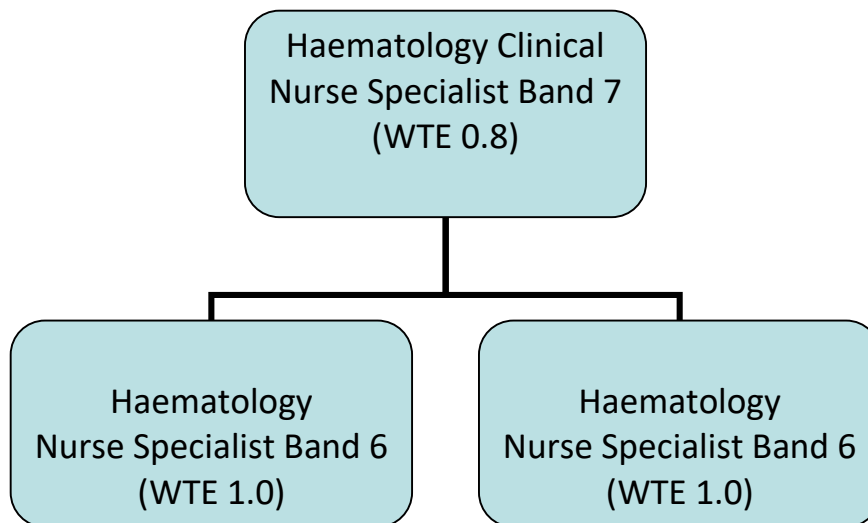


## JOB DESCRIPTION

<b>JOB TITLE:</b>	Macmillan Haematology Cancer Nurse Specialist
<b>GRADE:</b>	Band 6
<b>DEPARTMENT:</b>	Haematology Services/Cancer
<b>RESPONSIBLE TO:</b>	Haematology Band 7 CNS



## PURPOSE OF JOB:

- The post-holder will act as a Keyworker for a defined group of patients diagnosed with a Haematological cancer providing a link between patients and health care professionals across primary, secondary and tertiary care and act as an advocate and ongoing support for patients/families
- The post-holder will support the delivery of a comprehensive nurse-led service that is holistic in its approach, evidence based and meets the individual needs of Haematological cancer patients
- The post-holder will support the development and evaluation of the Haematological cancer service to improve and maintain standards of patient care and promote a seamless service within a multi-disciplinary framework
- The post requires the ability to work autonomously whilst being supported within a well established cohesive nursing team
- Work towards being a clinical expert in Haematological cancer with good communication skills
- The post-holder will ensure their role reflects the core components of the clinical nurse specialist which includes: clinical practice, management, education, research and audit



## **KEY TASKS & RESPONSIBILITIES:**

### **CLINICAL RESPONSIBILITIES:**

- Manage a caseload of patients, for a defined group of patients, with a new diagnosis of a haematological cancer
- Develop and demonstrate advanced practice in the holistic assessment and management of Haematological cancer patients. Signposting and referral to appropriate teams and services
- Visit the ward areas and review patients, where appropriate providing support and information relevant to their care
- Provide specialist advice to support ward staff when patients are admitted ensuring all medical and nursing needs are understood and carried out in accordance with Trust standards and policies
- Act as a specialist resource, communicating with patients, and their family, assessing their needs and providing relevant support, information, education, advice and counselling when necessary
- Administer chemotherapy safely to haematological patients on a regular basis to maintain these skills
- Perform phlebotomy whilst ensuring the safe handling, storage and transportation of samples
- Support the development of nurse led clinics in collaboration with the Team Leader for patients with a Haematological cancer and carry out appropriate procedures and investigations once deemed competent
- Co-ordinate investigations, treatments and arrangements for patients receiving treatments in accordance with established protocols and procedures
- Attend ward rounds, multidisciplinary team meetings and meetings relevant to the management of the service or unit and feedback the relevant content to the team leader and colleagues
- Work collaboratively with the Acute Oncology Team and the Specialist Palliative Care team to enhance patient care and management
- Facilitate effective communication and co-ordinate referral of patients and carers to appropriate support services and community Trusts to promote a seamless service and reduce/avoid admissions and length of stay to the acute trust
- Be aware of the Trust Infection Control policy and current practice
- Ensure that people affected by cancer are aware that they are interacting with a Macmillan professional and know about the full range of resources and services available through Macmillan.



- Work collaboratively with the Cancer Navigators to ensure seamless communication is undertaken to enhance patient care

## **MANAGEMENT:**

- Attend and proactively contribute to the weekly Haematological cancer MDT meetings. Participate as a core member, whilst acting as a key worker for designated patients as appropriate
- Participate in the Annual Quality Surveillance Indicators inspection by working collaboratively with the Haematological MDT to ensure the indicators are met
- Support effective communication and co-ordinate the referral of designated patients and carers to appropriate support services and community Trusts to promote a seamless service
- Support service improvement projects on an annual basis that raise the profile of the specialist haematological cancer service and meet identified strategic needs of the service
- Contribute to education/information materials as appropriate for patients/family regarding their disease, treatments and services to meet their needs
- Use IT skills to maintain accurate nursing records, ensuring relevant information and outcomes are documented in the appropriate manner and in accordance with the Trust policy
- Maintain accurate records of all referred patients, ensuring relevant information and outcomes are documented in the patient's notes and the Somerset Cancer Registry database in accordance with the Trust policy
- Be familiar with relevant computerised systems integral to the service
- Attend and proactively participate in relevant specialist nurse and cancer nurse forums at Trust level
- Educate the public, patients and health care professionals about Haematological cancer by participating in appropriate awareness campaigns and support groups
- Support initiatives relating to the Personalised Care National Agenda including the completion of Holistic Needs Assessment, End of Treatment Summaries and support patients Health and Wellbeing
- Be accountable for own professional actions, working without direct supervision
- Undertake regular individual performance review in conjunction with the Team Leader and agree a personal development plan in line with the service objectives



- Promote a culture that anticipates and addresses any patient/carer concerns before they become a complaint and work closely with the PALs/Complaints department on these issues
- To be aware of the Trust's complaints procedure and participate in the proactive management of complaints
- Contribute towards the delivery of training packages for hospital ward & community staff about own specialty so they may establish a wider understanding and expertise
- Meet deadlines set by line manager for delegated tasks and activities

#### **EDUCATION & DEVELOPMENT:**

- Support the development and implementation of strategies to meet the educational needs of patients/carers in Haematological cancer so that they may be empowered to manage their condition and seek appropriate help and advice during treatment and in the survivorship period
- Participate in the delivery of educational programmes for nurses, allied health care professionals and medical staff related to Haematological cancer, as appropriate
- Participate in a preceptorship or associate mentorship programme and continued clinical supervision
- Continually update and maintain own professional development in Haematological cancer through attendance at meetings/study days and through the utilisation of appropriate educational and study resources
- Disseminate findings from own professional development through the use of presentations and the support of educational initiatives

#### **RESEARCH AND AUDIT**

- Critically evaluate research findings and regularly promote the use of evidence based practice in the specialist area of Haematological cancer
- Develop a knowledge of clinical trials and support the Haematology team to recruit Haematological cancer patients into trials
- Contribute to the Haematology audit projects to further improve the quality of the Haematological cancer patients experience

#### **PROFESSIONAL**

- Work within the NMC Scope of Professional Practice and Code of Conduct
- Attend mandatory lectures and training as set out in the Trust guidelines
- Act in accordance with local policies and procedures laid down by Frimley Park Hospital NHS Trust



*This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.*

*This job description should be read in conjunction with the supervisory JD Addendum – available at: : <http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/Job-Description-Addendum-supervisory1.doc>*



## PERSON SPECIFICATION

DEPARTMENT	JOB TITLE	BAND
Cancer Services	Macmillan Haematology Cancer Nurse Specialist	6

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Registered General Nurse</li> <li>Current NMC Registration</li> <li>Degree in Nursing or willingness to work towards</li> <li>Chemotherapy course</li> <li>Mentor PREP</li> <li>Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Communications Skills Training</li> <li>Recognised Oncology/Palliative/Haematology Qualification or willingness to work towards</li> </ul>
SPECIFIC COMPETENCIES FOR ROLE eg communication, problem solving, leadership	<ul style="list-style-type: none"> <li>Demonstrates good communication and presentation skills, both verbal and written</li> <li>Ability to work independently, but equally well as a team member</li> <li>Copes well with responsibility, pressure and emotional circumstances</li> <li>Enthusiastic, motivated and self starter</li> <li>Good time management and organisational skills</li> <li>Patient education/counselling skills</li> </ul>	<ul style="list-style-type: none"> <li>Report writing</li> <li>Ability to influence current practice and influence change</li> </ul>



	<ul style="list-style-type: none"> <li>• IT literate</li> <li>• Flexible attitude to working</li> </ul>	
PROFESSIONAL/ SPECIALIST/FUNCTIONAL EXPERIENCE	<ul style="list-style-type: none"> <li>• Relevant post registration experience at Band 5, or above.</li> <li>• Multi-professional working</li> <li>• Able to demonstrate utilisation of research based evidence and recent use of audit</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience in oncology, haematology or palliative care nursing</li> </ul>
VALUES AND BEHAVIOUR	<p>We will expect your values and behaviours to mirror those of the Trust, available at: <a href="https://www.fhft.nhs.uk/about-us/our-values/">https://www.fhft.nhs.uk/about-us/our-values/</a></p> <div> <div>Committed to excellence</div> <div>Working together</div> <div>Facing the future</div> </div>	
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Ability to travel and work between sites</li> <li>• Ability to work occasional flexible hours to meet the needs of the service</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to acquire and develop additional skills.</li> </ul>