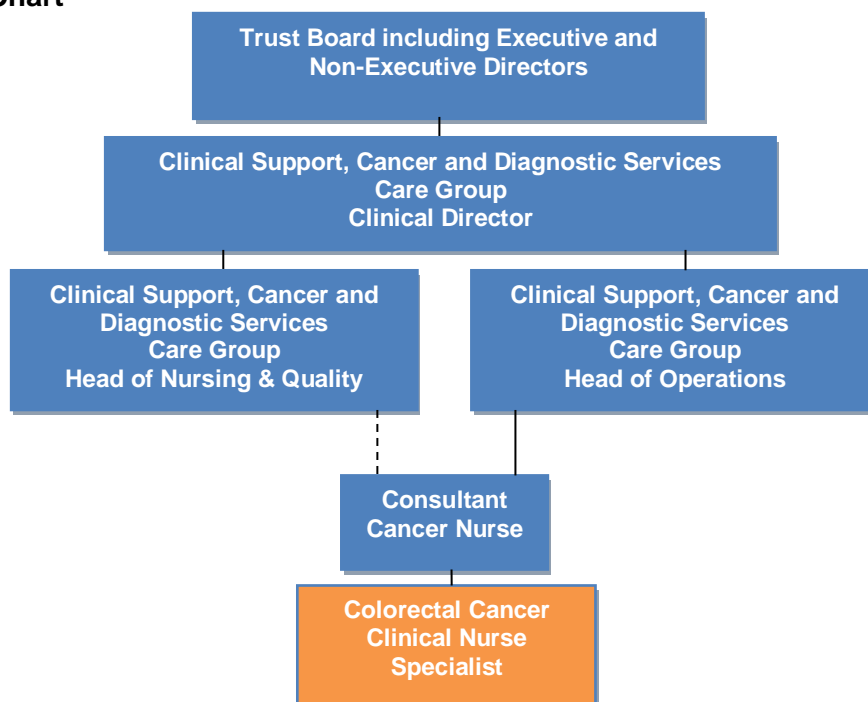
The post holder will be the identified lead in the development of nursing practice in their own specialist area, working at an advanced level across the healthcare teams, also as a core member of the Colorectal multi-disciplinary team (MDT). The post holder will work as part of the Colorectal Team, self managing leave of absence through cooperation with peers. They will be the identified key worker for patients with Colorectal cancers and their families on the IOW and will co-ordinate island patients care throughout their cancer pathway. The post holder will also act as a resource for all health care professionals caring for patients with colorectal cancers, and work in close collaboration with other cancer specialist nurses in mainland cancer centres, especially Southampton General Hospital (SUHT). The post-holder will work across departmental, directorate and trust boundaries to support the delivery of a patient-centred seamless service.

### Job Statement

- The post-holder will provide a comprehensive quality service that demonstrates highly specialised clinical knowledge and expertise for the management of patients with colorectal cancer and their carers/family. Making contact with patients from the time of initial diagnosis to provide practical, psychological and emotional support.
- To provide expert communication with patients in ways which empower them to make informed choices about their health and healthcare, providing practical information on all aspects of treatment.
- To work in collaboration with the lead clinician and the Multidisciplinary Team on the Isle of Wight and Mainland, to provide a high quality co-ordinated service between all disciplines. Encompassing a multi-disciplinary approach to care
- To act as an expert resource in providing evidence based advice and information to promote the health and well-being of patients with colorectal cancers, and offer clinical expertise in treatments/therapies for patients that are unbiased. In order to optimise positive health outcomes and quality of life.
- To provide professional innovation within the specialty, and contribute to the development of colorectal services throughout the Trust as a core member of the Multi Disciplinary Team.
- To provide clinical nursing leadership and act as a specialist resource for nurses, doctors and others in the acute trust and community services within the specialty.
- Lead the development and implementation of clinical audits and research projects in own specialist area, ensuring that the findings are disseminated and good practice is shared across the trust and beyond, in accordance with trust governance and clinical guidelines including Peer Review processes.



## Organisation Chart



### 1. Communication and Relationships

- Demonstrate at an advanced level, communication skills which provide appropriate support, relevant information and education to facilitate decision-making on all treatment options for patients and their family/carers.
- Discuss with patients and their family/carers, the treatments for their individual care pathway, to assist in the knowledge and understanding of often complex, treatments and the effects that they may have on their quality of life, physical, psychological, social and spiritual well being including also body image and sexuality, offering specialist emotional, psychological, psychosexual, practical advice and support throughout their treatment.
- To communicate highly distressing and sensitive information with patients and their family/carers regarding diagnosis, prognosis, treatment options and outcomes of illness, including future care, quality of life, life expectancy, terminal illness and bereavement.
- To act as patients' key worker and provide direct liaison and support with other teams/agencies across whole patient pathway, communicating especially with cancer centres to ensure patients receive a smooth pathway throughout their care.
- To ensure patients and their relatives have access to information, advice and emotional support in the hospital and the community, encompassing various strategies including information prescriptions, survivorship and health promotion. Making appropriate referrals for financial and benefits advice and consider their needs for travel and accommodation.

### 2. Analysis and Judgement

- To make appropriate clinical decisions following assessment utilising expert and specialist knowledge and experience in this speciality, underpinned by theory and experience.
- To act as a role model and highly competent specialist practitioner in this area, providing management and leadership in developing staff and others knowledge and skills of patient care within wards, departments, and community the setting.
- To promote an innovative and progressive attitude to the continual improvement of patient care through audit, research and evidence based practice

- Liaise across primary health care providers and with other statutory and voluntary agencies as required.
- Promote the health and safety of patients, staff and the public, identifying risks/hazards and implementing control measures. Contribute effectively and inform the operational management of the team whilst advocating patient focused services.
- Work within the Scope of Professional Practice and adhere with the Nursing and Midwifery Council Code of Professional Conduct ensuring extension of practice in line with the agreed local and national guidelines, protocols and competencies.

### **3. Planning and Organising**

- Work independently and autonomously as part of a specialist multi-disciplinary team, managing own caseload of patients, initiating plans of care and evaluating effectiveness ensuring patients receive a high standard of individualised care.
- To act as lead for the MDT on patient communication issues and co-ordination of the patient's pathway – working closely with lead clinician and acting as the key worker or responsible for nominating the key worker for the patient's dealings with the team.
- To contribute to the management of the colorectal services on IOW, in collaboration with MDT and relevant Directorate Management Teams,
- To prioritise a changing workload, making appropriate and advanced decisions contributing to patients' management and plan of care at an advanced level. Working in a flexible manner in response to changing situations and workload.
- Proactively and positively lead the achievement of high quality patient care through individuals and team effort. Support and direct team members to deliver their functional and relevant objectives through offering advice, guidance and support as appropriate.
- Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives and aims.
- Provide specialist advice, guidance, information and high quality effective decision-making within the departments and across primary and secondary care. Demonstrating expert clinical leadership within the speciality and visible, accessible authoritative presence in clinical areas.
- Ensure own professional development, participating in performance review and producing annual personal development plan.

### **4. Patient and Client Care**

- To be the key worker for patients on IOW and work in collaboration with lead clinicians, and in support of MDT members and other staff, to determine and deliver the total care needs of patients.
- Support new patients, identifying their psychological, physiological, emotional, spiritual, financial and cultural needs in relation to their condition and proposed treatment, pathway.
- To provide appropriate specialist intervention and evaluate outcomes
- To ensure close working relationships and pathways with colleagues on IOW and in mainland centres to develop and maintain patient-centred seamless pathways of care.
- To act as the patients' advocate when necessary and inform and educate them regarding their treatment options, enabling patients to make an informed choices, referring back to colorectal team where appropriate.

- To ensure IOW patients and their families are given accurate, appropriate oral and written information regarding planned care, which reflects their needs and considers local and national guidelines, for example 'Information Prescriptions' and Survivorship. Clarifying any misunderstandings and concerns professionally and sensitively.
- Maintain comprehensive accurate patient records and ensure all relevant information is documented in the patient's medical and nursing notes according to cancer standards identifying key worker, principal clinician and relevant letters or communications explaining treatment options, including working closely with oncology clinic coordinator on IOW.
- Assist in the dissemination of information for patients discharged from active care. To include symptoms to look out for, how to rapidly access specialist advice and community support.

## **5. Service and Policy Development**

- As appropriate lead on the development and implementation of policies, procedures and pathways of care relating to the treatment of Colorectal cancer patients, ensuring compliance with National and local guidelines i.e. NHS Cancer Reform Strategy, NICE Guidance, Improving Outcomes Guidance, National Cancer Standards and End of Life Care.
- As a core member of the Colorectal MDT participate in the annual Peer Review process, assisting in the compilation of the key documents and where required lead on issues relating to nursing care.
- To develop nurse-led initiatives for the benefit of the identified client group that work across organisational boundaries, in conjunction with medical and nursing/AHP colleagues.
- To actively involve service users in providing feedback of their experience of the current service and suggestions for improvements, through attendance at IOW Cancer Involvement Group and relevant support groups.
- To lead and contribute in the development of patient information (Information Prescriptions) relating to the care of patients receiving treatment of colorectal cancers.
- Provide an annual report of clinical activity and participate in an annual performance review.
- Coordinate and provide expert and skilled leadership across cancer centres multi-professional teams and work collaboratively with Macmillan Cancer Support, Wessex Cancer Trust, Earl Mountbatten Hospice (EMH) and all other partners within local support teams in supporting the IOW patients, enhancing and further developing services.
- Work closely with Multidisciplinary Team (MDT) Coordinators, regarding national and local cancer standards and targets, especially cancer waiting time targets and facilitate patient through pathway of care.
- To participate in relevant meetings at Trust level to represent the service perspective.

## **6. Managing Financial Resources**

- Manage own activities and control risks, ensuring that approved budgets are spent effectively and in accordance with agreed procedures
- To ensure all equipment is maintained and kept in good working order and report signs of faulty equipment.
- To use resources and equipment appropriately and undertake any necessary training and education relating to use of equipment and resource management.
- To show excellent change management skills, creativity, leadership and innovation in developing and supporting new ways of working.
- Actively contribute to meetings effectively, so that the purpose of the meeting can be achieved.

- Report absence from duty through sickness or other reasons immediately to Line Manager or senior person on duty and ensure the necessary certificate is forwarded as soon as available.
- You may be required to travel to other local trust locations and will need to adhere to trust guidelines regarding travel and expenses.

## **7. People Management and Development**

- To identify personal training and development needs, and provide education and teaching to clinical staff and other colleagues on aspects of Colorectal cancers to support the development of specialist skills and knowledge.
- Adhere to IOW NHS Trust, policies and procedures, maintaining mandatory training update, Health and Safety, Infection Control, Fire Training, Manual Handling, Cardiac Resuscitation and Security.
- To participate in Trust Individual Performance Review Personal Development Plan activities and continue to develop own professional skills, knowledge and competencies.
- To lead the speciality and service and adherence to national guidelines, participate in planning and delivering education programmes within the IOW trust and primary care.
- To identify and develop link nurses and other members of the multi-professional team, working closely with local support team members to promote an organisation-wide liaison and support for patients and carers across on IOW.
- Recognise own need for emotional support and supervision and participate in peer/professional groups/meeting and clinical supervision as required.

## **8. Information System Use and Management**

- Utilising IT systems maintain accurate records of all activity including number of referrals and where from, new patients seen, existing patients, patients discharged, education provided, audits, to complete statistical returns as required and complete annual report and work programme.
- To work with the Cancer Information and MDT Coordinator to ensure the accurate collection and input of cancer data/information using both manual and computerise systems to support the monitoring and delivery of Cancer Reform Strategy Data and IOW NHS Trust performance targets.
- Work with computer software as required and learn new packages/skills when necessary.
- Utilise on a daily basis Somerset Cancer registry, PAS, TPATH, PACS and Patient Centre as well as Microsoft Office, Outlook, Excel, and Word.
- Communicate with relevant Southampton Cancer Centre, Winchester, Salisbury, Portsmouth Hospitals and Wessex Strategic Cancer Network and consider the use of video-conferencing facilities on IOW.

## **9. Involvement in Surveys and Research**

- To promote and facilitate evidence based practice and clinical audit within the Trust, raising the profile and enhancing the contribution of nursing to patient care.
- Understand the ethical, legal and professional implications involved in changing practice.
- Promote clinical practice developments, utilising research and audit in the specialist area, disseminating findings through presentation to professional groups and publication.
- Assist in the completion of national audit programmes and network agreed minimum data sets.

- Assist and as required lead in the audit and evaluation of the service reporting back to lead clinician/managers within care group.
- To provide expert support, direction and judgement in the collection of information towards annual peer review processes and service developments, working closely with other colleagues, in the review and analysis of services.

#### **10. Freedom to Act and Autonomy**

- The post holder has the freedom to act within broad professional policies, seeking guidance from others as necessary. He/she is accountable for his/her professional actions as they will not be directly supervised and will have broad local working procedures to operate within.
- To utilise Expanded Professional Practice in the development of services in order to achieve agreed minimum service specifications or service level agreements.

**General compliance:**

1. To comply with all Trust Policies and Procedure, with particular regard to
  - Risk Management
  - Health and Safety
  - Confidentiality
  - Data Quality
  - Freedom of Information
  - Equal and Diversity and Dignity at Work
  - Information and Security Management and Information Governance
  - Counter Fraud and Bribery
2. The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
  - Understand duty to adhere to policies and protocols applicable to infection prevention and control.
  - Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
  - All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
  - All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
5. Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. **Our vision, values and behaviours** have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
6. Perform any other duties that may be required from time to time.
7. Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.
8. Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Child Protection policy.
9. Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

This job description may be altered to meet changing needs of the service, and will be reviewed in consultation with the post holder.

### Person Specification

Key Skills required undertaking this role.	On Appointment (Essential)	Foundation Gateway	At 2 <sup>nd</sup> Gateway (Desirable on appointment)	How this will be measured
<b>Qualifications and role specific knowledge*</b>	<p>Registered nurse: entry on either part 1 or 12 of the NMC register, with 5 years post basic clinical experience.</p> <p>Possession of:</p> <p>Cancer care/palliative care/haematology specialist training/knowledge.</p> <p>Evidence of professional development relevant to the speciality.</p> <p>To hold an ENB 998 or teaching qualification.</p> <p>To have completed specialist study at level 3. To be in the process of completing a degree or already hold a relevant degree and working at master level qualifications.</p> <p>Evidence of continuing professional development and training.</p> <p>Mandatory training up to date.</p> <p>To demonstrate a genuine interest in cancer care and knowledge of this speciality, working at an advanced level clinically and managerially.</p> <p>A minimum of 3 years professional practice with experience in clinical haematology or oncology, with a sound knowledge of the speciality.</p> <p>To demonstrate a genuine interest in cancer care and knowledge of this speciality.</p> <p>Competent in dealing with breaking of significant news to patients and relatives. (see below Communication skills training)</p>	<p>To have completed or in process of completing relevant degree or Level 3 study</p>	<p>Qualification in management, leadership.</p> <p>Counselling certificate.</p> <p>Advanced communication skills training/ qualification</p> <p>To have completed relevant degree or Level 3 study and working towards masters level qualifications</p> <p>Research awareness and applies research into practice and demonstrates advanced skills and knowledge base</p> <p>Health promotion and education processes.</p> <p>Leadership, management training (LEO Course) and quality improvement.</p> <p>Meet the minimum training standard set in Colorectal Operational Policy.</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p> <p>Personal Profile</p>



	<p>Advanced knowledge and a clear understanding of local and national cancer standards, policies and guidance.</p> <p>Accountable for own professional actions underpinned by theory and experience.</p>			
<b>Physical Skills</b>	<p>Computer literate and adequate IT skills.</p> <p>Working at senior level, ability to prioritise and manage own time and caseload.</p> <p>Able to work autonomously and lead others at an advanced level, aware of own limitations and seeks out appropriate advice and support.</p> <p>To work effectively in a team or alone and can also support, educate and motivate others.</p>		<p>Recognised IT skills qualification i.e. NHS Health and NHS Elite</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p>
<b>Aptitudes</b>	<p>Demonstrates advanced leadership decisions making skills</p> <p>Can prioritise and coordinate own work and that of junior staff.</p> <p>Uses initiative and able to manage difficult and sensitive situations.</p> <p>Can effectively prioritise, coordinate and lead own work and that of others;</p> <p>Analytic and problem solving approach.</p> <p>Excellent time management skills.</p> <p>Ability to lead and work within a multi-disciplinary team.</p> <p>Advanced organisational / time management skills</p> <p>Self aware to deal with emotional impact of role</p>		<p>Leadership and management skills and aware of wider impact of service delivery.</p> <p>Understanding and leading of patient and public involvement issues related to speciality and cancer services.</p> <p>Providing leadership and direction in change management processes, practice development and application of audit and research into clinical area.</p> <p>Clearly operating at an advanced level and leading of patient and public involvement issues related to speciality and cancer services.</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p> <p>Personal Profile</p>

	<p>Strong sense of vision for developing the role</p> <p>Highly motivated and enthusiastic. Ability to work autonomously and make accurate judgements at an advanced level</p>			
<b>Abilities</b>	<p>Expert in specialist area, competent at nursing care and life support to BLS standard.</p> <p>Ability to act on own professional actions and make informed and accurate decisions.</p> <p>Able to maintain effectiveness and calm under pressure.</p> <p>Provide leadership and ability to adapt and change within working situation.</p> <p>Able to critically analyse and offer innovative and creative ideas to improve patient care/working practices.</p>		<p>Delivering training and education to clinical staff.</p> <p>Collaborating towards education, reviewing national guidance, patient information</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p>
<b>Communication Skills</b>	<p>Demonstrate expert verbal and non verbal communication skills and be able to impart sensitive, complex and significant news to patients and carers effectively, and to educate others in this area.</p> <p>Excellent communicator in multi disciplinary forums and multi-professional meetings and events.</p> <p>To have completed further training in advanced 3 day communication skills course, psychological assessment training and demonstrate a high degree of skills and abilities in this area</p>		<p>To have completed further training in advanced communication skills course.</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p>

## SUPPLEMENTARY JOB DESCRIPTION INFORMATION

**Post Title:** Colorectal Cancer Clinical Nurse Specialist  
**Ward/Dept and Site:** Cancer Services  
**Date Completed:** Nov 2023

### 1. General Information about the post.

Location	%	Location	%	Location	%
Office based	33	Home		Outpatients Clinic	33
Laboratory		Kitchen		Community based	
Ward area	33	Stores		Workshop	
In a vehicle				Theatre environment	

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
<b>Working hours</b>					
Full time	✓	Part time			
Office hours	✓	Hours worked as a shift		Hours worked at night	
<b>Concentration and Levels of Interruptions</b>					
Required to concentrate for long periods of time		Required to concentrate for short periods of time			
Interruptions throughout the day		Constant		Occasional	

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Working in bad weather e.g. when it is windy or/and raining.					
Excessive temperatures					
Unpleasant smells/odours		✓			
Noxious fumes					
Excessive noise &/or vibration					
Use of VDU more or less continuously			✓		
Unpleasant substances/non-household waste					
Infectious Material/Foul Linen			✓		
Body fluids, faeces, vomit, blood		✓			
Dust/dirt					
Humidity					
Contaminated equipment or work areas					
Driving/being driven in normal situations					
Driving/being driven in emergency situations					
Fleas or lice					
Exposure to dangerous chemicals/ substances in/not in containers					

Exposure to aggressive verbal behaviour where there is little/no support					
Exposure to aggressive physical behaviour where there is little/no support			✓		
Exposure to risks that could result in an acute traumatic injury					
Undertaking exposure prone procedures					
<b>Comments:</b> Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Processing (e.g. typing/transmitting) news of highly distressing events	✓				
Giving unwelcome news to patients/ clients/carers/staff	✓				
Caring for the terminally ill	✓				
Dealing with difficult situations/ circumstances	✓				
Designated to provide emotional support to front line staff	✓				
Communicating life changing events	✓				
Dealing with people with challenging behaviour	✓				
Arriving at the scene of an accident					✓
<b>Comments:</b> Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
4. Physical Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Working in uncomfortable/ unpleasant physical conditions				✓	
Working in physically cramped conditions				✓	
Lifting weights, equipment or patients using mechanical aids				✓	
Lifting weights/ equipment or patients without mechanical aids				✓	
Making repetitive movements				✓	
Climbing or crawling				✓	
Manipulating objects				✓	

Manual digging				✓	
Running				✓	
Standing/sitting with limited scope for movement for long periods				✓	
Kneeling, crouching, twisting, bending or stretching				✓	
Standing/walking for substantial periods of time			✓		
Heavy duty cleaning				✓	
Pushing/pulling trolleys or similar				✓	
Working at heights				✓	
The job requires to be trained in control and restraint.			✓		

**Comments:** Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Carry out formal student/trainee assessments			✓		
Carry out clinical/social care interventions		✓			
Analyse statistics	✓				
Operate equipment machinery					✓
for more than ½ a shift					✓
for less than a shift					✓
Give evidence in a court/tribunal/ formal hearings			✓		
Attend meetings (describe types of meeting and post holders role)	✓				
Carry out screening tests/ microscope work					✓
Prepare detailed reports	✓				
Check documents	✓				
Carry out calculations			✓		
Carry out clinical diagnosis		✓			
Carry out non-clinical fault finding					✓

Signed by post holder\*: \_\_\_\_\_

Date

Signed by line manager: \_\_\_\_\_

Date

\* in the case of new jobs this will have to be an 'estimate' of the demands of the role.