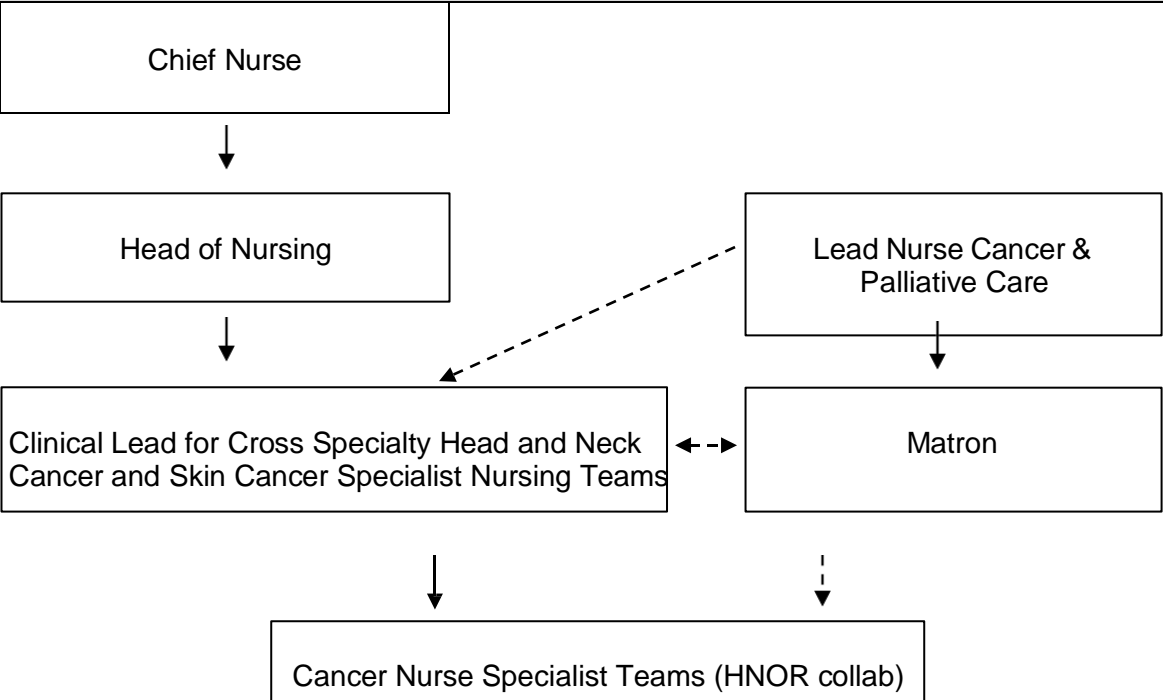


JOB DESCRIPTION	
<b>Job Title</b>	Clinical Lead for Cross Specialty Head and Neck Cancer and Skin Cancer Specialist Nursing Teams
<b>Band</b>	8a
<b>Department/Service</b>	Cross Specialty Head and Neck Cancer and Skin Cancer Specialist Nursing Teams
<b>Organisational Relationships:</b>	
<b>Responsible to</b>	Head of Nursing
<b>Accountable to</b>	Head of Nursing
<b>Professionally Accountable to</b>	Head of Nursing/Lead Nurse Cancer and Palliative Care
<b>Responsible for</b>	Cross Specialty Head and Neck Cancer and Skin Cancer Specialist Nursing Teams (HNOR Collaborative)
<b>Organisational Chart:</b>	
 <pre> graph TD     CN[Chief Nurse] --&gt; HN[Head of Nursing]     HN --&gt; CL[Clinical Lead for Cross Specialty Head and Neck Cancer and Skin Cancer Specialist Nursing Teams]     LNC[Lead Nurse Cancer &amp; Palliative Care] -.-&gt; CL     LNC --&gt; M[Matron]     CL &lt;--&gt; M     CL --&gt; CNST[Cancer Nurse Specialist Teams (HNOR collab)]     M -.-&gt; CNST           </pre>	

### Job Summary / Role:

This role will provide an expert level of professional and operational management and professional leadership to the registered professional and unregistered workforce within the Cancer Nurse Specialist Team(s) for ENT, Head and Neck, Skin cancer. The post holder will also work closely with the Lead Nurse for Cancer and Palliative Care to ensure delivery of high quality cancer care across the Head Neck, Orthopaedic and Reconstructive Services Collaborative (HNORS). The post holder will be responsible for coordinating and ensuring safe standards of care, monitoring the quality of clinical support and environment to ensure safe staffing levels at all times.

Professionally accountable to the Lead Nurse for Cancer and Palliative Care and the Head of Nursing, the post holder will have responsibility for the Cancer Nurse Specialist (CNS) teams highlighted ensuring effective, high quality specialist level care is delivered by registered and non-registered staff who are appropriately trained and competent. Encouraging innovation, creativity and professional challenge in the interests of patient care and professional practice through clinical leadership that empowers, inspires and motivates the workforce, and provides a visible and supportive presence.

The role will maintain direct responsibility for the teams within their designated portfolio supported by the Clinical Matron and will ensure that the needs of the patient and family or carers are placed at the centre of care delivery across each specialty working across health and social care boundaries as required. The role will focus on improving quality outcomes and experiences of people who are in the last year of life.

The post holder will also contribute to the corporate nursing agenda and will be an active part of the Senior Nursing team within the collaborative and organisation, a resource to the senior management team and the wider Collaboratives, Primary Care Network, Integrated Care Boards and Local Authorities when needed. The role consists of both leadership/management and clinical working.

### Key Relationships:

- Head Neck Orthopaedic and Reconstructive Services Collaborative Team
- Lead Nurse for Cancer and Palliative Care
- Nurse Consultant for Specialist Cancer Care
- Clinical Matron
- Consultants (per specialty)
- Pharmacy colleagues
- Ward/Department Managers
- AHPs
- Patients/Carers
- Other Support Services
- External stakeholders: ICBs, GPs, Social Care, Hospice and other Partner Trusts

### **Core Functions:**

1. To provide professional leadership and direction for all professional staff groups including registered and unregistered staff working within the cancer nurse specialist teams both in and out of the hospital setting.
2. To be visible and accessible in the clinical areas and act as a resource and support for staff, patients, carers and wider health and social care partners. Maintain clinical credibility by working and educating in the practice setting when it is appropriate to the role.
3. To manage allocated resources efficiently and effectively. To review in light of changing needs the skills and make up of each service and teams, ensuring that staffing establishments and skill mix is based on clinical need, supports clinical safety whilst maintaining quality and cost-effective financial control. Supports the Chief Nurse, Lead Nurse in Cancer and Palliative care and Collaborative Head of Nursing with any workforce reviews and planning.
4. To actively encourage and develop a multidisciplinary approach throughout the Collaborative, ensuring strong links and relationships are built with key external stakeholders including GP's and local authority partners.
5. Provide leadership and vision to teams within the specialties, challenging service delivery methods and developing innovative methods to improve efficiency and effectiveness. This will include developing the use of technology within the service to enhance and support wider patient and carer access to cancer care services.
6. To represent the interests and concerns of allocated services at all levels ensuring that the appropriate governance structures are in place and that teams are compliant with relevant policy and procedures.
7. To maintain a positive learning environment and ensure the safe induction and development of nurses working within and across the specialist cancer care specialties, both Nursing & AHP pathways, including the support of all student placements within the areas.
8. To act as an expert in the field of cancer care splitting the time across the services within agreed portfolio, and in the absence of peers to provide support.
9. To deputise for the Lead Nurse in Cancer and Palliative Care and/or Head of Nursing when required at meetings/forums when needed at both a collaborative and operational level.
10. To work in partnership with Clinical Matrons/Professionals within and across the wider collaboratives to ensure an integrated, seamless service is provided for patients.
11. To act as a catalyst for innovation and quality improvement within the portfolio often working across health and social care boundaries to facilitate changes including development of coproduction methodologies.
12. To take an active role in standard setting within the care group ensuring that all local and national performance targets are adhered to and any associated contractual reports are

reviewed and completed on time linking into the contracting team when needed.

13. To ensure that the development of care practice is in line with both local and national standards ensuring that patients receive compassionate care in accordance with their wishes in a place they choose, continuously learning from the experience of people and their families.

14. To implement a clear scheme of delegation so that staff are aware of their responsibilities and accountabilities for patient safety and quality.

15. To lead and when required analyse audit or benchmarking of current practices and national guidelines within the pathway ensuring appropriate changes are captured by way of action plans, and implementation of change based on evidence. To support national cancer care audits e.g. NACEL.

16. To support/contribute in the development of Trust wide standards for cancer care / end of life care in line with CQC requirements.

17. To support the provision of education and training across the collaborative and act as an educational resource for all disciplines (medical, nursing and AHP) and including students.

18. Provide constructive feedback to staff on their performance, taking remedial action when performance falls below the required standard to assist them in identifying and addressing deficits. Where necessary will need to performance manage staff through the performance framework supported when necessary by the workforce team.

19. Ensure staff performance, programmes of personal development and support systems are in place with appraisals, clinical supervision and 1:1 reviews to ensure highly functioning teams within the team.

20. To effectively manage staff attendance including annual leave ensuring that health roster lead times are adhered to. To reduce sickness absence, workplace accidents, promoting equality and diversity in the workplace and zero tolerance on violence against staff. When required be an investigating manager and present findings to senior staff.

21. To lead on the recruitment process for new and/or replacement team members into the Clinical Nurse Specialist team(s).

22. To act as Senior Nursing representative on various corporate councils, or with partner agencies and to attend relevant collaborative and Trust wide meetings e.g. Senior Professional Council, Fundamentals of Practice, etc.

23. To contribute to raising the profile of the service by demonstrating and sharing good practice and innovations within the professional groups across multi-professional teams, both locally, regionally and nationally.

24. In conjunction with the Head of Nursing, and Senior General Manager, be accountable for the direction, monitoring and delivery of the collaboratives key service and financial performance objectives.

<p>25. To manage and monitor expenditure within the budget allocation in consultation with the Finance Business Partner, Senior General Manager and Head of Nursing, on a regular, timely and agreed basis.</p> <p>26. Conducts investigations into incidents and adverse events when required to do so ensuring that patient safety and quality are of the highest priority, identifying and recording new risks as appropriate.</p> <p>27. To lead on the investigation of complaints process regarding patient care and facilitate the implementation of prompt action where this is required, ensuring that timescales for completion and feedback are met, working with the care group patient safety team and wider patient experience team.</p> <p>28. To take responsibility for personal development and education, ensuring that revalidation requirements are completed within the required timescales.</p> <p>29. Provides and receive complex, sensitive, or contentious information/facts; present complex, sensitive or contentious information to senior managers including report writing and service analysis.</p> <p>30. Works with the business support team around the operational planning of services including supporting business planning.</p> <p>31. Maintain good working relationships with all staff and key stakeholders.</p>
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<p><b>Administrative Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To provide assurance and take responsibility for the standards of care being delivered and instigate swift remedial action if necessary utilising the performance framework and nurse sensitive key performance indicators, to demonstrate continuous improvement.</li> <li>• To take the lead within the specialist nurse teams and wider Trust in developing a culture of high performance, ownership and accountability where safety, quality and excellence in patient outcome and experience is consistently delivered, in line with not only national and locally agreed standards but also the higher standards of performance the Trust sets itself.</li> </ul>
<p><b>Clinical Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To assist the Head of Nursing/Lead Nurse in Cancer and Palliative Care to provide excellent standards of clinical practice and a culture focused on patient engagement, outcome and experience. To ensure that the post holder is accessible to patients families and carers.</li> <li>• To provide expert clinical expertise to team members for complex care delivery and maintain clinical credibility by working clinically within the nurse specialist team(s) service where necessary.</li> <li>• To be responsible for ensuring and contribute to patient safety including</li> </ul>

	<p>associated key performance indicators within the Directorate(s) and that required audits are completed/responded to and associated actions put in place to improve outcomes.</p> <ul style="list-style-type: none"> <li>• Role model effective communication with patients and relatives to prevent or manage unnecessary anxiety.</li> </ul>
<b>Management and Leadership Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work proactively with the Head of Nursing/Lead Nurse in Cancer and Palliative Care to enact the Nursing, Midwifery and Healthcare Professional local strategy and align with both local and national priorities in healthcare</li> <li>• To provide visible professional leadership for all teams within portfolio across the collaborative, acting as a point of contact for advice and expertise on appropriate matters relating to the aligned specialist nurse areas. The post holder will respect the values and contribution of others and effectively lead and manage the development of the specialist nurse team members.</li> <li>• To assist the Head of Nursing in the nursing elements of the workforce strategy and collaborative people plan. This will require collaborative working with professional colleagues at directorate level to ensure the workforce plans address the complex and changing face of healthcare delivery both now and into the future.</li> <li>• There will be a requirement to manage distressing and emotional situations, such as complex personnel issues, including change management implications and difficult employee relations case decisions.</li> <li>• Actively network to learn from colleagues within and across the Trust and the local region and share learning in relevant forums and initiate and manage quality improvement projects.</li> </ul>
<b>Policy and Service Development</b>	<ul style="list-style-type: none"> <li>• To take a role in leading service improvement, including development of care pathways, routine outcome measurement, measurement of goal attainment</li> <li>• Plans complex activities and adjusts plans as required e.g., Operational planning/ business planning, in discussion with service manager.</li> <li>• Responsible for policy proposal, implementation, and development for the services under their responsibility.</li> <li>• Identify opportunities for service redesign, focusing on a</li> </ul>

	<p>patient centred approach to delivery,</p> <ul style="list-style-type: none"> <li>• Support, contribute to, improve and develop services within the specialty.</li> <li>• Conduct service reviews and implementation plans to reflect service needs short and long term.</li> <li>• Utilise service improvement techniques and modernisation tools to develop services in line with Trust objectives.</li> <li>• Be responsible for the implementation and full delivery of agreed defined projects and change management on behalf of the Directorate.</li> <li>• Support in the development and implementation of business cases and bids to internal and external bodies to improve services.</li> <li>• Ensure excellent communication with service users, ICB's, GPs, other partner Trusts and other key organisations is maintained so that their needs and views are taken into account in the planning and monitoring of directorate activities and the development and delivery of services.</li> <li>• Ensure the Trust is working towards CQC standards in relation to cancer care / End of Life care.</li> <li>• Comply with information governance standards and legislation.</li> <li>• Build excellent working relationships across primary, secondary and social care.</li> <li>• Lead Clinical Governance ensuring compliance with information governance and Caldicott requirements.</li> <li>• Comply with information governance standards and legislation.</li> </ul>
<b>Research and Audit Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate in local and regional research network.</li> <li>• Coordinate / participation in national research where applicable.</li> <li>• Undertake relevant audit of clinical standards, reporting and acting on outcomes.</li> <li>• Participate in audit within specialist area</li> </ul>
<b>Managing Resources Responsibilities</b>	<ul style="list-style-type: none"> <li>• Effectively clinically lead all the clinical nurse specialist teams within the designated specialties on a day to day basis.</li> <li>• Direct clinical staff in personal development planning, disciplinary issues, co-ordination of work plans, monitoring sickness levels and ensuring application of the Trust's</li> </ul>



	<p>Management of Attendance at Work Policy.</p> <ul style="list-style-type: none"> <li>• Assure continuous service provision through workforce planning.</li> <li>• Assist with development, delivery and implementation of the department productivity and efficiency plan.</li> <li>• Responsible for monitoring and controlling resources and physical assets of the service.</li> <li>• Assist with the planning and commissioning of capital schemes and the management of equipment procurement projects.</li> <li>• Generate equipment specifications and lead in clinical equipment selection and procurement.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Ensure that the team is competent and skilled to carry out their duties expected using all learning opportunities.</li> <li>• Encourage the development and autonomy of others through education, information or research and regularly auditing the effectiveness of training interventions.</li> <li>• Promote a positive environment and empower staff to develop skills and knowledge to encourage staff to undertake continual professional development in order to maximise their potential and fulfil their role within the service.</li> <li>• Ensure staff are aware of expectations of their performance and that they fulfil agreed personal objectives through the SDR process.</li> <li>• Ensure mandatory training needs are met within the service area.</li> <li>• Maintain own personal continuous professional development.</li> <li>• Maintain own mandatory training in line with Trust policy.</li> <li>• Provide specialist training and education programmes to the wider health, education and social care community.</li> </ul>
<p><b>The job description and duties may be subject to future review as the needs of the service change.</b></p>	



**PERSON SPECIFICATION**

**JOB TITLE:** Clinical Lead for Cross Specialty Head and Neck Cancer and Skin Cancer Specialist Nursing Teams (HNOR Collaborative)

**KNOWLEDGE & SKILLS****Essential****Desirable****Assessment Method**

Management and clinical skills with well-developed leadership, influencing skills and the ability to engage, influence and motivate.

Knowledge and a proven track record of recent operational and clinical nursing/midwifery management and the ability to be intellectually flexible and to look beyond existing structures and ways of working.

Knowledge and demonstrable capability of service improvements, strategies for infection control and transformational leadership

Knowledge and experience of contributing to and effectively implementing the Nursing/midwifery Strategy.

- To have a working knowledge in relation to the national ambitions for cancer care, end of life strategy and CQC requirements.

Interview  
Application

**QUALIFICATIONS & TRAINING****Essential****Desirable****Assessment Method****Academic Qualifications Required:**

- Teaching certificate or willingness to undertake.
- Evidence of delivering education
- First degree in a relevant subject
- A Masters level Degree or evidence of study at Masters level and/or equivalent demonstrable experience.
- Advanced communication skills training or willingness to undertake.
- Independent prescribing qualification or willingness to undertake.

- Attendance at the leadership and development and improvement programme (4.5 days)
- Counselling skills course
- Cancer care related module/learning
- Leadership qualification
- Management

Application  
Professional portfolio

<b>Professional Qualifications Required:</b> <ul style="list-style-type: none"> <li>First level registered nurse/midwife</li> <li>Evidence of recent relevant professional development</li> </ul>	course	
<b>EXPERIENCE</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<ul style="list-style-type: none"> <li>Post-registration experience, with experience working as a Clinical Nurse Specialist.</li> <li>Evidence and experience of positive leadership skills and the ability to transform and lead a team to work effectively together.</li> <li>Evidence and experience of relevant continuing professional development and developing clinical practice.</li> <li>Recent experience and evidence of a track record of effective management of change.</li> <li>Evidence of improving quality of care at both a strategic and service level.</li> </ul>	<ul style="list-style-type: none"> <li>Research portfolio and experience</li> <li>Conflict management skills</li> <li>Experience of working with patients across all care settings (acute, community and hospice) or awareness of care settings</li> <li>Experience of working at an operational/ strategic level</li> <li>Experience of managing a budget</li> </ul>	Application  Interview Assessment  References
<b>PERSONAL ATTRIBUTES</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<p><b>Team Leadership</b> – Has the ability to create and communicate a clear vision and direction in order to create a motivated and engaged team and foster an environment where groups and individuals can achieve high performance.</p> <p><b>Customer Focused</b> - Builds and manages stakeholder relationships and exceeds patient and commissioner expectations by accurately assessing patient needs.</p> <p><b>Business Aware</b> – Demonstrates a working knowledge of the current market environment in order to assist in the</p>		Interview  References

<p>development of the Centre business and improve performance.</p> <p><b>Team worker</b> – Builds personal networks, recognises the value of other team members in enhancing overall performance and encourages and enables contributions from all other team members.</p> <p><b>Good Communicator</b> – Communicates in a clear and concise manner in the language of the audience and checks that communicated messages have been received and understood.</p> <p><b>Educator</b> – confident in the delivery of education programmes and presentations.</p> <p><b>Knowledge Sharing</b> – Seeks applies and shares knowledge both internally and externally by making use of the knowledge and experience of other team members and colleagues in order to improve clinical performance.</p> <p><b>Personal Development</b> – Manages personal and professional development seeks opportunities for further development and skill enhancement and solicits constructive feedback in order to improve performance.</p> <p>Ability to travel independently between community sites and / or patients own homes.</p>		
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## **General Requirements:**

### **1. Communications and Working Relations**

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### **2. Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

### **3. Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### **4. No Smoking**

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

### **5. Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### **6. Equal Opportunities**

The Trust believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

## **7. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **8. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

## APPENDIX 2

### PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos	X		X			Carrying of equipment. Laptop etc.
Lifting weights/objectives above 15 kilos		X				
Using equipment to lift, push or pull patients/objects	X		X			Hoists
Lifting heavy containers or equipment		X				
Running in an emergency	X		X			May need to respond to an emergency in a patient's home or in hospital
Driving alone/with passengers/with goods	X				X	Driving between community bases and to patients own homes.
Invasive surgical procedures		X				
Working at height or in a confined space	X		X			Possible if working in patients own homes

Concentration to assess patients/analyse information	X				X	Patient records, Report writing
Response to emergency situations	X		X			May need to respond to an emergency in a patient's home or in hospital
To change plans and appointments/meetings depending on the needs of this role	X				X	Prioritising activity in response to service and patient needs.
Clinical interventions	X		X			Administration of medicines, assisting patients to reposition and to administer personal care
Informing patients/family/carers of unwelcome news	X		X			Imparting difficult information regarding disease progression and care
Caring for terminally ill patients	X				X	Leading a team where this is an integral part of the role
Dealing with difficult family situations	X		X			Family struggling to accept the patient's deterioration in their health. Safeguarding issues.
Caring for/working with patients with severely challenging behaviour	X		X			Reactions to bad news
Typing up of formal minutes/case conferences	X				X	Team meetings etc.



Clinical/hands on patient/client care	X		X			If working clinically in patients own homes.
Contacts with uncontained blood/bodily fluids	X		X			Dealing with incontinence or emptying catheters/stoma bags
Exposure to verbal aggression	X		X			Reactions to bad news
Exposure to physical aggression	X		X			Reactions to bad news
Exposure to unpleasant working conditions dust/dirt/fleas	X		X			Working in patients own homes.
Exposure to harmful chemicals/radiation		X				
Attending the scene of an emergency	X		X			May need to respond to an emergency in a patient's home or in hospital
Food preparation and handling		X				
Working on a computer for majority of work	X			X		Emails, datix, health roster, patient records.
Use of road transport	X				X	Frequent car travel between community bases and to patients own home

