

## **JOB DESCRIPTION**

**JOB TITLE:** Cancer Clinical Nurse Specialist

**DEPARTMENT:** TBC

**BAND:** 7

**CONTRACT:** TBC

**HOURS PER WEEK:** TBC

**ACCOUNTABLE TO:** Line Manager

**OTHER ACCOUNTABILITIES:** Lead Cancer Nurse

Lead Cancer Clinician

Divisional Senior Leadership Team

**BASE:** TBC

### **ROLE SUMMARY**

The post holder will have a key leadership role as a senior nurse in the team to provide support to patients through their cancer pathway. As part of this role the postholder will provide the patient, their families and other healthcare professionals with expert advice and support and is responsible for working collaboratively with other healthcare professionals and agencies to ensure high quality care.

This role requires the postholder to maintain professional standards, act as a role model and provide accessible professional leadership at all times. The postholder will be expected to provide education & training to colleagues pertinent to the role and ensure they maintain their own professional development. The role will include some management and strategic responsibilities in addition to report writing, data collection, audit and service development opportunities.

To promote evidence-based practice within the speciality through the integration of expert clinical practice, education, and displaying a commitment to nursing research

### **KEY WORKING RELATIONSHIPS**

The post holder will build and maintain effective working relationships with:

- Macmillan Lead Cancer Nurse.
- Clinical cancer teams, particularly the Cancer Care and Support Coordinators, Clinical Nurse Specialists and MDT Co-Ordinators.
- Cancer clinicians including medical colleagues and Allied Health Professionals across all GM providers
- Operational and managerial teams within the hospitals.
- Macmillan Information and Support Centre team.
- Health, social and community network, external statutory / charity / third sector organisations within Greater Manchester.
- Patient User Involvement Groups

### **Clinical**

- Lead clinical care by managing a patient caseload providing expert assessment, planning, and evaluation of clinical practice.
- The post holder will assess individuals care needs, developing, planning, implementing, and evaluating care to meet the needs of patients within the clinical environment and outpatient setting.
- Undertake extended clinical skills and/or procedures to meet the needs of the individual service e.g. non-medical prescribing and/or clinical procedures (biopsies, scopes etc)
- Identify and assess patients physical, social and psychological needs to support the development of comprehensive holistic needs assessment and personalised care and support plans.
- Support and lead the delivery of all personalised cancer care key metrics.
- Provide advice, support and symptom management for patients, carers and other health professionals within the scope of expected clinical competencies aligned with the ACCEND framework for enhanced or advanced level practice.
- Use advanced communication skills in listening and information-processing to communicate highly complex and sensitive information to patients and carers.
- Respond to individuals' complex needs and concerns.
- Make judgements surrounding complex health concerns or situations which require analysis, interpretation and a range of care options to enable the initiation of nursing care interventions.
- Be confident in acting as a patient advocate at all times by considering patients specific needs, preferences, priorities and circumstances to guide the care and treatment they are offered.
- Undertake nurse led clinics, ensuring patients have appropriate support and information (verbal and written) as well as an opportunity to discuss questions or concerns.
- Attend and participate in Multi-Disciplinary Team (MDT) meetings ensuring outcomes are communicated with patients, clinicians, and other relevant members of the MDT within a timely manner and via a communication channel of the patient's choice.
- Coordinate the provision of services to patients throughout the cancer pathway ensuring continuity of care, aiding communication between internal and external MDTs and liaising with medical, surgical and oncology services.
- Provide expert advice to patients and their families regarding their management plans and liaise as appropriate with the multi-disciplinary health care teams, including voluntary agencies and hospices.
- Utilise Advanced Communications Skills and Psychological Support Level 2 training in daily practice.
- Work collaboratively with key stakeholder to support the implementation of local, regional and national strategies and delivery of local and national targets.
- Meet and welcome service users, be proactive in establishing positive and professional communication with the public.
- Lead in the development of information/health promotion/leaflet for patients, carers and/or other healthcare professionals ensuring the information provided is evidenced based.
- Monitor capacity to meet the demands of the service, pre-empting risk and escalating concerns identified.
- Organise and plan own caseload activity to meet the needs of the patients and demands of the service.

### **Leadership & Management**

- Provide highly visible and accessible professional leadership and demonstrate expert knowledge and standards of clinical practice.
- Analyse various sources of information to assess risks and make judgement on the potential impact to the service.
- Evaluate existing service, identifying, and leading on quality improvement and encouraging team working, innovation and development in practice.
- Contribute to the strategic and operational development of the specialist service.
- Assist the Service Leads and Senior Leadership Team in ensuring robust, comprehensive, and appropriate governance and performance management arrangements are in place within the division.

- Work closely with the Service Leads and the Senior Leadership Team to ensure effective management of complaints investigation and response, ensuring compliance with nationally determined response time targets and ensuring the cause of the complaint is remedied.
- Monitoring of agreed standards of care and action planning to assess the effectiveness.
- The postholder will contribute and implement the Trust's Nursing & Midwifery strategy within the service.
- Lead and manage change within a complex environment in response to emerging knowledge and national cancer initiatives, using persuasion and influencing skills.
- Lead on the development of policies and protocols as appropriate.
- Lead on the development of annual reports and/or service reviews.
- Take a lead role on contributing to the Trust Cancer Quality Surveillance process.
- Take a lead role in analysing the results of the National Cancer Patient Experience Survey and identify quality improvement opportunities for your service.
- Represent the division at local, regional and national meetings.
- Contribute to the effective planning and use of resources/supplies within the service.
- Provide effective line management to members of the team undertaking associated responsibilities such as 1-1s and annual appraisals.
- Plan, organise and supervise staff according to their clinical competence.
- Lead on personal development plans for staff, promoting further education to increase knowledge and expertise in the service.
- Promote team working, building rapport and ensuring collaborative working across organisational and professional groups.
- Demonstrate effective leadership at all times.

### **Education & Training**

- Attend national and regional meetings and conferences appropriate to the role and service to ensure knowledge and skills are refreshed and kept up to date.
- Ensure the provision of a supportive learning environment for students and other learners within the team.
- Develop and implement specialist teaching which will include practical and theoretical sessions to support multi-professional staff.
- The postholder will be supported by your line manager to identify personal objectives and access further education as required to improve specialist knowledge and skills, aligned to the ACCEND framework.
- Establish and maintain evidence-based practice in the clinical environment ensuring processes are in place for the identification, collection, and evaluation of information to support clinical decision making.
- To assess clinical competencies and provide training/education as required to junior nurses in the team.
- Be responsible for developing and implementing induction plans for new staff.
- Act as a mentor to new staff and students.

### **Research & Audit**

- To assist and/or participate in research, service development, and audit within the specialist area in order to develop clinical competence aligned to the ACCEND Framework.
- To promote the service and clinical excellence by contributing to publishing and presenting innovations, audit and research locally, nationally and regionally.
- Demonstrate the ability to use current research to develop practice, ensuring this is from a reliable source and evidenced based.
- Encourage and provide support to other staff undertaking service development, quality improvement or and education projects.

## **Professional**

- Meet and welcome service users, be proactive in establishing positive and professional communication with the public.
  - Maintain accurate and timely patient records and documentation in accordance with NMC Code of Conduct and Trust policy.
  - To always uphold the Trust's professional practice standards acting as a role model.
  - Adhere to Trust and departmental policies and procedures.
  - Actively contribute and participate in the Trust's clinical governance agenda.
  - To keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated areas.
  - To participate in annual appraisal and accept personal responsibilities for professional growth and development.
  - Maintain continued professional development.
  - Complete mandatory training in line with Trust policy.
  - Maintain relevant professional registration.
- Trust specific information – health & safety, safeguarding, infection control and data/confidentiality.
  - Organisational Structure – Trust specific

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<p>Current NMC Registration</p> <p>Evidence of completion of relevant courses appropriate to the clinical area.</p> <p>Evidence of Masters level study or willingness to work towards with organisational support.</p> <p>Advanced Communication Skills training or willingness to undertake.</p> <p>Psychological Level 2 training or willingness to undertake.</p> <p>Recognised teaching qualification or willingness to work towards with organisational support</p> <p>Non-Medical prescribing or willingness to work towards with organisational support.</p>	<p>Leadership/Management Qualification.</p> <p>Clinical Examination Skills level 7.</p>	<p>Application</p> <p>Certificates</p> <p>Interview</p>

<p><b>Experience</b></p>	<p>Relevant post registration experience at Band 6 or above within cancer/palliative care/speciality.</p> <p>Leadership &amp; management experience.</p> <p>Experience of contributing to audit and research.</p> <p>Experience of multi-professional working.</p> <p>Experience mentoring/supervising others.</p> <p>Experience of managing change.</p>	<p>Previous experience working at a Band 7 level.</p>	<p>Application Interview</p>
<p><b>Knowledge/Skills</b></p>	<p>In depth expert knowledge appropriate to speciality.</p> <p>Ability to work autonomously and as part of an effective MDT.</p> <p>Ability to plan, organise, prioritise and delegate effectively and support staff.</p> <p>Exemplar effective verbal and written communication skills.</p> <p>Ability to interpret data and utilise to improve practice.</p> <p>Working knowledge of the National and Local NHS Cancer Policy.</p> <p>Computer literacy skills.</p> <p>Clear understanding of key stakeholders relevant to cancer services.</p> <p>Ability to effectively communicate with the Senior Leadership Team.</p>		<p>Application Interview</p>

<b>Personal Attributes</b>	<p>Ability to deal with complex and difficult emotional situations.</p> <p>Provides effective leadership.</p> <p>Effective team player.</p> <p>Remains calm and diplomatic under pressure.</p> <p>Assertive and confident yet approachable.</p> <p>Ability to recognise own limitations.</p> <p>Ability to work under pressure.</p> <p>Flexible to meet the needs of the service.</p> <p>Positive attitude.</p> <p>Demonstrates enthusiasm.</p>		<p>Application Interview</p>
<b>Other</b>	<p>Ability to travel as required for the role.</p>		<p>Application Interview</p>