

Maidstone and Tunbridge Wells NHS Trust Job Description

Job Title:	Melanoma Clinical Nurse Specialist
Band:	Band 7
Directorate:	Oncology, Cancer Division
Site:	Cross Site
Hours:	37.5 hours per week (1.0 WTE)
Reports to:	Head of Nursing Oncology & Haematology
Accountable to:	Divisional Director of Nursing and Quality, Cancer Services Division

Job summary:

In partnership with members of the multidisciplinary Melanoma Team, the post holder will develop, implement and evaluate a seamless specialist service, ensuring that patients receive the highest standard of clinical care. They will act as a lead specialist and will demonstrate a high level of expertise within the Melanoma service, providing specialist advice, education and support to patients, their carers/relatives and health care professionals. The post holder will actively undertake clinical audits and support research within this specialist area.

The post holder will be responsible for contributing to the on-going development of clinical practice, research and standards of care within the service, including development of policies, protocols and guidelines and contribute to service developments in collaboration with multidisciplinary colleagues, to include the undertaking of Peer Review. Also ensures the safety and well-being of service users, and always working in a manner that promotes dignity and human rights through the adoption of person-centred care principles. This post encompasses line management responsibility for a Band 4 Melanoma Cancer Support Worker.

Working relationships:

Internal:

- HoN Oncology & Haematology, HoN Cancer Performance & Outpatients
- Divisional Director of Nursing and Quality for Cancer Services
- Upper and Lower GI Oncology Consultants
- Clinical Nurse Specialists
- General Manager for Oncology
- Wider Multi-Disciplinary Melanoma Team
- Surgical / Medical /Clinical Oncology team
- Interventional Radiology team
- Research Team
- Other tumour group nurse specialists

- Clinical Administration Unit
- Two Week wait office
- Cancer data analysts
- Wards
- Pre-Assessment Unit
- Chemotherapy Day Units
- Radiotherapy Department

External:

- Kent and East Sussex GP's and District Nurses
- Hospices
- Community Care
- Support groups and charities
- CCG
- Cancer Alliance
- Melanoma Orientated Group

Budget responsibilities: No delegated budget.

To understand financial standing instructions and the importance to practice within financial boundaries

Key result areas:

1. Accountability - The post holder will:

- 1.1 Work within the framework of the Nursing & Midwifery Council's /Code of Professional Conduct, Administration of Medicines, Exercising Accountability, Scope of Professional Practice, Standards of Record Keeping.
- 1.2 Promote a safe clinical environment for all patients, visitors and staff.
- 1.3 Maintain patients' respect, dignity and privacy and to act with kindness and courtesy to members of the public.
- 1.4 Maintain a high standard of conduct and dress to sustain public confidence and trust and maintain a corporate image for the Trust.
- 1.5 To take personal responsibility for maintaining professional registration with the Nursing and Midwifery Council, and ensuring the line manager is informed immediately if this registration is compromised.
- 1.6 To be responsible for the assessment, planning, implementation and evaluation of care, and be able to carry out all relevant care without direct supervision and to document accordingly using relevant database systems as appropriate.
- 1.7 To contribute positively to the effectiveness and efficiency of teams in which you work.
- 1.8 To undertake any other duties at the request of the line manager commensurate with the role, including absence cover
- 1.9 To maintain accurate records of care, treatment and observations

2. Communication and relationship

- 2.1 Maintaining flexibility and responsiveness to local and national initiatives regarding the improvement of services to patients.
- 2.2 To contribute to the organisation, facilitation and attendance at meetings and ensure that effective bi-directional dissemination of information takes place in order to ensure effective communication.
- 2.3 Maintaining effective and efficient lines of communication with patients, relatives and

other visitors as appropriate. Actively practicing advanced communication skills and empathy when managing complex and sensitive information. Ensuring patient confidentiality at all times and compliancy in quality standards aligned to nursing documentation.

2.4 Establish, develop and maintain effective working relationship between clinicians, practitioners and managers within the specialty, across the Trust and in the community

2.5 To exercise a high degree of professional autonomy and make critical judgments using expert knowledge and skills in order to provide the highest standard of care. This may involve cross-site cover.

2.6 Work with the Melanoma Team to provide specialist education and training to staff within the trust and community

2.7 Work collaboratively and co-operatively with clinical colleagues to develop high quality pathways of care for patients admitted as an emergency. To include monitoring investigation results, initiating further assessment and review of treatment pathways as required within agreed protocols.

2.8 Liaising with nursing, medical and other professional teams, to promote an effective and efficient multi-disciplinary approach to enhance care.

2.9 Communicating effectively and in a timely way with patients and relatives and with health professionals across health and social services and the independent and voluntary sectors.

2.10 Ensure all nursing documentation is accurate, legible and complete

2.11 As an employee of Maidstone and Tunbridge Wells NHS Trust, the postholder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Acts.

2.12 As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities, where all employees are expected to accept individual responsibility for the practical implications of these policies.

3. Planning and organisational

3.1 To work autonomously, managing a caseload of patients within the speciality whilst working as part of the multi-disciplinary team, delivering individualized and personalized direct patient care.

3.2 Be responsible for assessing and recognising emergencies in the specialty. To interpret information and take appropriate action and to lead others to do the same.

3.3 To act as a change agent and innovator, planning, instigating and evaluating change in line with local and National guidance.

3.4 Ensure that patients receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.

3.5 Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.

3.6 Actively engage service users through the facilitation of user groups and open days.

3.7 Co-ordinate the provision of specialist services to patients, both within hospital and/or in the community setting or tertiary centres including transplant centres, effectively liaising with multidisciplinary colleagues. This includes seeing patients within the Trust who may provide specialist treatment and care, assessment and advice to patients, relatives and carers and staff colleagues on wards, including the Intensive Therapy Unit.

3.8 Participate in the promotion of patient centred care, and establish and maintain a

supportive relationship with the patient and their family during the period of assessment, treatment and after care

3.9 Support and enable patients and carers to make informed decisions relating to their treatment and management. Provide verbal and written information at key points during the patient's pathway. Evaluate this information regularly through use of surveys.

3.10 Demonstrate appropriate expert practice and highly specialist advice in the assessment, planning, implementation and evaluation of patient care.

3.11 Promote and deliver high standards of care at all times, which utilises research-based evidence, and is audited and improved accordingly.

3.12 Participate in the promotion of the specialist service through dissemination of specialist knowledge, both locally and nationally.

3.13 Act as a role model, demonstrating high standards of care and providing clinical leadership in the specialist areas.

3.14 Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review.

3.15 Work in conjunction with a clinical consultant to lead a patient focused service.

3.16 Act as patient advocate when appropriate, respecting patient confidentiality and privacy with respect for diverse cultural backgrounds and requirements.

3.17 Liaising with nursing, medical and other professional teams, to promote an effective and efficient multi-disciplinary approach to enhance care.

3.18 Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.

4. Responsibility for policy/service development

4.1 Ensuring compliance with local and national policies, e.g. Department Operational Policy, Major Incident, Fire, Health and Safety, Manual Handling, Medical Devices, Custody of Valuables, Data Protection, Mental Capacity Act and High Impact Intervention Audits

4.2 As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities, where all employees are expected to accept individual responsibility for the practical implications of these policies

4.3 Develop and run nurse led clinics where the post holder will co-ordinate the treatment in conjunction with medical staff

4.4 Promote high quality clinical care, and assist in the development of the specialist service, through the use of evidence-based practice and clinical standards

4.5 Develop and evaluate assessment tools that will ensure an appropriate level of nursing intervention so that patients who present with the most complex needs receive the most appropriate specialist care

5. Management responsibility

5.1 Line manager to the Band 4 Melanoma Cancer Support Worker with the requirement to appraise staff and agree PDPs

5.2 Provide professional and clinical leadership and expertise in the speciality and to act as a resource for education and clinical expertise in the hospital and community settings

5.3 The investigation, completion and timely submission of all documentation regarding accidents, incidents, complaints.

5.4 Lead and Participate in training and education of healthcare professional's accessing

and servicing new pathway

5.5 Provide specialist, expert clinical knowledge to clinical colleagues, patients and relatives/carers.

5.6 Evaluate service delivery against key performance targets such as 31 and 62 day targets Cancer target, identifying areas for improvement and initiating change.

5.7 To play an active role in leading and developing strategy for Nursing and Midwifery for MTW NHS Trust, in particular to promote essence of care and infection prevention and control practices.

5.8 Collect, collate and report activity data to key stakeholders, producing regular formal Reports

6. Physical effort

6.1 Moderate physical effort over a frequent period

6.2 To carry out treatments continuously throughout the day and to move patients and equipment regularly. This requires moderate physical effort and prolonged periods of concentration. Occasionally, intense physical effort will be required when handling patients

6.3 This job entails frequent (daily) manual handling of awkward loads of both patients and equipment. It requires frequent repetitive movements in restricted and confined spaces including bending, reaching, crouching, walking and kneeling.

7. Mental and emotional effort

7.1 Frequent periods of concentration is required. The role requires intense and sustained levels of concentration on a daily basis. To actively listen to patients/their families/carer on a one to one basis within the hospital setting (OPD, wards and other departments) and via the telephone. To holistically assess their needs, provide support and information, and to adapt communication skills to be effective in meeting the needs of the patients/relatives/carers and health care professionals.

7.2 The CNS regularly provides support to junior and medical staff in relation to challenging behaviour as result of receiving distressing information.

7.3 To utilise developed skills in assisting patient care in a variety of unpredictable, awkward and unpleasant conditions in hospital and in the community

8. Emotional effort

8.1 Distressing or emotional circumstances over a frequent period. The CNS is exposed to highly emotional and distressing situations on a daily basis, this will include being present when breaking bad news (diagnosis, inoperable/incurable cancer).

8.2 To deal sensitively with patients and relatives who may have high levels of anxiety and aggression, and/or other challenging behaviours which may be due to pain, dementia, neurological condition or limited mobility.

9. Responsibility for R&D

9.1 Ensure that systems are in place for the collection and collation of data in order that the monitoring of quality standards are properly used by staff. This will include promoting the patient satisfaction survey and ensuring its collation and presentation, including action planning.

9.2 Work with all members of the units in order to foster an atmosphere where research is encouraged in order to improve the quality of patient care.

9.3 The post-holder will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and

clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval.

9.4 Participate in clinical audit and research

9.5 Utilise information to provide an activity analysis and speciality report annually to Macmillan Cancer Relief, Lead consultant, Director of Nursing and Quality and other members of the Trust as appropriate.

10. **Working conditions**

10.1 Potentially highly unpleasant working conditions over a frequent period

10.2 It involves frequent exposure (daily) to unpleasant working conditions such as highly unpleasant bodily fluids (possibly infected), occasional exposure to parasites

10.3 The CNS is exposed to highly emotional and distressing situations on a daily basis, this will include being present when breaking bad news (diagnosis, inoperable/incurable cancer).

10.4 The CNS regularly provides support to junior and medical staff in relation to challenging behaviour as result of receiving distressing information

10.5 The role regularly involves being exposed to unpleasant odours during patient examination.

10.6 Daily use of VDU within an office environment

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct. SAFEGUARDING CHILDREN - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally.

To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

13. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
14. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

Maidstone and Tunbridge Wells NHS Trust

**Band 7 Melanoma Clinical Nurse Specialist
Person Specification**

EDUCATION/QUALIFICATION

Area	Requirements	
Qualifications	Essential	Desirable
Nursing	NMC Level 1 Registration BSc/1st degree (Health Related) or equivalent qualification / training and experience. Post registration course in cancer/palliative care or relevant experience in dermatology, specialist area.	Counselling skills training Advanced Communication Skills Training Working towards Master's Degree
Knowledge & Experience		
Clinical	Worked specifically with cancer or oncology patient group for at Band 6 level or above. Expert in nurse-led practice. Knowledge of current management of patients with melanoma Knowledge of current clinical and nursing research related to melanoma malignancy.	Knowledge symptom management in relation to melanoma Knowledge of national guidance relating to melanoma oncology services and the NHS Cancer Plan.
Skills	Able to communicate empathically and compassionately with patients and families Able to work well within a Team and support colleagues with the same degree of compassion and empathy reserved for patients Excellent communication and organisational skills Ability to work autonomously and as a member of a small team, as well as part of the wider multi-disciplinary team Ability to prioritise workload achieving a balance between clinical work and other aspects of the post Ability to communicate patient information and education	Experience of Holistic Assessments such as EHNAs Ability to deliver informal and formal lectures at all levels Experience in using spreadsheets and databases

Analytical/ judgmental	<p>Able to assess, plan, deliver and evaluate specialist individualised and evidence-based nursing care</p> <p>Ability to make decisions under pressure.</p> <p>Able to interpret blood test and other test results, assess and action as per standardised treatment pathways</p> <p>Able to act independently to in making complex, often difficult decisions</p>	<p>Audit /research skills</p> <p>Experience of audit, benchmarking or research and the ability to use results to inform change and development</p> <p>Demonstrates change management skills</p>
Planning/ organisational	<p>Proven ability to communicate across different health sectors</p> <p>Able to prioritise and manage own work.</p> <p>Demonstrates change management skills</p> <p>Ability to work on own initiative</p> <p>Maintain accurate records and documentation</p> <p>Good collaborative organisational working and support K&M education programme</p>	
IT	<p>IT literate</p> <p>Experienced in the use common software packages i.e. Word for windows and Microsoft Outlook,</p> <p>Experience with use of NHS IT systems</p> <p>KOMS</p> <p>Able to use 'Results reporting', Lab care, sunrise</p> <p>Ability to use databases, infolex and other cancer systems</p>	
Abilities		
Physical	<p>Physically fit as determined by Occupational Health Department</p> <p>Ability to move and handle patients and inanimate loads using appropriate equipment in accordance with trust policy</p> <p>Ability to work across site and move around a large work area.</p>	

Mental	<p>Able to work under pressure and deal with a large workload</p> <p>Able to work in an unpredictable environment (changing patient / staff demands)</p> <p>Ability to see opportunities for potential new projects</p> <p>Ability to think independently and creatively</p> <p>Ability to think quickly in a rapidly changing environment</p>	
Emotional	<p>Able to work in an environment which is at times very distressing and emotionally challenging</p> <p>Recognise & manage own stress levels.</p> <p>Ability to use humour appropriately</p> <p>Sensitively discuss prognosis with patients and relatives</p> <p>Judge and respond to emotional needs of patients, relatives, staff members appropriately</p> <p>Able to express own emotional needs to line manager</p> <p>Able to emotionally support other staff</p> <p>Able to respond to emergencies</p>	
Working conditions	<p>Able to work hours flexibly</p> <p>Articulate, both verbally and written</p> <p>Assertive, confident but approachable</p> <p>Ability to work in close proximity to other colleagues</p> <p>Ability to communicate for long periods using the telephone and IT</p>	

NHS KNOWLEDGE AND SKILLS FRAMEWORK

POST OUTLINE

Title of Post and Band: Melanoma CNS Band 7

NHS KSF DIMENSIONS	Needed for post?	Level for post			
		S = Sub-Set		F = Full	
		1	2	3	4
Core Dimensions - relates to all NHS posts					
1 Communication	Yes				S/F
2 Personal and people development	Yes			S/F	
3 Health, safety and security	Yes		S/F		
4 Service improvement	Yes		S/ F		
5 Quality	Yes		S	F	
6 Equality and diversity	Yes		S/F		
Specific Dimensions (No. = 7)					
HEALTH AND WELL-BEING					
HWB1 Promotion of health and well-being and prevention of adverse effects to	Yes				S/F
HWB2 Assessment and care planning to meet people's health and well-being	Yes				S/F
HWB3 Protection of health and well-being	Yes			S/F	
HWB4 Enablement to address health and well-being needs	Yes				S/F
HWB5 Provision of care to meet health and well-being needs	Yes			S/F	
HWB6 Assessment and treatment planning	Yes			S/F	
HWB7 Interventions and treatments	Yes			S/F	
HWB8 Biomedical investigation and intervention	Yes		S/F		

NHS KSF DIMENSIONS	Needed for post?	Level for post S = Sub-Set F = Full			
		1	2	3	4
HWB9 Equipment and devices to meet health and well-being needs	No				
HWB10 Products to meet health and well-being needs	No				
ESTATES AND FACILITIES					
EF1 Systems, vehicles and equipment	No				
EF2 Environments and buildings	No				
EF3 Transport and logistics	No				
INFORMATION AND KNOWLEDGE					
IK1 Information processing	Yes	S/F			
IK2 Information collection and analysis	Yes	S/F			
IK3 Knowledge and information resources	Yes		S/F		
GENERAL					
G1 Learning and development	Yes			S/F	
G2 Development and innovation	Yes	S/F			
G3 Procurement and commissioning	No				
G4 Financial Management	Yes	S/F			
G5 Services and project management	No				
G6 People management	No				

NHS KSF DIMENSIONS	Needed for post?	Level for post S = Sub-Set F = Full			
		1	2	3	4
G7 Capacity and capability	No				
G8 Public relations and marketing	No				