Urgent and Integrated Care Division

Job Description

**Job Title:** Macmillan CNS Acute Oncology

**Band:** 7

**Hours of Duty:** 37.5

**Accountable to:** ANP for acute oncology/lead cancer nurse

**Key Relationships:** Trust-wide nursing and medical teams
- Cancer CNS team
- Visiting Oncologists

**Role Summary**

The post holder is designated a Macmillan badged Clinical Nurse Specialist within the hospital and will liaise within the health community to provide specialist advice to the following:-

- patients and their relatives
- carers
- other health professionals within the Trust and community settings

The post holder will work autonomously as a member of the Acute Oncology Service team to ensure the provision of expert nurse advice, support and information to patients with complications as a result of their cancer treatment and/or disease. The post holder will work closely with the acute oncology lead clinician and medical colleagues to deliver a high quality service to patients at DCH.

The post holder will work within emergency dept, acute medical ward, other in-patient wards and in the chemotherapy unit for patients referred for assessment, investigation, diagnosis and treatment of symptoms of malignant disease and/or side effects of treatment. This will include collaboration and liaison with Consultant medical staff, ward/departmental staff, other CNSs, Palliative Care, Primary Health Care Teams, colleagues within the wider Cancer Network and other cancer centres/units to provide seamless, evidence based, holistic pathway of care for all patients.
The post holder will manage the patient chemotherapy hotline during office hours, assessing patients using the UKONS triage toolkit and providing advice as required.

The post holder will provide specialist advice; will be an educational resource and participate in the continuing education of the multi-professional health care team in all aspects of acute oncology and will facilitate innovative and evidence based nursing practice through professional leadership and supporting the clinical team. The post holder will maintain clinical expertise in chemotherapy and care of CVC’s and will work closely with the chemotherapy unit to ensure patients who require urgent chemotherapy as part of their acute oncology plan receive this in a timely way.

The post holder will participate in and initiate clinical audit undertaken in relation to acute oncology and the on-going service development. The post holder will expand and develop existing and new networks to ensure the dissemination of best practice across the Trust, Dorset Cancer Alliance, Wessex Strategic network and nationally for patients with Acute Oncology needs.

The post holder will work to promote the work of Macmillan through a variety of means such as the media, Macmillan campaigns, using Macmillan branded materials, wearing a Macmillan branded name badge, and keeping up to date with the services that this National charity offers.

The post holder will introduce themselves to patients and significant others as well as staff as the Macmillan acute oncology CNS.

**Key Areas**

**Communication & Relationships Skills**

- Facilitate communication, which results in clear responsibilities being identified within the multi-professional team
- There is a requirement to exchange verbal and written information with patients, staff and family requiring tact and diplomacy. The post holder needs to ensure that all barriers to understanding are overcome by using differing strategies to meet individual need.
- The post holder will regularly be required to communicate with patients and significant others about sensitive issues, such as end of life issues.
- They will demonstrate competence and confidence when involved in communication of complex and often emotive issues.
• The post holder will be expected to have regular, high level communication with senior clinicians about the clinical management of acute oncology patients.
• Attend and be an active member of Divisional meetings and working groups as required.
• Ensure that patient concerns are communicated to the ward nurse in charge and/or medical team.
• Adhere to standards of documentation as set out by NMC and trust policy.
• It is expected that all employees of the Trust will take part in the appraisal process each year with the first appraisal taking place within the first 6 months from appointment.
• To work collaboratively and proactively with other wards/departments with regards to acute oncology patients and the prevention of patient complications, and reduce length of stay where possible.
• Establish and maintain effective communication with patients, family, and carers to assess needs, to provide relevant support, information, education, advice, and counselling as required.
• Provide structured telephone advice and on-going support for patients, carers/relatives and other healthcare professionals, using the established UKONS triage toolkit.
• To have a high standard of telephone communication skills.
• Attend Trust Acute Oncology meetings
• Attend Network acute oncology meetings as required

Knowledge, Training & Experience
• In liaison with relevant Consultant Haematologist/Oncologist, undertake initial patient assessment and provide direct clinical care to patients with complications of chemotherapy, and/or symptoms of their disease, to ensure rapid identification of clinical need, access to appropriate treatment, coordinate onward investigations and facilitate early discharge as appropriate.
• To work as part of the established trust Acute Oncology Team and to forge close working relationships with medical and emergency department teams and specialist Palliative Care.
• To be an active participant in the delivery of education and training with regard to Acute Oncology within the Trust and regionally as required.
• To work as an autonomous practitioner on a day to day basis managing and prioritising own workload and maintaining responsibility and accountability for the management of an individual case load/client group
• To be responsible for ensuring that high professional standards and quality of care are maintained at all times within the workplace
To provide specialist advice, expertise, support and information to patients (inpatients/outpatients/day cases), families, medical, nursing and AHP staff in relation to Acute Oncology.

To attend ward rounds, clinics and meetings where specialist nursing input in relation to Acute Oncology is required.

To maintain own clinical knowledge base and expertise in chemotherapy and acute oncology, in order to provide high quality evidence based care and disseminate knowledge throughout the trust.

To maintain chemotherapy skills and also management of CVC skills to facilitate expert knowledge and skills in these areas.

To maintain an up to date clinical knowledge base in disease management and complications within specialities of oncology and haematology.

To participate in the Acute Oncology Peer review process in conjunction with Acute Oncology Lead and other key staff, to achieve national standards of care within the recent version of Manual of Cancer Services, through the implementation of standards and collation of evidence.

To actively participate in and lead on aspects of the implementation of the Trust’s objectives relating to acute cancer care.

Work collaboratively with the multi-disciplinary team in order to ensure that all aspects of patients’ needs are met in relation to continuity of care between hospital and on-going care settings.

To expand and develop close liaison with other cancer units/centres within Dorset and the wider Wessex region.

To ensure and enhance continuity of care and support for patients referred for specialist treatment.

To ensure that all aspects of clinical care provided are documented fully and clearly within patient records and information is disseminated to both internal and external professionals as appropriate.

To work closely with all cancer CNS’s, ensuring they are kept informed of patient admissions/attendances to hospital, including those with an undiagnosed primary cancer to ensure provision of an informed, seamless pathway, giving specialist advice and support as required.

**Analytical & Judgemental Skills**

- The post holder will be responsible for the assessment of needs, development, implementation and evaluation of programmes of care in line with the Nursing and Midwifery Council (NMC) and reflect the Trust’s policies, procedures standards and guidelines.

- The post holder will demonstrate the skills for assessing and interpreting specialist acute and other patient conditions, initiating actions as appropriate.

- The post holder will be expected to analyse complex facts.
Planning & Organisational Skills
- The post holder will prioritise, plan workload and organise own time, in close collaboration with the line manager and clinical lead for the Acute oncology service.
- Contribute to the principles of clinical governance ensuring that quality standards are set and monitored. Ensure that clinical risk management and clinical audit are an integral part of the Acute Oncology Service.
- Required to co-ordinate activities with other professional agencies.
- Ensure that staff within the clinical areas have access to and are aware of most recent national and local policies which impact and effect the delivery of the Acute Oncology Service.

Physical Skills
- The post holder will be required to have the dexterity and accuracy required for procedure such as venepuncture, cannulation and administration of intravenous drugs and chemotherapy and is able to demonstrate clinical skills.
- The post holder will be required to have standard keyboard skills, use of presentation, projection/multimedia equipment and e-learning resources.

Responsibility for Patient/Client Care
- To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times. Ensure continued and effective registration with the NMC.
- Develop programmes of care / care packages providing specialised advice concerning care.
- Use evidence based guidance on the prevention and control of hospital acquired infection.
- Ensuring the care provided reflects the requirements of CQC, NMC standards and other nursing initiatives.

Responsibility for Policy/Service Development
- Implements policies and procedures, and proposes changes to practices for own area, contributing to the development of specialist protocols.
- Develops new policies and standard operating procedures relevant to their sphere of working and share practice across the Trust.
- Involvement of review of acute oncology service and develop innovative ways of meeting the needs of the patient group, including integrated working with other teams.
Responsibility for Financial and Physical Resources
- Demonstrate safe working practices in the use of equipment in the clinical areas
- Demonstrate effective management of the efficient use of available resources.

Responsibility for Human Resources
- Support the clinical team, identifying and implementing innovation in clinical practice
- Provide appropriate education, training and development opportunities to enhance staff performance in line with ward/department training needs analysis.
- Be involved where clinical supervision is available on the ward / department

Responsibility for Information Resources
- Updates patient records
- In collaboration with the AO lead, update documents related to the Acute Oncology Service

Responsibility for Research and Development
- Participate as an individual in surveys.
- May participate in clinical research, audit and trials
- Contribute to the principles of clinical governance ensuring that quality standards are set and monitored. Ensure that clinical risk management and clinical audit are an integral part of the Acute Oncology service

Freedom to Act
- Accountable for own professional actions: not directly supervised, but line management by acute oncology lead.

Physical Effort
- The post requires a combination of physical effort including sitting, standing, walking which equates to moderate physical effort over short periods

Mental Effort
- The post requires frequent concentration with an often unpredictable work pattern

Emotional Effort
- Deals with distressed relatives, distressed patients and cares for the acute, terminally ill patient which will result in emotional effort
Working Conditions
• The post holder will have exposure to bodily fluids.

Personal/Professional Development
• To take every reasonable opportunity to maintain and improve own professional knowledge and competence
• To participate in personal objective setting and review, including the creation of a personal development plan
• To continue to develop the role of Clinical Nurse Specialist, and to demonstrate a high level of theoretical knowledge and practical experience in all aspects of Acute Oncology and chemotherapy nursing.
• To maintain up to date knowledge and ensure clinical practice and advice are research/evidence based.

Standards of Behaviour
• The post holder will comply with all trusts policies relating to HR subjects.

Health and Safety
• To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
• To co-operate with DCH in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to

Confidentiality
• To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected.

Equality and Diversity
• To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Control
Infection Control is everyone’s responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts’ Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the DCH Trust have the following key responsibilities:
• Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and between each patient contact.

• Staff members have a duty to attend mandatory infection control training provided for them by the Trust.

• Staff members who develop recurrent skin and soft tissue infections and other infections that may be transmittable to patients have a duty to contact Occupational Health.

Safeguarding Children and Young People
All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines. All health professionals who come into contact with children, parents and carers in the course of their work have a responsibility to safeguard and promote the welfare of children and young people up to the age of 18 years of age as directed by the Children’s Act 1989/2004. Health professionals also have a responsibility even when the health professional does not work directly with a child but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

Other
This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trusts intranet, or alternatively copies can be obtained from the Human Resources Directorate.

Signed Employee ___________________   Print ___________________ date

Signed Manager ___________________   Print ___________________ date