## NHS GREATER GLASGOW –NORTH GLASGOW DIVISION

# JOB DESCRIPTION

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|  1. **JOB IDENTIFICATION**

**Job Title: Nurse Practitioner Minor Surgery and Skin Cancer Surveillance (Full Time)****Department(s):Plastic Surgery and Burns****Job Reference number (coded ):** |
| 1. **JOB PURPOSE**

A Nurse Practitioner in Minor Surgery and skin cancer surveillance is a registered nurse who has command of a broad expert knowledge base and clinical competence, is able to make complex clinical decisions using expert clinical judgement, is an essential member of an interdependent health care team and whose role is determined by the context in which s/he practises.The post holder will be required to work autonomously within the nursing and multi-professional team to ensure a high standard of care to a defined patient group. Competently perform the necessary technical/invasive/physical aspects of care for this defined patient group. |

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| 1. **ORGANISATIONAL POSITION**

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| **LEAD NURSE PLASTIC SURGERY& BURNS** |

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| **NP LEAD for Minor Surgery**  |

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| **NP Minor Surgery****Full time** |  | **NP Minor Surgery** **Full Time** |  | **NP Minor Surgery/Skin cancer surveillance** **Full Time** |

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| **.****4 SCOPE AND RANGE** * Manage/clinical nursing needs of the defined caseload in a variety of setting I.E Clinics, wards and theatre.
* Assess and manage the clinical (medical and nursing) needs of a wide cohort of patients autonomously and with other members of the multidisciplinary team
* Ensure effective management of all resources
* Demonstrate awareness and utilisation of Divisional policies and procedures.
* Maintain a high quality service within specific practice guidelines and protocols.
* Conduct invasive and therapeutic procedures where appropriate.
* Conduct history taking and physical examination of skin cancer patients to identify local, intransit, regional and distant metastases and screening them for new primary skin cancers.
* Responsible for ensuring the delivery of high quality evidence based care, and in developing the evidence base through research and audit.
	+ Provide clinical advice to patients, nursing staff and other members of the multidisciplinary team.
	+ Work autonomously within a multidisciplinary team.
	+ Manage all staff within remit where appropriate.
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| 1. **MAIN DUTIES/RESPONSIBILITIES**

**Clinical/Specialist Knowledge****Minimum 50% Clinical Time** **Provide NP cover for Registrar AL and provide clinical input for surgical lists in peripheral hospitals where required.** **Following consolidation of practice advance practice to include Full Thickness Skin.** **Graft and Local Flap Reconstruction.****Triage of referrals to the Plastic Surgery following appropriate training.**Using specialist clinical knowledge, information from clinical results, experience and surgical skills provide a high quality, safe patient centred service by;* + Take a systematic and comprehensive patient history, thereby assessing patient’s suitability for surgery by a Nurse Practitioner.
	+ In conjunction with the patient formulate a plan for the proposed procedure
	+ Obtain informed consent from the patient for proposed procedure.
	+ Administer appropriate Local Anaesthetic.
	+ Perform excision of lesion and care of specimen with regard to site and aesthetics.
	+ Perform Haemostasis.
	+ Perform wound closure -selecting appropriate wound closure materials.
	+ Complete appropriate laboratory request documents.
	+ Discharge patient following surgery with appropriate advice regarding pain relief, wound care, suture removal and return appointment as appropriate. Once pathology results have been received discharge direct referral patients back to GP
	+ Complete operation note, patient and GP letters on appropriate system ie.Trakcare
	+ Mentorship and supervised practice of Trainee NP’s Minor Surgery
	+ Teaching
	+ Conducts, where appropriate, invasive diagnostic and therapeutic procedures
	+ Will be expected to lead and manage their own nurse-led clinics at various hospital sites within the West of Scotland. They will be expected to perform advanced and autonomous comprehensive history taking and physical examinations to assess skin cancer patients for signs of local, intransit, regional and distant metastases. Will also be expected to be able to identify new pre-cancerous and cancerous cutaneous lesions and plan non-surgical and surgical treatment of these to achieve patient-centred outcomes. Will be able to identify health concerns unrelated to skin cancer and refer patients to other specialties or back to GP to lead investigations
	+ Will be able to refer patients to skin cancer CNS, Consultants and the relevant MDT for further management planning, as appropriate.
	+ Will be required to discuss treatment options in depth with patients, with sensitivity, knowledge and expertise.
	+ Will be expected to document all clinical consultations through the dictation of clinic letters to GP’s and named Consultants
	+ Will also be expected to anticipate skin cancer patient’s emotional and physical care needs and refer on to the appropriate service to ensure optimum holistic care is provided
	+ Will be expected to refer skin patients to the appropriate local or regional skin cancer MDT. This will involve comprehensive review of the patients’ medical history and anticipate treatment options from other specialties such as oncology. Will then be expected to provide clinical advice, often complex, to the MDT on the care of the patients within the plastic surgery specialty, acting as patient advocate, and contributing to the development, implementation and monitoring of care pathways. Will, therefore, need to be confident in public speaking, as the regional MDT has many members consisting of other specialty CNS’s, senior medical staff from plastic surgery and other specialties and allied health professionals.
	+ The Plastic Surgery service is regional to the West of Scotland, therefore, will also require to have a full driving licence as their autonomous nurse-led clinics will not only be within the Greater Glasgow Health board hospital sites, but may also be within Ayrshire and Arran and Lanarkshire Health board hospital sites.
	+ Will be expected to undertake expert nursing practice alongside pre-registration learners. And all levels or registered nursing staff.
	+ In partnership with other colleagues, participate in the development of care pathways for patients with skin cancers across primary/secondary care, particularly dermatology and palliative care.
	+ Act as a role model through the provision of professional leadership and demonstration of competent and effective practice.
	+ Act as effective change agent integrating information gained from research and audit into clinical practice.
	+ Maintain patient records in line with NMC guidelines for records and record keeping.
	+ Where relevant, to effectively manage a multidisciplinary team of staff using both management and leadership skills.
	+ Potential to work alongside skin cancer clinical nurse specialists, referring patients to consultants and the relevant MDT for further management planning when appropriate.
	+ Discuss treatment options in depth with patients, with sensitivity, knowledge and the expertise.
	+ Make evidence based decisions, in partnership with patients and other professionals using agreed protocols. When Necessary use professional judgement to make clinical decisions outside of standard protocol.
	+ As regional service Full driving license required Theatre lists/clinics will not only be Greater Glasgow & Clyde Healthboard hospitals, but also may be within Ayrshire and Arran and Lanarkshire Healthboard hospital sites.
	+ Make significant contribution to the implementation of NHSGG&C clinical governance action plan within all areas of responsibility.
	+ The post holder will adhere to NHSGG&C policy and guidance on infection control in relation to their clinical areas and practice.

 **Professional:*** + Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open, transparent and inclusive manner thereby ensuring patients have the relevant information to participate in decisions about their care.
	+ Innovate, develop and lead evidence based clinical practice and professional development
	+ Facilitate and support in the development of appropriate local policy and guidelines
	+ Facilitate and lead in the development of local policies in relation to the implementation of national and regional strategies
	+ Practice within the Legal & Ethical framework as established by Nursing Midwifery Council (NMC) and National Legislation to ensure patient interests and wellbeing are met.
	+ Work within the National Health Service (NHS), NHS Greater Glasgow and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures and National skin cancer guidelines

 **Education and Research/Audit:*** Maintain expert professional practice through continuing education, professional updating and when/where available, involvement with professional specialist groups.
* Participate in identifying needs of staff, patients and carers in relation to the specialty, in conjunction with others where appropriate.
* Teach and mentor student nurse practitioners
* Actively promote and disseminate research-based practice.
* Audit current practice and negotiate appropriate changes to practice.
* Evaluate effectiveness of role in relation to patient outcomes, service needs and professional requirements.
* Initiate and participate in relevant research / audit projects where appropriate to service and practice needs and in line with nursing research strategy

**Organisational/Managerial:*** Organise own time and that of staff within remit in line with agreed job plan.
* Accountable for the effective management of resources including stores supplies pharmacy and maintenance of equipment.
* Contribute to strategic issues relating to the nurse practitioner service and the specialty.
* Act in a collaborative and advisory role to senior management.
* Promote the development of a flexible and skilled nursing workforce.
	+ Participate in the recruitment and selection process within remit where appropriate.
	+ Contribute to the wider corporate agenda where appropriate.
* Liaise with local care staff/teams in order to seek and provide the services that patients with skin cancer require and ensure that the patients receive seamless service, with particular reference to complex cases.
* When conducting own skin cancer surveillance clinics, will be mainly self-directed in relation to time and workload management. Workload may be varied in terms of clinic numbers and number of weekly MDT referrals to be made and presented. Will be expected to manage their clinic utilisation across all healthboards and deal with under-utilisation of clinics.
* Will be expected to identify the need for change, in conjunction with the Lead CNS and the Lead nurse/Service manager, to implement practice innovations and lead new practice and service redesign solutions to better meet the needs of the patient and the service.
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| 1. **SYSTEMS AND EQUIPMENT**
* Responsible for ensuring that staff are aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
	+ Responsible for inputting information into electronic patient record where applicable and also into patients written records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff comply with policy.
	+ Promote the use of Information Technology to benefit personal development and patient care.
	+ Develop and implement policies and protocols for own area of work
	+ Provide weekly clinic utilisation figures when applicable to administration assistant to update all clinical database.
	+ Propose policy or service changes to develop service which may impact beyond own area of practice
	+ Responsible for the safe use of equipment, e.g Bi-polar Machine, BP, pulse, SAO2 monitor.
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| 1. **DECISIONS AND JUDGEMENTS**
* Makes highly complex clinical decisions on a daily basis regarding clinical management based on an in-depth broad expert knowledge, and interpretation of clinical and other findings. Decisions may include the admission or discharge from hospital
* Uses professional judgement to deal with often difficult and unpredictable situations, learning from these experiences to improve patient care and the service provided.
* Through training and experience gained from shadowing NP/CNS/Consultant colleagues, will be identify various benign skin lesions and skin neoplasms and determine the appropriate treatment strategy.
* Through training, will be expected to interpret pathology reports and decide on whether further surgery, close observation or discharge from Plastic Surgery is appropriate. Have to be prepared to “break bad news” in terms of skin cancer diagnoses.
* Through training, will require to be able to determine the appropriateness of non-surgical management of benign, pre-cancerous and some types of skin neoplasms through cryotherapy
* Function autonomously in specialist clinical practice using knowledge, skills and experience to make decisions based on assessment, interpretation probable diagnosis and clinical situation which in the perioperative area can be acute, of rapid onset and requires immediate action eg reaction from Local Anaesthetic.
* Uses own initiative and acts independently within the bounds of own existing knowledge skills and scope of practice. Is guided by broad policies and guidelines. Including appropriateness of patient and their condition for undergoing treatment by the Nurse Practitioner.
* Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.
* Plans a package of care for individual patients including appropriate decision regarding incision, closure, dressing, further treatment, advice on medications and follow-up.
* Works autonomously within a multidisciplinary team.
* Has access to a range of clinical experts and is able to refer patients for specialist opinion
	+ Performance is monitored on an ongoing basis and is appraised annually.
	+ Support and develop staff to broaden their skills, knowledge & experience in the interests of succession planning.
	+ Exercises the ability to challenge any interaction, which fails to deliver a quality seamless service.
	+ Initiate and follow through appropriate procedures when a breach of policy occurs.
	+ Responsible for the development of action plans to address any system failures.
	+ Contributes to the organisation and design of the resources needed to meet the demands of the service. Development of the Minor Surgery service.
	+ Participates in regular reviews with Lead Nurses, Lead CNS, consultants and managerial staff, feedback relevant information regarding service.

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| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Acts as a patient/ staff advocate through the application of ethical, legal and professional knowledge and skills.
* Engage in effective communication with patients, relatives and visitors, often delivering complex and highly sensitive information, using high degree of tact and sensitivity. This may include withdrawal of treatment
* Communicate what might be regarded as contentious clinical information to the MDT, acknowledging and accepting conflicting views, reconciling professional differences of opinion that will help facilitate patient care.
* Demonstrates effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area.
* Ensure MDT plans are relayed to relevant care givers to enable time efficient care.
* Demonstrates effective verbal and written communication with all members of the MDT within own department and relevant departments, which service the clinical area.
* Design referral protocol and makejustifiable referrals to a wide range of other healthcare professionals and specialities, which may include the admission, or discharge of patients from Small Procedure Room.
* Provides support, empathy and reassurance in the delivery of patient care
* Contribute to a supportive environment in the interest of staff morale.
* Develop external professional networks that promote both the profession and organisation.
* To present an alternative choice of care to patients.
* Appropriate referral to Medical Staff, communicate effectively with consultants in charge of patient care should there be a change in patients’ health/new diagnosis.
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| 1. **PHYSICAL DEMANDS OF THE JOB**
* Moving and handling of patients from self-caring to total dependence
* High degree of technical skill and manual dexterity/expertise required for

 invasive procedures* Moving and handling of equipment.

 * Walks/stands for most of shift. Frequent long periods of moderate physical effort and high level of concentration
* Driving between facilities/clients as required, sometimes long distances.
* Exposure to body fluids/therapeutic products.
* Required to work with expert precision at reasonable speed. Required to

 have excellent manual dexterity skills and perform with a high degree of concentration for  multiple periods in each shift. Requires high degree of accuracy when handling specimens, instruments and delicate tissue to ensure optimum outcome for patient. |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
	* Eliciting information and making decisions on case management based on complex

 Holistic information e.g. patient symptoms any previous laboratory results and history Of lesion. * Planning individual patient care within the context of an interdependent healthcare team
* Making autonomous decisions on a daily basis, using own clinical assessment and judgement as to recognise new pre-cancerous and cancerous skin lesions, signs of local, intransit, regional and distant metastases and plan suitable investigations or treatment in conjunction with CNS and Consultants and also recognise when to discharge patients from the service as per national skin cancer follow up guidelines.
* Communicating with distressed, anxious and worried patients and relatives, having developed relationships and trust, which can have an emotional impact and being able to “say goodbye” to patients at the end of their follow up programmes having established a trusting relationship.
* Achieving a balance between the demands of direct patient care within existing resources and job plan.
* Providing a professional advisory role to a wide variety of contacts e.g. patients, relatives, carers, junior and senior nursing, medical colleagues.
* Initiate and lead as an effective change agent integrating information gained from research and audit into clinical practice.
* To report, document, evaluate and develop the work of the Nurse Practitioner in Minor Surgery and Skin Cancer Surveillance and to demonstrate its importance both to patients and members of the interdependent healthcare team.
* Maintain clinical competence and lead new developments in the nurse practitioner service.
* Dealing with abusive patients and members of the public.
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
2. First Level Registered Nurse with a minimum of 5 years post registration experience.
3. First degree
4. Ability to fulfil criteria outlined in the job description
5. Masters qualification which will incorporate:

 Minor Surgical Practices (Level 11, 45 credits)  Advanced Research Methods ( Level 11, 30 credits)  Advanced Clinical Assessment and Decision Making ( level 11. 15 credits)Two work based learning modules- Senior Practitioner and Advanced Practitioner both 15 credits each and will cover Work-Based Advanced Skills and Innovative Practices module in Plastic Surgery, Dermatology and Oncology surveillance (15 credits each therefore combined 30 credits at Level 11).1. Supervised clinical practice and ongoing training to meet agreed practitioner competency requirements
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| **12. JOB DESCRIPTION AGREEMENT****Job Holder’s Signature:****Head of Department Signature:** | **Date:****Date:** |

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| **JOB DESCRIPTION APPENDIX –****ADDITIONAL ROLES AND RESPONSIBILITIES** **1. TITLE OF JOBHOLDER’S SUBSTANTIVE POST:**  |
| **2. DEPARTMENT:** |
| 1. **DESCRIPTION OF ADDITIONAL ROLE/RESPONSIBILITY:**
* **Along with the service Leads contribute to the strategic planning and development of the Specialist Minor Surgery Service and Skin Cancer Nurse Service.**
* **Support the development of an integrated specialist minor surgery service and Skin Cancer CNS Service through the development and implementation of patient care pathways for clearly defined patient group.**
* **Assist in establishing clear and effective communication channels between the specialist minor surgery service, minor surgery services from other Trusts, the multidisciplinary team and other Specialties**
* **Assist the Service leads with the development and implementation of specifically designed protocols and patient group directions, specifically liasing with and support Nurse Practitioners within own area and in peripheral hospitals.**
* **In collaboration with the Small Procedure Room Staff and Sessional Nurse Practitioners ensure effective operational management (on a daily basis) of the Small Procedure Room and Nurse Practitioner Service.**
* **In collaboration with the Lead nurse and lead Skin Cancer CNS, ensure effective operational management (on a daily basis) of the multi-site skin cancer surveillance clinics especially in times of staff absences, and being able to adapt from NP minor surgery role to skin cancer surveillance role at short notice**
* **Assist and support the service lead to promote ongoing development and education of the team of committed Nurse Practitioners, nursing staff within the Small Procedure Room and skin cancer CNS staff**
* **Assist and support the service lead with regard to education provision in conjunction with the Glasgow Caledonian University and the needs of the service. In conjunction with the sessional Nurse Practitioners provide a structured programme of supervised practice and support for trainee Nurse Practitioners.**

1. **AGREEMENT OF ABOVE DESCRIPTION**

**Job Holders Signature: Date:****Head of Department Signature: Date:**  |
|  **4. AGREEMENT OF ABOVE DESCRIPTION** **Job Holder’s Signature:** **Head of Department signature:** | **Date:****Date:** |

**JOB DESCRIPTION APPENDIX –**

**ADDITIONAL ROLES AND RESPONSIBILITIES**