**Job Title:** Acute Oncology Nurse Practitioner  
**Grade:** Band 7  
**Reports to:** Acute Oncology Advanced Practitioner  
**Professionally Responsible to:** Assistant Director of Nursing  
**Managerially Responsible to:** Assistant Director of Nursing  
**Base/Department:** Salford Royal Foundation Trust Hospital  

**Main purpose of job:**

The post holder will play a key role in the Acute Oncology Team (AOT) & in the delivery of acute oncology services throughout the Trust. The post holder will provide early input of specialist care to oncology patients enabling

- Rapid high quality care for patients with complications of systemic anti-cancer therapy (SACT) and or radiotherapy (early recognition, response and appropriate treatment, facilitating rapid discharge)  
- Rapid high quality care for patients with complications of cancer including those presenting with oncological emergencies (early recognition, treatment, rapid referral back to specialist oncology team, palliative care team etc)  
- Appropriate investigation of patients who may benefit from treatment of unknown primary cancers (targeted investigations, rapid triage of patients into specialist oncology or palliative care).  

The post holder will give advice and implement patient care in an area which requires specific clinical knowledge, skills and experience. The post holder will work alongside other clinical colleagues in oncology, haematology, palliative care, ED, EAU, acute medicine, Cancer MDT’s, radiology and pathology and primary and tertiary care colleagues to ensure quality of care to the patients is maximised. This will include the development of clinical guidelines & education programmes.

**Main tasks/overview of responsibilities**

1. Develop and maintain communication with people about complex issues and/or in difficult situations  
2. Be proactive in developing own professional practice, demonstrating evidence of increasing autonomy, clinical judgment and decision making skills and contribute to the development of others  
3. Promote, monitor and maintain best practice in health, safety and security  
4. Demonstrate effective time management and organizational skills to ensure patients are seen within required timeframes  
5. Contribute to improving quality of care and the Acute Oncology service development  
6. Support equality and diversity assisting patients and carers with the planning and delivery of care  
7. Deliver and evaluate specialist programmes of education and training to all grades of staff throughout the Trust  
8. Assess complex health and wellbeing needs and develop, monitor and review care plans to meet those needs  
9. Assess physiological and psychological functioning when there are complex and/or undifferentiated abnormalities, diseases and disorders and develop monitor and review related treatment plans  
10. Plan, deliver and evaluate interventions and/or treatments when there are complex issues and/or serious illness  
11. Gather, analyse and report a wide range of data and information to evaluate the effectiveness of the Acute Oncology Service  
12. Demonstrate a high level of complex decision making in relation to the assessment, planning,
Responsibility for Patient Care (including monitoring, diagnostics and investigations)

- To be professionally and legally responsible and accountable for all aspects of own work, including the management of patients in your care.
- Discuss and agree with colleagues the assessment and care delivery process incorporating current practice and evidence.
- To accept clinical responsibility for a diverse and often complex caseload of patients.
- To ensure patients are assessed and reviewed promptly according to Acute Oncology Service guidelines.
- To receive referrals from and make referrals to consultants, primary and tertiary care colleagues, and other healthcare professions, and review/triage the patient and act accordingly, thereby reducing length of time patients wait for intervention.
- Work collaboratively and co-operatively with clinical colleagues to develop the Acute Oncology service and the quality of care delivered.
- Ensure appropriate investigations of patients who may benefit from treatment for newly diagnosed cancer and cancers of unknown primary (cup) targeted investigations, rapid triage of patients to Oncologists and or specialist palliative care.
- According to current legislation to undertake independent and extended prescribing and also make appropriate use of the administration of medication using Patient Group Directions.

Promotion and assessment of health and well-being

1. To work effectively with people to identify their concerns about health and wellbeing and approaches available to improve their wellbeing or prevent deterioration.
2. Act as a resource to patients, health professionals within and external to the Trust with regards to Acute Oncology.
3. Work closely with members of the public and users of the service so that health and wellbeing can be promoted effectively.
4. Explain assessment process clearly including the benefits and risks of the assessment and any alternative approaches obtaining their verbal consent whilst respecting their dignity, wishes and beliefs.
5. To undertake the comprehensive highly specialist assessment of patients, including those with a complex presentation, using investigative and analytical skills.
6. Follow a process of reasoning which demonstrates and enhances capacity for problem solving and critical decision making.
7. Interpret all of the available information and makes a justifiable assessment to provide a management plan of care.

Assessment and Treatment planning

8. Identify and review current information/factors available to determine and plan the assessment process.
9. Under supervision undertake patient assessments, history taking, examination, obtaining and requesting diagnostic tests e.g. bloods.
10. Review and interpret all the information available to inform decision making to suggest potential and differential diagnosis.
11. Refer to other practitioners and agencies as and when necessary.

Intervention and treatment

12. To develop the skills required to practice at an advanced level and to use an extended scope of practice beyond own profession (including for example referral and interpretation of x-rays, imaging, pathology reports, non medical prescribing, injection therapy, arterial blood gas sampling).
13. Identifies appropriate interventions/treatments to be undertaken within the context of the overall treatment plan.
14. Link/support the 24/7 telephone advice service (at the Cancer centre and or local haematology unit and link with other out of hours providers as required
15. Undertakes intervention/treatments in a manner that is consistent with evidence based practice/clinical guidelines applying own skills, knowledge and experience and using considered judgement to meet individuals complex needs
16. Involve patients and carers/relatives in the planning and delivery of care
17. Evaluates the effectiveness of interventions/treatments and makes any necessary modification
18. Maintains accurate and legible patient notes (written and electronic) in accordance with Trust and national professional policies and guidelines

Responsibilities for Human Resources

Personal and people development

1. To identify own development needs and set own personal development objectives in discussion with his/her reviewer keeping abreast of any new trends and developments and incorporate them as necessary into your work.
2. To take responsibility for own personal development and maintains own PDP
3. Makes effective use of learning opportunities whilst contributing to developing the workplace as a learning environment
4. Contributes to the development of others enabling them to develop and apply their knowledge and skills in practice providing timely feedback
5. Generate and share clinical knowledge and expertise with all members of the multi professional team, utilising any new knowledge feedback to inform and change practice
6. To be an active member of the continuing education in-house programmes by the attendance and presentation at staff meetings, tutorials, training sessions, journal clubs, external courses, clinical supervision and reflective practice and to keep an active CPD portfolio.
7. To be involved in the appraisal system and Trust Development Programmes
8. Undertakes annual mandatory training updates and other relevant courses inline with Trust and local policies
9. Support the development of a learning organisation alerting managers to resource issues which may affect this
10. Takes shared responsibility for the delivery of training and development programmes for the multi-disciplinary team
11. Identifies and contributes to the ongoing clinical and service developments in order to enhance quality care

Management of people

1. Provides clinical supervision for designated practitioners demonstrating advanced clinical knowledge, judgement and decision making
2. To participate in the appraisal process for themselves and others
3. Identifies, reports and address poor performance issues
4. Diffuses challenging behavior, ensuring that the situation is managed in a sensitive way
5. Acts as a role model providing mentorship and/or clinical supervision to other staff/learners supporting them in applying theory to practice
6. Acts as a resource for the nursing team

Responsibilities for physical and financial resources

1. To be responsible for equipment used in carrying out clinical duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice

Communications and leadership

1. Communicates effectively with a wide range of people in a manner consistent with their level of understanding, culture and background and preferred ways of understanding. Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a wide variety of patients. Barriers of effective communication will regularly be evident e.g. altered conscious level,
sensory loss, altered perception, pain, fear, and severe psychosocial problems.

2. To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.

3. Explores complex issues and to make complex decisions encouraging the effective participation of all involved

4. Empathetic and reassuring when communicating highly sensitive condition related information and advice to patients, carers and relatives

5. Competently receives highly sensitive information concerning patients medical condition

6. Uses a range of skills to adapt the delivery of information through changing the environment, methods of communication or delivery of content using persuasive, reassuring skills as required. e.g. Breaking bad news/special needs/ dealing with anxious relatives.

7. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding and to ensure a consistent approach to patient care.

8. Identifies and manages challenging behaviour

9. To maintain comprehensive and accurate assessment and treatment records in line with legal and directorate requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of letters and reports.

Leadership

1. Inspires others and encourage them to seek advice and solutions to problems
2. Challenges others to take an active part in developing knowledge, ideas and work practice
3. Promotes the service and encourages the acute oncology team to disseminate good practice both internal and external to the Trust

Planning and organising

1. To accept clinical responsibility for a diverse and often complex caseload of patients, and to organise this efficiently and effectively with regard to clinical priorities and use of time.

2. To decide priorities for own work area, balancing other patient related and professional demands, and ensures that these remain in accordance with those of the service as a whole.

3. To demonstrate a sound understanding of Clinical Governance and Risk Management and apply to work situation.

4. To attend Acute Oncology MDT/ meetings and participate in discussions concerning the running of the service.

5. Actively contributes to and support agreed developments and directorate/trust objectives

6. Plans, develops and leads on appropriate service developments and quality improvements within Acute Oncology

Partnership working/Service development

1. To accept referrals from other health care professionals and have the ability to refer patients directly to other specialities.

2. To communicate effectively a Work in partnership with Cancer services to deliver the Acute Oncology Service in line with National guidance and the requirements of cancer peer review and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-ordinated multidisciplinary service.

3. To work both as an individual and across the team to ensure that policies, strategies and service development enhance care delivery

4. To adhere to trust policies, procedures and current legislation which relate to own workplace and contribute to service development

5. To assist in the development of clinical protocols, standards and guidelines in own area

6. To evaluate with others the effectiveness of any changes and how these have improved services e.g. benchmarking services

7. To propose policy or service changes which impact beyond own area of activity

8. To participate in local/regional groups related to own area

Analysis and data management

1. To analyse and interpret highly complex information gained during clinical examination and history
taking to diagnose an individual's problem or illness and decide on an appropriate course of action or treatment
2. To identify and agree the appropriate data to be collected by self and others within the team
3. Effectively use the agreed systems/methods for obtaining data collection
4. To collate and analyse the information obtained using the appropriate methods
5. To report in a timely manner the data and information obtained
6. Supports the team in collating and analysing the information obtained in relation to their area of responsibility and encourages timely reports of the data and information obtained

**Research, Development and Audit**

**Quality**

1. To act as a role model ensuring own actions promote quality and identify and manage any risks
2. To keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated areas
3. Develops guidelines and disseminates to the appropriate staff to ensure quality of patients care is constantly improved
4. To alert others to new developments and lead them in understanding how their practice should change to improve quality
5. To assess and monitor the quality of work in own area
6. To raise quality issues and related risks with relevant people and follow this up and address poor performance as per Trust policy e.g. complaints, incidents, poor communication
7. To inform and influence Clinical Governance Issues
8. To informally and formally network and share achievements

**Research and Audit**

1. To lead in the promotion and implementation of evidence based care ensuring that Good Practice is disseminated locally and nationally
2. To undertake the measurement and evaluation of your work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, and lead others in doing so. Make recommendations for and lead change.
3. To keep up to date with developments within own specialised field, disseminate information, and ensure that practice is based on best available evidence.
4. To demonstrate involvement in and utilisation of critically appraised research
5. Facilitates the process of audit within emergency medicine and Trust wide practice

**Equality and Diversity**

1. To recognise and promote the importance of people’s rights and interpret them in a way that is consistent with trust procedures, policies and legislation
2. Acts in a way that acknowledges and recognises people’s expressed beliefs preferences and choices (e.g. how people like to be addressed and spoken to)
3. Respects people’s diversity and values them as individuals
4. To challenge behaviour that undermines the rights of others
5. To identify and take action where necessary to address discrimination

**Health & Safety**

1. Be aware of the Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including the prompt recording and reporting of accidents to senior staff, and ensuring that equipment used is safe.
2. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate
3. Monitors and maintains health, safety and security of self and others in own work area
4. Identifies and assesses potential risks in work activities and proposes how to manage these risks appropriately
5. Works within legislation and Trust procedures on risk management
6. Takes immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system
7. You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

Freedom to Act

1. To work as an autonomous practitioner in line with the code of conduct and standards of practice having regard to the NMC ‘Code of Professional Conduct’ for the nurse, midwife and health visitor and their professional contribution to Clinical Governance
2. Not directly supervised
3. Is guided by trust protocols and codes of conduct interpreting national guidelines and policies applicable to own sphere of autonomous practice

In order to work within the Trust Clinical Governance framework, which includes NHSLA Standards accreditation, you must be fully competent and trained to undertake the tasks allocated to you.

To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent (see Trust Competency Policy 2004). This includes use of medical equipment.

Due to the Trust’s commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post holder.
## Person Specification

### Registration
- Current Professional Registration
  (NMC registration first level nurse essential)

### Essential Qualifications
- Degree qualification
- Five years post registration experience within nursing of which 3 years experience are within acute care such as emergency medicine/High Dependency/Oncology/Palliative care
- Evidence of extensive expert professional/clinical knowledge supplemented by specialist clinical training and CPD
- Effective communicator able to communicate complex and highly sensitive information
- Evidence of effective people management and leadership skills
- Evidence of relevant involvement in meeting the Trust clinical governance objectives
- Post basic qualification in education and development

### Desirable Qualifications
- Post basic qualification in emergency care/oncology specialty
- Clinical Masters degree (prepared to commence after 12 months in post)
- Supplementary and extended prescriber
- Can demonstrate assertiveness, tact and diplomacy appropriately
- Evidence of involvement in policy and practice change
- Evidence of leading policy and practice change
- Evidence of proactive involvement in the mentorship and development of nurses and nursing practice
- Computer literacy

### Knowledge, Skills and Experience
- Demonstrates highly developed specialist knowledge and expertise across a wide range of emergency care procedures that is underpinned by a foundation of theory and continued acquired knowledge and skills through CPD
- Evidence of involvement in the development of programmes of care, protocols and clinical audit
- Highly developed effective communication/negotiation skills
- Excellent clinical reasoning / clinical decision making
- Evidence of involvement and leadership in teaching and mentoring learners

### Physical & Mental Requirements
- Physical effort: The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g. moving patients over 15 kilos with mechanical aids
- Mental effort: To exert frequent concentration on patient assessment and responding to frequent changing needs in the clinical area
- Emotional effort: the post holder will at times be exposed to distressing and frequent highly distressing and emotional circumstances (discusses diagnosis and prognosis with patients and relatives/carers and dealing with distress patients and relatives during hospital
• Working environment: Frequent exposure to unpleasant working conditions (aggressive behaviour of patients, relatives and carers). Daily exposure to blood and body fluid.
• In good health and evidence of a good attendance record

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<tr>
<th>Criteria</th>
<th>Importance (High, medium, or low)</th>
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<tr>
<td>Evidence of expert professional/clinical knowledge supplemented by specialist clinical/managerial training and CPD</td>
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<td>Evidence of ability to analyse complex situations using judgemental skills to recommend best course of action</td>
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<td>Can demonstrate ability to take responsibility for development and implementation of programmes of care</td>
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<td>Evidence of proactive involvement in the development of nurses and nursing practice</td>
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<td>Evidence of involvement in leading and developing a team</td>
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<td>Demonstrates evidence of contributing and/or leading on development of protocols, policies, standard setting and clinical audit</td>
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