Maidstone and Tunbridge Wells NHS Trust

Job Description

Job title: Teenage Cancer Trust Teenagers and Young Adults (TYA) Clinical Liaison Nurse Specialist

Band: 7

Directorate: Cancer and Haematology

Site: Maidstone with cross site working across West Kent, North Kent and Medway.

Hours: 37.5

Reports to: Lead Cancer Nurse, Kent Oncology Centre

Accountable to: Associate Director of Nursing, Maidstone and Tunbridge Wells NHS Trust

Job summary:

This is an exciting role based at Maidstone Hospital covering the West Kent, Medway and North Kent areas.

- The post-holder will play a key role in the support of Teenagers and Young Adults (TYA) diagnosed with cancer and living in the West Kent, North Kent and Medway areas and surrounding health communities.
- The post-holder will have responsibility for the provision of specialist nursing for Teenagers and Young Adults in the identified catchment area, practising autonomously alongside multiple cancer multi-disciplinary teams.
- The post-holder will work across professional, departmental and Trust boundaries as required to develop and support patient-centred seamless care, with particular responsibility for leading nurse-led care initiatives.
- The post-holder will work alongside and maintain regular contact with the TYA Lead Clinician and TYA Lead Nurse, establishing close links with staff at the Principal Treatment Centre (PTC) at The Royal Marsden Hospital.
- Additionally the post-holder will establish links with staff at the other hospital sites designated for TYA care across the network (Brighton, Eastbourne, St Georges, Guys and St Thomas’s, Royal Surrey, Kings College London and East Kent).
- The post-holder will ensure that patients aged 16–18 are referred to the PTC for treatment at diagnosis and ensure that patients aged 19-24 are supported to make an informed decision regarding place of care, within the designated hospital or primary treatment centre.
- The post-holder will, at all times, promote the philosophy of the Teenage Cancer Trust Charity.
The job will be hosted and managed by Maidstone and Tunbridge Wells NHS Trust with an honorary contract for Medway NHS Foundation Trust and Dartford and Gravesham NHS Trust. The role will involve travelling and working locally within a variety of health, social care, voluntary sectors and private provider organisations.

Working relationships:

- Teenage Cancer Trust TYA Lead Nurse, The Royal Marsden NHS Foundation Trust
- Oncology Matron (Kent Oncology Centre)
- Teenage Cancer Trust Regional Service Manager
- Cancer site-specific CNS teams at the PTC
- Cancer site-specific CNS Teams across West Kent, North Kent and Medway
- TYA Lead Clinician for Kent Oncology Centre
- Cancer Services at Kent Oncology Centre
- Adult and Paediatric Oncology/Haematology Teams across West Kent, North Kent and Medway.
- Local Palliative Care Teams
- Local Primary Care Teams
- Allied Health Professionals
- Charitable organisations

Budget responsibilities:

There are no specific budget management responsibilities associated with this role, however the post-holder will be expected to contribute to the NHS Cost Improvement Programme (CIP).

Key result areas:

1. Expert Clinical Care and Support:

The post holder will:

- Work closely with the TYA Team and the site-specific multi-disciplinary teams locally and at the Principal Treatment Centre (PTC) to ensure alignment of goals and priorities between national and local modernisation initiatives relative to TYA services.
- Provide comprehensive highly specialist care and advice for teenagers and young adults with cancer (both to the patient and the specialist teams) and will be expected to act as a key-worker to patients who do not have a key-worker already in place.
- Prepare, participate and contribute to the TYA multi-disciplinary meetings at the Royal Marsden Hospital and ensure that all newly diagnosed TYA patients are discussed at the Principal Treatment Centre TYA MDM.
- Ensure TYA cancer patients have regular holistic assessments throughout their journey to be presented at the local and principal treatment centre TYA MDM.
- Provide patient core contact for the TYA service through media available to the patient, e.g. face to face, text, telephone, home visit (if necessary), website, emails, written information.
• Promote a culture that supports self-management of the ongoing consequences of treatment.

2. Patient Pathways

The post holder will:

• Encourage innovation and identify opportunities for continual improvement for TYA cancer services.
• Support patients and clinical teams to ensure a seamless transition takes place from paediatric services to TYA services and likewise from TYA into adult services.
• Establish and develop the TYA service for Maidstone and Tunbridge Wells NHS Trust, Dartford and Gravesham NHS Trust and Medway NHS Foundation Trust.
• Contribute to the implementation of the Teenage Cancer Trust Nursing Strategy.
• Use professional judgement to intercede and act as an advocate for patients to ensure a patient-focused approach to the delivery of care and service strategy.
• Support and enable patients and carers to make informed decisions relating to their treatment and management, escalate concerns within nursing/professional structures as required.
• Support the completion of End of Treatment summaries and care plans for patients that are being key-worked.

3. Patient Involvement and Advocacy

The post holder will:

• Contribute to leading the development, design and implementation of TYA services at Maidstone and Tunbridge Wells NHS Trust, Dartford and Gravesham NHS Trust and Medway NHS Foundation Trust and across the specific geographical region in collaboration with the TYA services already in place at the Principal Treatment Centre.
• Actively ensure that the voice and needs of TYA patients and carers are at the heart of all service improvement through online activity and face to face support.
• Working within different organisations and teams to analyse and challenge current practice constructively. Engage stakeholders to review current practice where needed to improve the experience and outcomes for TYA cancer patients and their families/carers.
• Ensure the patient/carer views are at the forefront of the redesigned patient’s journey.

4. Service Development and Policy

The post holder will:
• Lead change in clinical practice for the benefit of the TYA with regard to cancer to include their carer, multi-disciplinary clinical teams in primary, secondary and tertiary care.
• Contribute to the development of a seamless service with the shared care hospitals in collaboration with the Principal Treatment Centre.
• Liaise with all cancer services providing TYA support across the region to create succinct and effective communication to develop continuity in the patient’s pathway.
• Support the delivery of clinical and non-clinical TYA projects in the organisation to help increase effectiveness and efficiency, focusing on meeting the priorities of the Children’s and Young People (CYP) with Cancer Improving Outcomes Guidance for the TYA Cancer service specifications.
• Contribute to the effective use of physical and financial resources implementing new initiatives where possible to run a cost-effective service (e.g. reducing length of stay).
• Ensure that all nurse-led activity is captured and recorded and accurately as appropriate.
• Participate in peer review to maintain standards of the service and the cycle of continuous quality improvement.
• Identify and develop proposals and business cases as required for future service innovation.
• Benchmark and analyse existing patient pathways for TYA with cancer and activities of their multi-disciplinary teams.
• Collate and undertake reporting of data in partnership with the cancer analyst. Analyse this data to enable identification of opportunities for service redesign to achieve sustainable improvement in patient care. Liaise with Teenage Cancer Trust as appropriate with data required for strategic and service planning locally and nationally.
• Provide local evidence-based information to assist in the delivery of sustainable facilities and model of care for TYA with cancer.

5. Multi-disciplinary Team Working and MDT Meetings:
The post holder will:

• Work closely with the TYA MDT Coordinator and Site Specific Teams to ensure that all newly diagnosed TYA patients are discussed at the TYA MDT.
• Contribute to multi-disciplinary discussion and patient assessment/core planning decision of the team at the MDT meetings.
• Participate and contribute to the TYA MDT at the Principal Treatment Centre, either virtually or via the TYA Lead Nurse.
• Promote TYA patient entry into age appropriate and disease appropriate clinical trials.
• Ensure all TYA patients have a holistic psychosocial assessment and individual care plan.
• Work with network teams to ensure that patients (19 – 24) are supported to make an informed decision regarding place of care.
• Act as a role model through the provision of professional leadership and demonstration of competent and effective practice.
• Adopt a leadership style that motivates and empowers other healthcare professionals to attain high standards of patient care and professional development.

• Develop and maintain effective communication channels and relationships with all members of the multidisciplinary team.

• Continually evaluate the changing needs of the role and make recommendations on the ongoing development of the service.

• To use effective time management skills to meet the changing priorities of the service within the clinical setting.

6. Education, Research and Audit

The post holder will:

• Contribute to the delivery of Teenage Cancer Trust Nursing Outcomes and delivery of an Annual Report for the cancer service team and charities.

• Develop and work in accordance with the Trust’s clinical governance framework.

• Act as a facilitator regarding appropriate recruitment of TYA cancer patients to research trials.

• Participate in local and/or national research and development initiatives as appropriate.

• Undertake nursing research and to publish the outcomes as appropriate.

• Keep up to date with new developments and disseminate information and research findings.

• Promote and demonstrate research led practice.

• Produce and implement clinical guidelines, review and update them on an annual basis in agreement with the multi-disciplinary team.

• Participate in external and internal projects/audits evaluating various aspects of clinical care.

• Develop and provide a framework to measure standards of care for TYA to evidence the CYP IOG outcome measures for the future.

• Evaluate service delivery; identify areas of improvement and initiate change.

7. Professional Development

The post holder will:

• Attend national education programmes/meetings on behalf of Maidstone and Tunbridge Wells NHS Trust, Dartford and Gravesham NHS Trust, Medway NHS Foundation Trust and Teenage Cancer Trust.

• Attend Teenage Cancer Trust events and meetings as requested and agreed.

• Participate in the national Teenage Cancer Trust funded nurses group for mentorship and development.

• Maintain own personal and professional development through education, training and networking.

• Contribute to the development of resource and teaching packs for use by patients and/or staff in the clinical and education settings.

• Maintain own practice and professional portfolio.
• Contribute to the design, planning, implementation and evaluation of educational programmes, both formally and informally, for multi-professional staff having direct or indirect contact with TYA with cancer within Maidstone and Tunbridge Wells NHS Trust, Dartford and Gravesham NHS Trust and Medway NHS Foundation Trust.
• Teach on relevant educational courses, as appropriate.
• Work with the Higher Educational establishments to develop educational strategies and programmes that promote the specific care needs of TYA with cancer.
• Act as a role model and clinical resource demonstrating high standards of care and providing clinical leadership in the area of TYA.
• Comply with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors.
• Be responsible for maintaining own competency to practice through Continual Professional Development (CPD) activities and maintain a portfolio with reflects personal development to meet requirements to remain “live” on the register.
• Take part in regular performance appraisal as per Trust policy.
• Comply with Trust mandatory training requirements.
• Contribute to and work within a safe environment.
• Comply with Trust Infection Control policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

8. Accountability

The post holder will:

• Be self-motivated with the ability to work under own initiative and without direct supervision.
• Be accountable for own actions – a lead specialist in the area of TYA with cancer.
• Able to work across multiple organisations and structures.

9. Communication and relationships

The post holder will:

• Communicate internally and externally to increase awareness of the TYA Cancer Service improvements and its benefits, working across professional, divisional and organisational boundaries.
• Work effectively with the TYA Lead Cancer Nurse, TYA Lead Clinician at the Principal Treatment Centre and within the shared care hospitals, site-specific multi-disciplinary teams, charities and voluntary organisations, maintaining good communication links with all these groups.
• Identify and work towards a common shared goal, encourage joint approaches for care across organisations.
• Continually monitor own performance in the provision of care, ensuring that personal standards are met at all times.
• Access professional support, guidance and personal development via the TYA Team and wider cancer team.
• Update own knowledge to promote excellence in clinical practice. Attend and present at national and international educational events as appropriate.
• Maintain membership of national professional groups to facilitate updating and development within specialist field.
• Take responsibility for own professional development through the appraisal system and work towards completing agreed personal development plan.
  ◦ Actively engage in appropriate supervision – both personal and team-orientated.

10. Planning and organisational/physical, mental and emotional effort

• Ability to travel on public transport/drive to local areas as necessary.
• Ability to mobilise across hospital sites.
• Ability to work in an office environment and sit for long periods of time at a computer.
• Ability and willingness to visit patients in their own home if required, in order to deliver the TYA service.
• Ability to concentrate, for example, whilst undertaking analysis/report writing.
• Ability to work towards tight deadlines.
• Ability to deal with frequent interruptions.
• Ability to check complex documents and analyse data.
• Ability to deal with working in the often emotive environment of cancer and palliative care.

11. Management responsibility
There are no specific line management responsibilities associated with this role.

__________________________________________
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.
13. **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.

14. **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.

15. 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.
### Title of post
Person specification

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<tr>
<th>AREA</th>
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<tr>
<td>Qualifications</td>
<td>• Registered Adult/Paediatric Nurse Level 1 with current NMC registration</td>
<td>• Counselling qualification</td>
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<td>• First Level Degree or equivalent</td>
<td>• Teaching qualification</td>
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<td>• Evidence of recent continuing professional development</td>
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<td>• Evidence of specialist training in cancer care</td>
<td>• TYA specialist practice training</td>
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<td>Experience/Knowledge</td>
<td>• Three years clinical experience at Band 6 level in adult/paediatric haematology/oncology</td>
<td>• Experience of working autonomously in cancer services</td>
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<td>• Knowledge of the needs of teenagers and young adults diagnosed with cancer</td>
<td>• Experience of working in a multi-disciplinary environment with a wide range of individuals at different levels</td>
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<td>• Advanced communication skills training</td>
<td>• Experience of working across organisational boundaries within health and social care</td>
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<td>• Evidence of wide knowledge base and competency in clinical practices of cancer care</td>
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<td>• Experience of teaching/supporting staff</td>
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<td>Skills</td>
<td>• Excellent communication skills demonstrating ability to engage with TYA patient group and ability to communicate effectively at all levels</td>
<td>• Competence in chemotherapy administration</td>
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<td>• Experience and evidence of clinical audit and research</td>
<td>• Experience in policy development</td>
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<td>• Ability to work autonomously and manage own caseload</td>
<td>• Experience in change management</td>
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<td>Attributes</td>
<td>• Ability to deal with distressing circumstances</td>
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Date written ………………..