



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Macmillan Palliative Care Nurse
Responsible to:	Macmillan Lead Cancer Nurse
Department(s):	Nursing and Acute Specialist Services
Directorate:	Nursing
Date of last update:	September 2021

2. JOB PURPOSE

- To be responsible for the development and delivery of a comprehensive Palliative Care service, for patients with cancer and non-cancer diagnoses across NHS Shetland
- To promote excellence in palliative care nursing practice through leading, developing, implementing and evaluating evidence based cancer and Palliative Care nursing within primary and secondary care settings.
- To work in partnership with staff and residents in community care settings, and hospitals as appropriate.
- To provide a resource and support to patients, families, relatives and carers from the time of diagnosis, throughout treatments and into the Palliative and/or terminal stages of the patient's journey.
- To contribute and participate with Primary Care teams supporting the bereavement screening initiative for those who are newly bereaved.
- To develop and implement educational programmes and best practice initiatives to support the delivery of care to Palliative Care patients across NHS Shetland
- To assist with the delivery of the Nurse-led Chemotherapy (Systemic Anti-Cancer Therapy) service to cancer patients as a satellite site of NHS Grampian Cancer Centre.
- To contribute to the implementation of the NHS Shetland's End of Life Care Strategy.
- Contributes to the development of the workforce through developing and delivering education and training supported by the Palliative & End of Life Care Strategies.

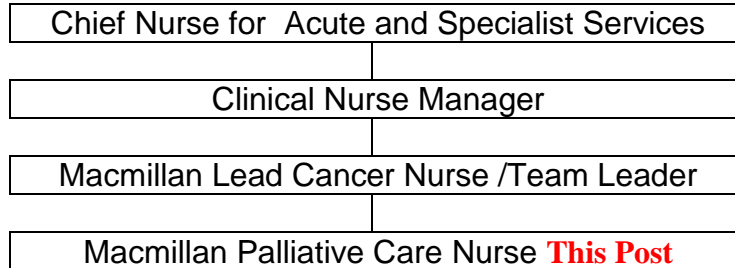
3. DIMENSIONS

In Shetland there are 10 Health centres and 5 islands with a visiting GP/Community nurse service.

A wide range of medical, surgical and therapeutic services are provided at the Gilbert Bain Hospital in Lerwick. Medical and surgical services are Consultant led and supported by a multidisciplinary team of nurses, allied health professionals and healthcare scientists.

The Cancer Centre in Aberdeen Royal Infirmary initiates cancer treatments for Oncology and Haematology patients with the majority of chemotherapy treatments being delivered at the Gilbert Bain Hospital. The Shetland Chemotherapy service is a nurse-led service that operates as a satellite to the Cancer Centre in Aberdeen.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The primary role of the Macmillan Cancer and Palliative care nursing service is to provide an inpatient and outpatient services to patients with a cancer or palliative diagnosis including supporting their relatives and carers.

The Macmillan Nursing team provide specialist advice and support to health and social care teams on Pain and Symptom control and End of Life issues for patients with both cancer and non-cancer diagnosis

The Macmillan Nursing team also provide a nurse – led chemotherapy service which enables Shetland patients to get Systemic Anti-Cancer Treatments within their own community

6. KEY RESULT AREAS

The Macmillan Palliative care Nurse demonstrates an understanding of and works within NHS Shetland's local policies/procedures and supports managers on dissemination of policies and procedures.

To contribute to a nurse led, hospital based chemotherapy service for patients with Oncological and Hematological cancers, from assessment of patients to ensure fitness to undertake chemotherapy to delivering all aspects of a wide range of intravenous or oral chemotherapies in close liaison with Consultants based within NHS Grampian ensuring utmost patient safety and strict adherence to policies and procedures as stipulated for a satellite unit by NHS Grampian.

Assists with the assessment of an individual's fitness for chemotherapy using National Toxicity Grades and recording on Chemo care. Liaises with the appropriate personnel in NHS Shetland or NHS Grampian when delays or changes to treatment are required.

Will contribute to the delivery of palliative and end of life care ensuring best practice guidelines supports decision making and care delivered i.e. Scottish Palliative Care Guidelines.

Works in a way which promotes best practice and addresses NHS Shetland's policies and procedures/legislation, acting as a role model for the Macmillan Nursing team.

Demonstrates an understanding of clients' needs in relation to their culture, beliefs and values and obtains informed consent for treatments/interventions. Ensures this is clearly documented.

Uses holistic evidence based practise knowledge to develop clinical pathways for patients with complex needs and enabling person centred approaches to be integrated into patient assessment and care planning processes. Demonstrates the ability to critically appraise current evidence and its application where appropriate.

Uses expert knowledge and information relevant to care provision to enhance the experience of the patient e.g. liaises with all stakeholders to ensure that all information is used to plan care provided.

Interprets all information in a knowledgeable way using skills of differential diagnosis.

Uses analytical skills and clinical reasoning to understand and use data in clinical practice.

Co-ordinates the delivery of care e.g. care management or case load.

Identifies trends in care delivery to support profile and inform the development of services.

Monitor and evaluates the quality and safety of care. Review care plans to enable complex health and wellbeing needs to be met. E.g. case conferences, care discussions, multiagency meetings.

Ensures that the patient/relative/carer is a partner within their care, documentation will reflect this partnership and they will be involved in all decision making through informed consent.

Promote care plans to reflect patients individuality and holistic intervention. E.g. physical, social and psychological wellbeing. Care will be delivered through a multidisciplinary approach and reflect evidence based practice also following NHS Shetland's policies, procedures and protocols.

Supports others in the assessment of cancer and palliative patients and contributes where appropriate to patients with non-cancer diagnosis to ensure that the needs of the patients are met.

Encourages others awareness of local, regional and national cancer guidelines and be able to resource relevant members of the MDT required to deliver patient care.

Takes responsibility to ensure that all aspects of care are continually evaluated and updated as necessary.

Communicates effectively to inform patients and their relatives of cancer treatments such as chemotherapy, immunotherapy, biological therapies, radiotherapy and surgery.

Participates as a member of the Cancer Lead team and as a member of the MDT contributing to weekly MDT meetings.

Participate in the Telehealth agenda by facilitating the use of Video Conferencing appointments with Tertiary Care Colleagues

Interfaces with the patients named nurse and other clinical staff regarding all aspects of cancer and non-cancer care and supports the roll out of Anticipatory Care plans.

Liaises with Consultants/Oncologists/Haematologists to ensure continuity of shared care pathways.

Plans and co-ordinates work which includes continuous prioritising of patients and workload and managing the admission, administration of chemotherapy and discharge of outpatient chemotherapy patients.

Ensures all nursing documentation surrounding patient care and the environment is up to date, legible and adequately recorded.

Contributes to the training and development of others by participating in student programmes training sessions and educational events.

Responsible for ensuring own lifelong learning and development.

Ensures all feedback used to enhance and progress the learning environment.

Manages their own workload often with conflicting and changeable deadlines on which there is little or no control.

Support and actively encourage changes to own working environment.

Evaluates own and others work and supports all members of the team in identifying current service provision through appraisal and audit

Recognises own limits and capabilities being responsible and accountable for own actions and that of the team.

In collaboration with team members promote positive change to current practice implementing policies and procedures.

Acts as a role model and challenges others to ensure dignity and respect are maintained.

Maintain quality in own work and encourage others to do so, supporting the Nurse led

Chemotherapy Service in improving services.

Identifies personal opportunities for learning/development and recognises and assists with the development of other members of the multidisciplinary team.

Identifies issues at work and taking action to remedy them - presenting a positive impression of the Macmillan Nursing Team and the service - reacting constructively to changing circumstances.

Encourages monitoring of care and where quality is being impaired reports and takes action e.g. following audit; complaints; incidents. Assists in giving feedback to the team in order that working practice can be changed as appropriate.

Maintains best practice utilising and ensuring all members of the team are aware of and use current evidence based practice. Participates willingly and suggests areas for learning and development within the environment.

Participates in annual performance review.

Sorts, distributes and priorities incoming email and post using judgement, experience and a sound understanding of organisational objectives. This may include responding directly to some issues.

The role of the Palliative care nurse is to ensure all Health and Safety policies are adhered to ensuring best practice in Health & Safety and Security. Promotes the patient safety goals specific to the Shetland nurse –led Chemotherapy Service.

Ensure awareness of health and safety issues to identify actual and potential risks and take appropriate action.

Demonstrates and provides evidence within risk management e.g. manual handling assessment. COSHH Risk assessments

Undertake work activities consistent with legislation, policies and procedures. Assists and ensures other members of the MDT follow correct policies and procedures.

Follow risk assessment procedures to identify and report any health safety and security problems ensuring appropriate action is taken.

Support and facilitate others in maintaining the Health and Safety Control Book.

Demonstrates an awareness and understanding of the importance of people's rights, equality legislation, policies and procedures. E.g. Disability Discrimination Act, Human Rights Act, Mental Health.

Understands the requirement of NHS Shetland's relevant strategies, policies on Equality and Diversity.

Is able to recognise, acknowledge and understand people's different needs e.g. cultural, religious, language, disability, and gender as appropriate to the working area e.g. patient

assessments, choice/information in accessible formats. Ensures during day to day working practise that they do not discriminate against people by failing to recognise and meet individual needs.

Is aware of how own behaviour can affect others, and the potential impact of their own value base and cultural identity in relation to their ability to demonstrate respect for diversity and the value of people as individuals.

Is able to identify when their own and others behaviour undermines equality and diversity.

Takes responsibility for identifying any unlawful behaviour, infringement of NHS Shetland's policies, guidelines and professional codes of conduct or occupational standards (where appropriate) and takes appropriate action. This may include giving feedback to people in relation to discriminatory behaviour, ensuring staff adherence to policies e.g. Complaints.

Identifies when equality and diversity standards are not being met and takes appropriate action.

Provides the appropriate support and advice to any individuals who have had their human rights violated. Provides the appropriate information regarding individual rights and Protection issues.

Considers and applies legal, ethical and professional perspectives when planning care strategies. Ensures that others are aware of issues of accountability and responsibility as defined by regulatory bodies.

7a. EQUIPMENT AND MACHINERY

PC

Telephone

Video Conference Equipment

Shredder

Vital signs monitors

Infusion Pumps

Continuous Subcutaneous Infusion Pump

Scalp cooling Machine

7b. SYSTEMS

SSTS payroll

Microsoft office

Cancer Care Pathway (CCP)

EMIS and Docman

Chemocare

Trakcare

8. ASSIGNMENT AND REVIEW OF WORK

This Job Description will be used as a basis for individual performance review between the post holder, and the manager.

The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each year, and may develop to meet the changing needs of the service. The post holder will need to take due account in the way they achieve the key result areas of Board policies and procedures.

Prioritises own workload, organising and carrying out own work effectively, identifying and managing risks to quality.

Takes part in clinical supervision sessions in order to reflect on own application of knowledge and skills and seeks feedback from other members of staff.

Takes part in the organisation's performance development programme in order to identify own development needs in relation to current practice and possible future work. Is able to set personal development objectives.

9. DECISIONS AND JUDGEMENTS

Working autonomously within the bounds of accountability in providing a quality cancer and palliative care nursing service including supporting patients with other long term conditions where applicable.

Ability to work on own initiative by taking and making appropriate clinical decisions.

Ensure timely and appropriate action taken when dealing with emergency and potential emergency situations.

Refers individuals to other practitioners including external agencies when their needs and risks are beyond the post holder's scope of practice.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working with patients/relatives /carers with complex needs and often in very distressing circumstances.

Meeting deadlines and prioritising work to ensure completeness when there might be conflicting pressures.

Working at a distance with the Oncology/ Haematology/Palliative Care consultants in NHS Grampian resulting in having to be accountable for very complex decision making. Ensuring good communication links as a satellite site to NHS Grampian.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

Communicates with all disciplines of staff including managers, patients, carer's, doctors and the wider multidisciplinary team as appropriate taking into account the diversity required in communication skills. Demonstrates an in depth knowledge of service delivery and skills associated with cancer and palliative care and including long term conditions as applicable.

Communicates effectively, demonstrating good interpersonal skills utilising verbal, written or electronic format ensuring individual needs are met. Can adapt communication styles to ensure effective delivery of information to all in varying and difficult circumstances such as breaking bad news, discussing resuscitation status, cultural differences.

Understands the existence of barriers to communication and takes appropriate steps to overcome these.

Provide opportunity for effective communication for all of the MDT- changes methods and approaches to communication style where appropriate.

The post holder will be required to develop and maintain good working relationships with senior managers and staff from all disciplines within the Board.

External:

Liaison with third sector; other public bodies; regional cancer networks and national cancer teams i.e. (Scottish Cancer Taskforce) Scottish Partnership in Palliative Care (SPPC).

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- Moving and Handling of patients.
- Concentration levels needs to be sharp whilst dealing with emotional and stressful situations and trying to achieve tight deadlines and ensuring patient safety.
- Working environment mainly at the Gilbert Bain Hospital and in patient's homes in Shetland as required.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Registered Nurse with a broad range of experience in cancer, palliative care and long term conditions.
- Degree level qualification or; working towards at time of application or; able to evidence working at an equivalent level through experience and professional development.
- Possesses or is willing to undertake a Post graduate certificate in Administration of (SACT) Chemotherapy.
- Experience of audit and monitoring of standards.
- Has or willing to work towards achieving Non-Medical Prescribing and Clinical Assessed Advanced Practice courses
- Has or willing to achieve IR(ME)R
- Cannulation and Venepuncture skills essential
- Ability to identify and manage a number of conflicting priorities and make decisions to manage a diverse workload, taking corrective action where appropriate.
- The ability to work flexibly and enthusiastically whilst remaining professional under pressure.
- The ability to work as part of a multi-disciplinary team but equally to work on own initiative to deliver to time the requirements of this post.
- Excellent interpersonal skills with the ability to relate to staff and the general public at all levels.
- Ability to co-ordinate and communicate effectively with all members of the multi-disciplinary team.
- High level of presentation and accuracy.
- Ability to work with patients with complex needs.
- Full Driving licence (as you will be required to support patients in their own home).

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: