

## JOB DESCRIPTION

<b>Job Title:</b> Macmillan Skin Cancer Clinical Nurse Specialist & Team Leader
<b>Base:</b> BHT office base at SMH CCHU
<b>Agenda for Change banding:</b> Band 7
<b>Hours of Work:</b> 0.8 WTE (30 hrs - as per advert)
<b>Details of Special Conditions:</b> Trust wide working Ability to work in other clinical settings when service delivery requires.
<b>Managerial Accountability &amp; Professional Accountability:</b> Senior Oncology Clinical Nurse Specialist

### MAIN PURPOSE OF THE POST

To be the team leader for the specialist skin cancer nursing service based within Buckinghamshire Healthcare NHS Trust. The post provides service development, line management and leadership as well as direct clinical input as the Skin Cancer CNS. It offers important input to the skin cancer multidisciplinary team (MDT) and as Skin Cancer CNS the role offers specialist nursing care to patients, and support and information to their carers. All care is holistic in nature and includes physical, psychological, emotional, spiritual and intellectual assessment and interventions.

The post holder will co-ordinate the care of patients with melanoma, squamous cell carcinoma (SCC) and other skin cancers supporting them and their families throughout diagnosis, treatment and in follow up care. They will act as key worker for these patients throughout the care pathway.

The post holder will act as a core member of the Skin Cancer Specialist MDTs and as a patient advocate.

The post holder will organise and undertake nurse-led telephone and face to face clinics in the dermatology department. The post holder will also attend clinics alongside plastic surgeons and dermatologists when appropriate.

The role offers professional support and guidance to nursing staff within the Trust and will liaise with Skin Cancer CNS services across the Thames Valley and contribute to skin specialist nurse work within the Thames Valley Cancer Alliance.

The post also involves offering holistic nursing assessments (HNA) to patients confirmed with a malignancy and considered appropriate for HNA. This includes

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electronic holistic assessments (eHNA) using the Macmillan My Care Plan system and involves face to face, virtual and telephone work specific to this assessment process. In line with national guidelines HNA must be offered around diagnosis and at key points in the patient pathway. The post holder will provide psychological care and skills and use these skills to assess patients in need of additional psychological services.

The post provides line management to a B6 CNS post holder within the team.

## RESPONSIBILITIES

### Main Duties and Responsibilities

#### Clinical

- To work with a high degree of autonomy in managing and delivering a service within the boundaries of the nursing professional body and local, regional, and national cancer policies.
- To use specialist knowledge and skills to assess patients referred to the skin specialist service and offer support to their carer. To interpret complex problems and provide the appropriate level of intervention either as direct or indirect care.
- Work as an expert practitioner in given area, acting as a resource for other interdisciplinary healthcare professions. Maintains a high profile in the clinical area, acting as a role model for good practice.
- To advise and manage crisis situations where decisions and action require rapid planning and co-ordination of care services across both the hospital and community setting.
- To work closely with the multidisciplinary team and, as the 'key worker/named nurse' act as a resource throughout the pathway and enable patients to re-access the team throughout the cancer care pathway.
- To act always in accordance with the NMC Code of Conduct and within the principles and scope of professional practice and ensure other members of the nursing team also work within these boundaries.
- To manage own workload across a wide range of specialist activities which includes holistic nursing assessment (HNA/eHNA), care planning throughout the patient pathway, and directly liaising with other healthcare

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professionals and agencies to meet the varied and complex needs of patients.

- To use clinical skills appropriately within clinic settings and in the ward setting when required.
- To act as the patient's advocate from the point of referral and to identify and meet the information, support, and psychological needs of patients throughout diagnosis, treatment and follow up.
- To provide psychological support for patients who have received distressing news or when giving bad news to patients. This work can be distressing and is very emotionally demanding at times.
- To manage and run nurse led clinics in both telephone and face to face format, with the involvement of the band 6 postholder.
- Discuss the needs of the patient within the multidisciplinary team meetings and with other professional colleagues when required.
- Communicate with community health care colleagues to ensure a seamless service is provided between secondary and primary care for patients with skin cancer.
- To organise own workload, ensuring it reflects the core components of the nurse specialist role in particular: providing effective healthcare, developing self and others, addressing quality of service delivery and using evaluation and research to lead and develop practice.
- Co-ordinate and participate in health education and skin cancer prevention campaigns targeting sun avoidance and skin cancer awareness with other relevant health care professionals (both within the Trust and externally)
- To provide a discharge information pack for patients discharged from active care ensuring this includes symptoms to look out for, how to rapidly access specialist advice and access to community support.
- To work to national standards for skin cancer care as advocated by the Association of Cancer Surgeons at BASO, the British Association of Plastic Surgeons, the British Association of Dermatologists, NICE and the RCN and assist in the development of cancer services as set out in the Long Term Cancer Plan.

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## Communication

- Core member of the specialist Skin Cancer Multi-Disciplinary Team (MDT) and when needed present patient cases and speak as patient advocate.
- To use empathy and advanced communication skills to support patients and to provide complex information to patients and their carers in a sensitive manner.
- Ensure patients are offered core information at diagnosis, during treatment, follow-up and palliative care.
- Co-ordinate and communicate between a wide range of service providers to ensure smooth and seamless care is offered to skin cancer patients and their families.
- Ensure all patients with skin cancer, in collaboration with the dermatologists, oncologists and surgeons are offered a permanent record of significant consultations and a nursing care plan developed through eHNA.
- To participate in appropriate CNS and skin cancer forums both internally and externally to the Trust.

## Management

- To lead on the requirements of national cancer standards and measures for skin cancers and assist in ensuring evidence is available relating to required measures needed for each annual assessment whether internal or external.
- To provide nursing leadership including when required the coordination of a cross site services.
- To provide team leadership, planning the nursing service to cover the requirements of the service and organising cover for sickness and absence due to leave.
- To provide line management for lower banded members of the team providing mentorship and support to help meet their development needs; and carry out appraisal for these staff in line with trust HR policy.
- To maintain a flexible approach to the role and ensure provision of an effective and efficient service within agreed budgets and resources.

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- To act as an authorised signatory for travel expenses and the management of the service on Health Roster and ensure time in lieu is agreed and booked appropriately taking account the needs of the service.
- To contribute to the continuing development, good communication and collaborative working of the MDT to ensure good working relationships are maintained.
- To contribute to the recruitment and retention of nurses for cancer services.
- To complete business cases for funding requests from external agencies.
- To maintain accurate and concise records of the clinical service, compiling statistical information that will profile the service and inform future strategic development.
- To actively support the Trust nursing strategy as it relates to the role of the Nurse Specialist.
- To undertake regular individual performance review in conjunction with the Senior Oncology CNS and agree personal development plans in line with service and personal objectives and in relation to Trust corporate and clinical strategy.
- To be aware of, and adhere to, Trust policies.
- Following systemic evaluation, to implement new initiatives to improve the effectiveness and efficiency of the service ensuring the maintenance of high clinical standards within an environment of finite resources.
- To understand the principles of clinical governance and its implementation in practice.
- To lead or assist in the investigation of complaints and incidents relevant to the department and change and implement policies accordingly.
- To lead and contribute to the ongoing development and implementation of a range of cancer related clinical guidelines and policies both within the Trust and with other agencies.
- To produce an annual report for the Trust, meeting the guidelines of Macmillan Cancer Support.

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- To access and attend regular clinical supervision / reflective practice and ensure other team members can also be released to attend.

### **Personnel**

- To act as a role model in professional and personal attributes for all members of staff.
- To actively participate in the recruitment process.
- To maintain and develop team morale, supporting all colleagues and assertively dealing with conflict.
- To be a visible and approachable resource for patients and staff for clinical and personal issues.
- To participate in grievance and disciplinary and other staff procedures.

### **Education**

- To provide specialist education and training for all grades and disciplines of staff, formally and informally in wards and work areas and assess the effectiveness of the teaching/learning process.
- To work with the multidisciplinary team to identify educational needs in relation to skin cancers and to facilitate and participate in educational provision to meet those needs.
- To use specialist skills to identify, assess and meet the educational needs of the patient and their family, paying particular attention to the public and personal attitudes to cancer, and how these relate to political, social, economic and ethical issues.
- To work collaboratively on education strategies, which support cancer service development and promote the profile of the Trust cancer services.
- To participate in teaching and assessing in clinical practice, including mentoring, preceptorship and clinical supervision.
- To review own professional development in line with NMC guidelines on revalidation and specialist practice.

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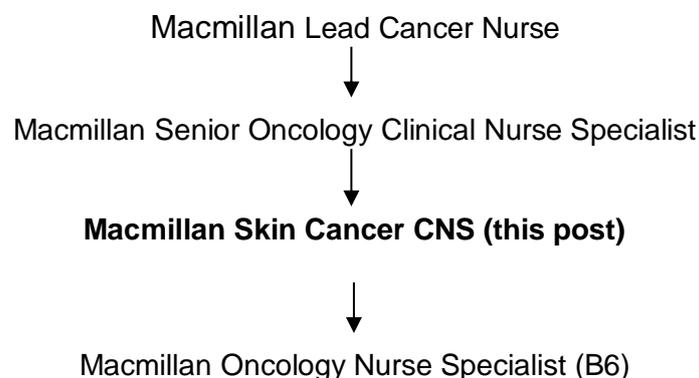
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## Research & Audit

- To provide research-based information on the nursing management of skin cancers to the multidisciplinary team and to those affected by cancer.
- To disseminate research findings as appropriate and actively explore opportunities to identify research needs and when appropriate to participate in research within own speciality.
- To take the initiative in promoting innovative clinical nursing practice, which is both effective and measurable in terms of clinical outcome and endeavours to be patient centred.
- To participate in both clinical and organisational audit to continually evaluate the effectiveness of the service provided against established research/standards. Particular attention must be paid to the opinions of both lay and professional users of the service through regular completion of patient satisfaction surveys.
- To act as a specialist resource for those undertaking research relating to skin cancer.
- Produce an annual report for Macmillan containing audit data and ensuring the service is reviewed and improved through participation in service review.
- To develop and undertake audit projects in accordance with clinical governance developments within plastic surgery, dermatology and oncology.

## ORGANISATION CHART



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## ADDITIONAL INFORMATION

### Trust Values



### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### COVID-19 Vaccinations

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The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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