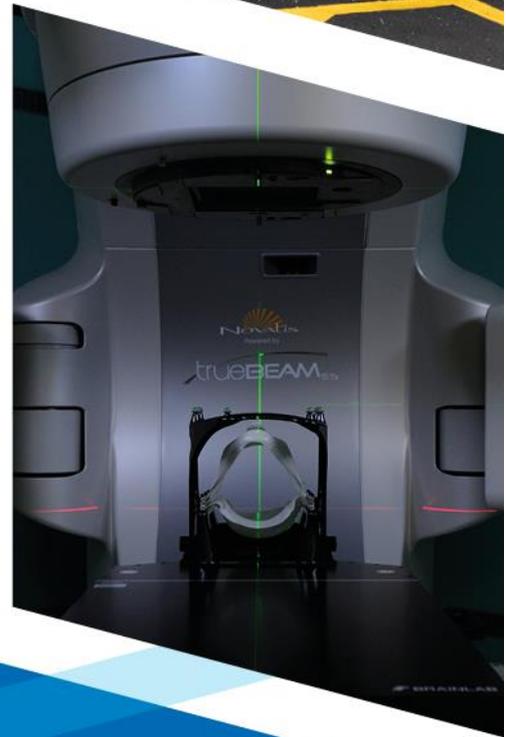




WORLD CLASS CARE  
FOR OUR COMMUNITY

**NHS**

**Royal Surrey  
NHS Foundation Trust**



Job Description

**Acute Oncology Lead Practitioner– Band 8a**

# Staff Benefits



## **Car Leasing scheme**

Buying and selling  
Annual leave

On site M&S and Costa

## **On site Nursery and Play schemes**

Education Centre

## **Partnerships with Argos and Currys, 0% Interest on all purchases**

Free confidential Financial  
Advice and Guidance

## **Personal Loans**

Savings Opportunities

Self-referral Physiotherapy

Subsidised restaurant

## **Active Social Club**

Free access to 24/7  
counselling and support

Season Ticket Loan

NHS Pensions, 14%  
Employers contribution

## **Discounted Gym Membership**

NHS Services discounts

Slimming World  
Partnership

NHS Cashback

## **Flexible Pay scheme**

Cycle to Work scheme

20% off at Nandos

Visit our website to check  
out the full list of staff benefits:

[www.royalsurrey.nhs.uk/rewards-and-benefits](http://www.royalsurrey.nhs.uk/rewards-and-benefits)

Dear Candidate

Thank you for the interest you have shown in applying for a role in Radiotherapy Department here at the Royal Surrey NHS Foundation Trust.

St Luke's Cancer Centre is focused on providing excellent patient-centred care for our local community and a supportive environment for our staff. We strive to continuously evolve to reflect the technical advances within Radiotherapy. We have recently announced the replacement of two of our Varian TrueBeams with a Varian ETHOS and a Varian Halcyon at our satellite centre. These units will be the first in the NHS for in-bore SGRT and we are scheduled to be the first Centre to implement Hypersight. We were also the first UK centre to deliver online CT guided Adaptive radiotherapy with artificial intelligence for cervical cancer. We are nationally recognised for our specialist services of Stereotactic radiotherapy and Brachytherapy, as well as having an active research portfolio.

I am proud of the leading role we are taking in the development of specialised cancer care, which will not only create opportunities for improving patient care but also for the development of our staff.

I wish you every success with your application to join our team and hope to welcome you to the Royal Surrey in the near future.

Best wishes

Laura Turner

Professional Head of Radiotherapy



## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	Acute Oncology Lead Practitioner
<b>Band:</b>	Band 8a
<b>Base</b>	St Luke's Radiotherapy Department, based at East Surrey Hospital (Redhill)
<b>Department / Portfolio</b>	Oncology
<b>Reports to:</b>	Professional Head of Radiotherapy
<b>Accountable for</b>	Student Radiographers, Assistant Practitioners, Radiotherapy Department Assistants, Radiographers and Senior Radiographers.

### 2. JOB PURPOSE

To develop and maintain the Trust's Acute Oncology services (AOS) and to take a lead clinical role in providing the high quality evidence based expert practice for cancer patients within the oncology pathway, including chemotherapy and radiotherapy.

This is a key post within East Surrey Hospital, working seamlessly alongside the AOS service and the radiotherapy department, liaising closely with the Lead Clinician and supporting Oncology consultants at St Luke's Redhill.

In addition this post will have the responsibility to consent and refer for MSCC radiotherapy pathway, support education of wider East Surrey Hospital team and support education and training within oncology division.

#### 2.1 JOB SUMMARY

The Acute Oncology Lead Practitioner will provide leadership to support and inspire colleagues to enhance their development in clinical practice, exercise a high degree of professional autonomy and make critical judgements using expert knowledge and skills in order to provide the highest standard of holistic patient care across the oncology pathway. Work collaboratively within the division, across the Trust and externally, to develop and deliver services across organisational, professional and geographical boundaries whilst ensuring the AOS works within the Trust's Clinical Governance Framework.

This post is based at East Surrey Hospital but will include regular attendance at our main Radiotherapy site at Royal Surrey County Hospital in Guildford.

A flexible approach to work is essential to meet the service needs of the department and hours of work may vary between 8am – 7pm with some occasional Saturday and Bank Holiday working.

The AC Lead practitioner is service driven, and the role is structured around the Department of Health Guidance across domains of Advanced Practice, these being:

1. Clinical Practice
2. Management
3. Clinical and Professional Leadership
4. Communication
5. Research and Audit
6. Education and Continuing Professional Development

### **3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:**

#### **3.1 Clinical Practice**

- To provide expert knowledge, advice and clinical support to patients, carers and fellow professionals regarding the care and management of patients experiencing complications of cancer and cancer related treatments.
- Collaborate with medical and nursing teams in the delivery of the Acute Oncology Service.
- To practice at an advanced level demonstrating an in-depth knowledge and competence in all aspects of cancer, chemotherapy and radiotherapy, encompassing advanced assessment and clinical management skills that are evidence based and that deliver high quality patient centred care.
- Respond to emergency situations utilising clinical judgement and decision making to initiate appropriate interventions and treatments for patients.
- To ensure the competency based framework for health care practitioners is utilised and provides consistent quality services for patients
- To work as a caseload manager for patients admitted through the Acute Oncology Service.
- Responsible in collaboration with colleagues for the development of specialist protocols for the emergency care pathway.
- Responsible for creating pathways for patients that improve and enhance their experience including that patients are treated with respect at all times, ensuring privacy and dignity is protected by setting and monitoring standards.
- Working within the clinical governance and competency framework, ensure standards of care are monitored and maintained, based on evidence and good practice and lessons are learnt from complaints and incidents.
- Develop efficient and effective care pathways for patients, delegating responsibilities to other health professionals to achieve seamless care.



- To maintain direct referral systems that ensure timely, convenient and accessible services that include the development of managed care pathways, to meet the needs of patients and their carers.
- Use expert clinical judgement to assess fitness for radiotherapy +/- chemotherapy treatment

### **3.2 Management**

- Manage all resources effectively.
- Promote patient and public involvement activities in the specialist areas, leading to service development and improvement.
- Produce annual reports and service development plans, based on service reviews communicating these internally and externally as appropriate

### **3.3 Clinical and Professional Leadership**

- To work collaboratively with the professionals and organisations along the emergency chemotherapy patient pathway to further develop services.
- To work collaboratively with the professionals and organisations along the Metastatic Spinal Cord Compression pathway. To provide expert knowledge to support consent and referral for radiotherapy as an emergency
- Demonstrate expert leadership providing support, advice and guidance on complex cases and sensitive issues in the field of the specialism to other staff.
- Maintain accountability and responsibility for autonomous practice in all areas of work, including excellent documentation and recording of information.
- Be an influential change agent, initiate influence and implement changes to clinical practice appropriately. Participate in research and audit to guide service development.
- Adhere to NICE, local, National, Regional and Trust guidelines in all areas of professional duties.
- Represent the Trust at regional level disseminating and implementing service changes and updates.
- Participate in regular regional and national specialist meetings to maintain advanced current practice.
- Ensure effective use of advanced clinical knowledge and skills, relating to the speciality in order to enhance patient care delivery.
- Manage the changing clinical and organisation scenarios in the best interests of patients.

### **3.4 Communication**

- Effectively communicate highly complex, sensitive information to patients, relatives and staff at all levels throughout the organisation and external agencies.
- Maintain effective communication with patients, carers and health care professionals to ensure high quality service care delivery.
- Provide a communication pathway to key stakeholders involved with the patient's care across health and social settings.
- Provide appropriate support for patients and family members, including appropriate onward referral for psychological support.



- Maintain updated documentation records both written and electronic in line with Trust policy.
- Utilise advanced communication skills to advise and empower other health and social professionals involved in the delivery of care for patients.
- Use negotiation skills to engage staff in changing practice and negotiate resources for the Acute Oncology Service.

### 3.5 Research and Audit

- Lead and participate in regular surveys and audits relating to the oncology pathway
- Ensure the Acute Oncology Service remains compliant with national/local standards, and that service audits are undertaken in line with national/local requirements, ensuring the implementation of any recommended actions.
- Participate in relevant research and development initiatives and utilise research findings to improve local practice.

### 3.6 Education and Continuing Professional Development

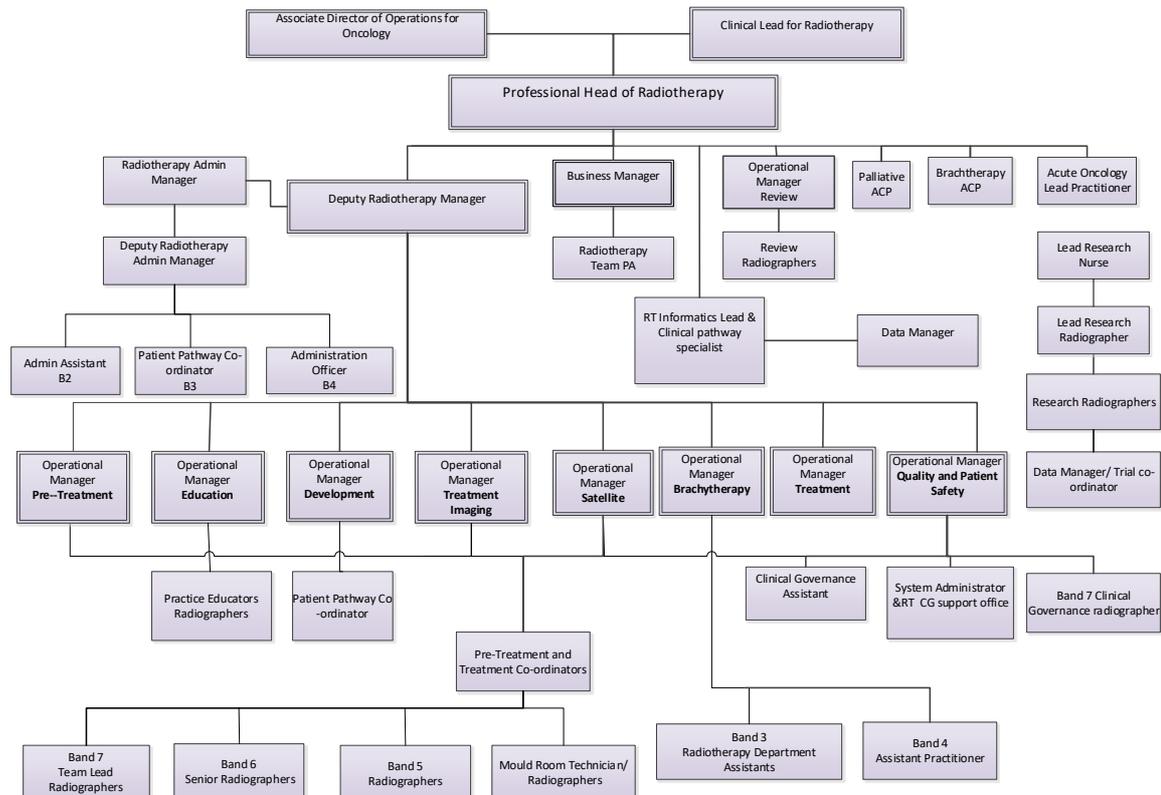
- Deliver a training programme to ensure the practice development and competency of those nurses, medical staff and AHP's caring for patients in the oncology setting.
- Lead on the delivery of formal and informal educational initiatives as a part of the above programme.
- Maintain a personal professional profile.
- Identify own personal development needs to work at advanced level and beyond and take appropriate action to ensure goals are met.

## 4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Nursing/AHP staff group as appropriate to role Radiotherapy Radiographers Medical staff Specialty/service and Trust education leads R&D team Wider multidisciplinary teams Theatre Staff Other hospital departments	Medical and nursing teams based at East Surrey Hospital. Other healthcare providers/agencies as applicable to role Local Higher Education Institutes (HEIs)



## 5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



**All subspecialty roles report into the appropriate speciality manager**

## 6. OTHER RESPONSIBILITIES

### Management

- Contribute to Trust Clinical Governance. This includes:
  - ✓ risk assessment within the clinical area
  - ✓ reporting and monitoring any untoward incidents (incl. DATIX reporting procedure)
  - ✓ dealing with complaints as delegated, and ensuring appropriate investigation, corrective action and documentation
  - ✓ taking appropriate action relating to hazard notification for products and equipment
  - ✓ implementing National Institute for Clinical Excellence (NICE) quality standards
  - ✓ taking personal ownership in soliciting and offering feedback – in order to continuously improve the quality and safety of patient care, and the efficient and effective operation of the service.

- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post.

## Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

## Confidentiality

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

## Equal Opportunities

- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

## Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:



- To take reasonable care of ourselves and others at work;
- To co-operate in meeting the requirements of the law.
  
- All staff must have an understanding of the Trust's Health and Safety policy and be aware of the responsibilities associated with this.
  
- All staff must adhere to the Trust's Infection Control Policies and maintain the standards laid down in those policies, complying with dress codes and hygiene codes in all clinical areas.

Further details are available from the Trust's Health & Safety Advisors.

### **Safeguarding**

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

### **Infection Control**

Infection Prevention and Control is the responsibility of all Trust staff.

All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

### **Our vision, mission and values**

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

#### **Our Mission**

Together we deliver compassionate, safe care every day.

#### **Our Vision**

To provide nationally celebrated, community focused health and care.

**Our values are:**

- **Continuously improving**  
Continuously improving is not just a value.  
It's what unlocks our innovation.
- **Excelling together**  
Excelling together is not just a value.  
It's what we do every day.
- **Caring together**  
Caring together is not just a value.  
It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value.  
It's what keeps our services safe.

**7. RIDER CLAUSE**

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

***Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.***

PERSON SPECIFICATION

**POST:** Acute Oncology Lead Practitioner

**BAND:** 8a

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
<b>Values and Behaviours</b>			
<b>ESSENTIAL CRITERIA FOR ALL POSTS</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	✓		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	✓		A/I
Value diversity and difference, operates with integrity and openness	✓		A/I
Treating others with compassion, empathy and respect	✓		A/I
Share information openly and effectively with patients, staff and relatives	✓		A/I
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	✓		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	✓		A/I
Actively develops themselves and others	✓		A/I
<b>Qualifications</b>			
DCR (T) or BSc (Hons) State Registered Therapeutic Radiographer or State Registered Nurse	✓		A
HCPC or NMC professional registration	✓		A
Post graduate education / training appropriate to their area of practice	✓		A
MSc in Advanced Clinical Practice (or equivalent)		✓	A
Registered non-medical prescriber	✓		A
Advanced health assessment		✓	A
Advanced Communication		✓	A
Level 2 psychological training		✓	A
Management and leadership training/qualification		✓	A
<b>Knowledge and Experience</b>			
Recognised and accessible as expert in field	✓		A/I
Experience of audit processes, research and clinical trials	✓		A/I
Experience of educating/training colleagues at all levels	✓		A/I
Experience of management of staff and resources	✓		A/I
Experience of leading and implementing change and service development	✓		A/I
Comprehensive understanding of national issues that will influence practice	✓		A/I
Experience of working across professional and organisational bodies		✓	A/I



Experience of research and publication of results and conference presentations		✓	
In depth knowledge of anti-cancer treatments and side effects	✓		A/I
Working with ISO 9001 and IRMER Regulations	✓		A
<b>Skills and Capabilities</b>			
Excellent verbal and written communication	✓		A/I
Professional leadership qualities	✓		A/I
IT Skills	✓		A/I
Organisational skills	✓		A/I
Ability to prioritise own workload and workload of others in the patients pathway meeting targets and deadlines	✓		A/I
Ability to critically analyse and develop new techniques/protocols	✓		I
Problem-solving skills	✓		I
Project management skills	✓		A/I
Ability to recognise own limitations	✓		I
Ability to integrate into a multidisciplinary team	✓		A/I
Awareness of all legislation relevant to the post	✓		I
Written and oral presentation skills	✓		I
Ability to organise and motive self and others	✓		I
Show initiative, innovation and be responsive to service needs	✓		A/I
Be proactive in managing own career and continuous service development	✓		A/I
Reflect on practice for continuing self-appraisal	✓		I
Flexibility in working hours	✓		I
Reliability to be able to work under pressure and to deal with stressful situations	✓		I
Confident, assertive and reliable	✓		I
Aware of the importance of legislation concerning radiation and other safety hazards, the implications of the Data Protection Act and the need to maintain patient and staff confidentiality	✓		A/I
<b>Personal Attributions</b>			
Ability to organise, prioritise and co-ordinate work of self and others and show advanced leadership skills	✓		I/
Shows a clear rationale for their preferred area(s) of advanced practice	✓		A/I
Strong motivation to work within the field of radiotherapy	✓		A/I
Strong motivation to work with students and trainees	✓		A/I
Demonstrates flexibility and dynamism	✓		A/I
Cheerful and approachable disposition	✓		I
Excellent verbal and written communicator	✓		A/I
Physically fit to assist in treatment and moving and handling of patients including CPR	✓		I
Work well under pressure	✓		A/I
Willing to take responsibility	✓		I
Demonstrates accountability for actions	✓		I
Demonstrates an interest in up-skilling colleagues; shows pro-activity in developing self and others	✓		I
Awareness of current challenges and opportunities for Radiotherapy, the Trust, the profession and the wider NHS.		✓	I
Has a proven track record of advanced practice.		✓	A/I

