

JOB DESCRIPTION

1. General Information

JOB TITLE:	Deputy Clinical Nurse Specialist
GRADE:	Band 6
HOURS:	37.5 hours per week
RESPONSIBLE TO:	Matron/Nurse Consultant/ANP/Senior CNS
ACCOUNTABLE TO:	Matron/Nurse Consultant/ANP/Senior CNS

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- Put patients first
- Take pride in what they do
- Respect others
- Strive to be the best
- Act with integrity

Our values and behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet.

2. Job Summary

The post holder will play a key role within the Acute Oncology Assessment Unit (AOAU) in providing specialist knowledge, education and support to cancer patients and their carers. They will act as a source of specialist advice in managing patients with acute oncological presentations and implement patient care on the assessment unit. The post holder will provide clinical supervision to other staff, students and may lead clinical audits within the specialist area. They will support a 24/7 service, including remote nights and on-site weekends.

3. Key Relationships

Matron, Head of Nursing, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

4. Duties and Responsibilities

4.1 Clinical and Patient Care

- Independently manage a group of patients on the acute oncology unit whilst working as part of the multidisciplinary team, delivering specialised individualised direct patient care.
- Act as a specialised practitioner in the management of acute oncological conditions, ensuring interventions are based on evidence-based standards of care and best practice guidelines. Demonstrate appropriate practice and specialist advice in the assessment, planning, implementation and evaluation of patient care.
- Responsible for the correct administration of prescribed medication including transfusion of blood and blood products.
- Be responsible for assessing and recognising unwell patients and emergencies on the unit. To interpret information and take appropriate action and to lead others to do the same.
- Act as an advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet standards within national guidelines.
- Ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- To provide leadership, support and guidance to staff in monitoring the planning delivery and evaluation of individualised specialist care.

- Is wholly accountable for his / her practice in line with the NMC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- Ensure safe and effective care for complex patients requiring advanced specialist clinical skills and responsible for carrying out specialist nursing procedures to area.
- To be responsible, for maintaining a safe environment for patients, visitors and other staff within the clinical environment.
- Support and enable patients and carers to make informed decisions relating to their treatment and management.
- Ensure staff take precautions to minimise the risk of cross infection in relation to the safe disposal of body fluids (including blood).
- Assess educational and information needs for patients and families, and devise plans to ensure need are met.
- To be an effective communicator with patients/carers/families regarding disease treatment and management.

4.2 Quality

- Facilitate a high quality, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust.
- Lead on and participate in key developments relating to the specialty so that high quality patient focused services are promoted.
- Audit service provision, ensure that it meets national targets and standards.

- Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. Report and record untoward incidents and bring instances to the attention of the Matron/Nurse Consultant/ANP/Senior CNS for the speciality.

4.3 Education and Leadership

- To work in collaboration with the Acute Oncology ANP/CNS' team to implement and maintain education.
- Support and participate in the development of education for healthcare professionals surrounding acute oncology and oncological emergencies.
- Identify and raise awareness of the educational needs of patients and carers and implement appropriate education programmes.
- To act as mentor/assessor to unqualified staff and to provide education, advice and support to ward and department nurses.
- Contribute and assist and foster a learning environment within the clinical area.
- Provide a leadership role model and demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.

4.4 Research and Development

- Promote and undertake nursing research updating own knowledge to promote excellence in clinical practice.
- To be actively involved in audit of outcomes related to acute oncology. Utilise research findings in the delivery of specialist patient care, developing new ways of working and to disseminate relevant information to staff.

- Participate and contribute to audit and research within the specialty in collaboration with colleagues

4.5 Management

- Develop the role according to patients changing needs and research findings, within the resources available.
- Maintain accurate records of the clinical service and ensuring that confidentiality of information is adhered to.
- Organise own work and manage own caseload and practice, identifying and maintaining supportive networks for self and other staff members.
- Provide specialist education to members of the clinical team, which facilitates learning and individual personal development.
- To be involved in the development, assessment and implementation of guidelines, protocols and pathways.

4.6 Compliance and Governance

- Take an active role in risk assessment, supporting implementation of strategies to minimise risk. Ensuring incidents and near misses are reported, through promoting a no blame culture.
- Ensure all staff act in accordance with Local, Hospital and Statutory Guidelines & Policies including Health and Safety initiatives.
- Will ensure that the Hospital's policy is understood and carried out with regard to the care and custody of drugs/medications, especially with regard to those covered by the Control of Drugs Act.

- Will be familiar with the Trusts fire, manual handling and C.O.S.H.H. policies to minimise risks to patients and staff.
- Will be fully conversant with the trust major incident plan, and understand the procedure.
- To capture patient experience and use this data to review and enhance service delivery.

4.7 Communication

- To create an environment that fosters good communication between patient and health care professionals, that meets individual's needs.
- Be an effective communicator and demonstrate competence in advanced communication skills with patients, their family and their carers.
- Perform advanced clinical skills assessment, diagnosis and treating with your own professional competency.
- To work competently across IT systems.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles.

Review of this Job Description

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

PERSON SPECIFICATION

Deputy Clinical Nurse Specialist – Band 6

Requirements

	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
Qualifications/ Education	<p>BSC/1st degree (health related) or equivalent qualification/training and experience</p> <p>Evidence of professional/clinical knowledge in area supplemented by specialist clinical, managerial training and CPD</p> <p>Mentorship Course</p> <p>Post registration qualification in (appropriate area of speciality)</p> <p>Current valid NMC registration</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p>	Leadership qualification	A/I
Previous experience	<p>Previous post registration experience in Oncology nursing</p> <p>Experienced and competent in the management of patients within the speciality</p> <p>Experience of teaching/ assessing/ supervising others in a clinical setting.</p> <p>Supervision of junior staff Experiencing of co-ordinating a shift</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
Skills/Knowledge/ Ability	<p>Demonstrates specialist expertise underpinned by theory acquired through CPD</p> <p>Expert cannulation skills and central venous line skills</p> <p>Knowledge of evidence based practice.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>		

	<p>Ability to assess, plan, implement and evaluate specialist care delivered to patients/clients and give relevant advice/information to patients and relatives.</p> <p>In depth drugs knowledge</p> <p>Ability to administer prescribed medication including transfusion of blood and blood products</p> <p>Evidence of involvement and leadership in teaching and mentoring learners</p> <p>An understanding of audit and research based nursing practice.</p> <p>An understanding of resource management</p> <p>Good communication skills and ability to deal with sensitive information. To include dealing with distressed relatives, care of terminally ill & other challenging</p> <p>Demonstrates ability to influence and negotiate with others.</p> <p>Ability to organise and plan own time and that of junior staff and learners.</p> <p>Demonstrate an awareness of clinical governance and risk management and how this effects their role and the department You will be able decide how best to achieve expected results, whilst acting within clearly defined policies/ procedures and codes of conduct.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
Additional Information	Able and willing to work flexible shift patterns,	I		

	internal rotation to day and night duty and unsocial hours, according to service needs			
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A=application

I=interview

T=Test/ assessment centre