# NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| **1.JOB IDENTIFICATION** | Job Title | Trainee Lung Cancer Advanced Nurse Practitioner  Band 6/7 |
|  | Department(s)/Location | Medicine Division, Care Group 2, Respiratory Medicine |
| JOB PURPOSE The Trainee Lung Cancer Advanced Nurse Practitioner is a developmental post , working towards becoming an Advanced Nurse Practitioner and the key result areas outlined in the Band 7 job description. The role is supervised and clearly linked to competencies that require completion within a pre arranged and designated time frame of 24 - 36 months. The focus will be on developing autonomous practice.  The post holder will work towards providing advanced theoretical and practice knowledge in the field of advanced nursing practice. The Trainee ANP is a supervised role until demonstrated proficiency and any training requirements are successfully attained. This includes a consolidation of learning for a minimum of 6 months.  The post holder is required to successfully undertake the following training:   * Postgraduate Diploma in Advanced Practice which must include modules in Clinical Assessment and Non Medical Prescribing.   In collaboration with the Team Leader and the advanced nurse practitioners the post holder has the responsibility of providing an integrated specialist service for the Tayside area to patients /carers affected by the diagnosis of thoracic malignancy or suspected thoracic malignancy, and for patients referred to the pleural service.  The Trainee ANP will complement and augment care offered by ANPs , nursing and medical staff, actively addressing issues that could negatively impact on the patients’ pathway enhancing the responsiveness and efficiency of care provision and the overall quality of patient care.  The trainee ANP role will work towards that of expert nurse, clinical advisor, leader and educator within the lung cancer team.  In collaboration with the Head of Nursing, Advanced Nurse Practitioner(s) , Team leader and the Clinical Lead the Trainee ANP will:   * Work towards being in an autonomous role, exercising advanced practice skills, knowledge and clinical expertise. * Work towards the provision of expert clinical care within the Urgent suspicion of cancer pathway and patients on the pleural pathway , including making complex autonomous decisions utilising expert advanced nursing skills. * Support the development, implementation and evaluation of programmes of care, to deliver optimal nursing and medical care. * Work across multi professional role boundaries, working towards providing comprehensive holistic care sensitive to the needs of patients and their families/ friends /carers accessing services in the lung cancer service. * Act as a role model and provide clinical leadership, clinical support and work towards giving expert advice to nursing or medical staff. * Participate in the provision of specialist education and training programmes for health care professionals, patients and their families/friends/ carers and if other professional groups * Promote health and well-being and prevent adverse effects on health through contributing to the development, implementation and evaluation of related policies, guidelines and standard operating procedures. | | |

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| **3. ORGANISATIONAL POSITION** |
| Head of Nursing/ Clinical Lead  Team Leader/ Advanced Nurse Practitioner  **Trainee Advanced Nurse Practitioner- SRTC (this post)** |
| Scope and Range The ANP trainee will work towards the provision of a high quality, safe and supportive environment in order to care for patients, family, friends, carers, and support staff within the Lung Cancer, Pleural and Mesothlioma services, to meet any identified care needs.  The ANP trainee works as an autonomous practitioner by assessing and effectively prioritising referrals to the service and is fundamental in ensuring that the patient receives optimal care throughout their lung cancer experience from pre-diagnosis to palliative care, and depending upon where they initially present in the disease trajectory at diagnosis.  The ANP trainee provides a specialist and holistic care assessment of patients and carers needs following referral, which realistically minimises physical symptoms and the social, financial, emotional and spiritual implications of the lung cancer/mesothelioma disease process.  The ANP trainee works in collaboration with the Tayside Lung Cancer Multi-disciplinary Team in delivering a high quality service which is evidence based and facilitates this by providing expert clinical knowledge, skills, advice and information to patients diagnosed with lung cancer or mesothelioma and carers.  The ANP trainee delivers the service in an innovative manner encompassing all aspects of the patient care pathway within a formal/informal setting. Ensures effective communication and working relationships between acute, primary and Specialist Palliative Care services in order to maintain delivery of high quality care to patients and carers.  The ANP trainee frequently initiates and participates in highly sensitive and complex communication issues with patients, carers, nursing and medical teams, including pre-bereavement support, advice and imparting life changing news e.g. a terminal illness  The post holder will be required to work towards providing expert care and  advice in the following types of environment:   * Respiratory OP area at PRI and NWH supporting USC clinics and working autonomously at nurse led clinics * Office based: online vetting of referrals; telephone contacts; virtual clinics; email responding to patients and colleagues enquiries * Any ward within NWH and PRI that lung cancer/mesothelioma/and pleural patients present. * Maggie’s centre   The post holder has responsibility for :  **Staff Management and Supervisory responsibilities:**   * Contribute to and raise issues regarding workforce planning. * Contribute to training and mentorship of nursing staff . * Ensure the clinical environment is supportive of education and learning. * Liaise with other agencies including community nurses, social care and GPs.   **Budgetary Responsibilities**  Contribute to and influence effective use of physical, human and financial resource within Respiratory Medicine |

# MAIN DUTIES/RESPONSIBILITIES

The trainee ANP is expected to work towards ANP Practice and Care Delivery, specifically working towards becoming an autonomous practitioner to:.

1. Be one of the first points of contact for for patients with suspected thoracic malignancy, or definite thoracic malignancy, or pleural patients and for enquiries from other health care professionals
2. Perform a comprehensive and expert clinical assessment, treatment and management of the patient using complex communication skills, judgement, discretion and decision making.
3. Interpret and present differential diagnosis via clinical assessment skills for appropriate patients.
4. Prioritise the management of investigation and intervene appropriately.
5. Plan, initiate and interpret diagnostic testing in line with agreed algorithms, guidelines and protocols and evidence based care.
6. Evaluate interventions and monitor the patient’s condition and modify care for optimal patient outcome, including referral to any escalated care area
7. Initiate appropriate and timely referral when the patient condition exceeds the nurse’s scope of professional practice.
8. Prescribe/transcribe medicines within agreed clinical management plans to ensure safe, and timely access to treatment.
9. Demonstrates ability to develop ways of working to improve practice in the assessment, treatment and management of patients with a suspected, or definite thoracic malignancy, and pleural patients.
10. Liaises and maintains effective communication with various individuals and departments on complex and potentially stressful matters in a range of situations within Lung Cancer, Mesothelioma and Pleural services.
11. Involve patients / carers and relatives in agreeing consent to any procedures / investigations. And undertaking informed consent for CT guided lung biopsies and Thoracoscopy.
12. Ensure that standards for record keeping , both written and electronic, are maintained, reviewed on a regular basis in order that the patient record is reflective of their current care needs.
13. As part of a multi-disciplinary team manage and co-ordinate the patient’s journey from point of admission through to discharge and follow-up care as appropriate and within agreed policies and guidelines.
14. Plan and manage own workload in a flexible manner and manage patient caseload ensuring that service provision meets service need.
15. Support nursing clinical activity as a participatory member of the nursing team.
16. Daily triaging of USC referrals or urgent pleural referrals to expedite pathway
17. Actively participate in the delivery of nurse led clinics for assessment, communicating diagnosis, treatment and follow-up of patients with a suspected or definite thoracic malignancy.
18. Triage patients presenting with unscheduled problems by telephone ,out-patient basis and advise accordingly, including admission
19. Participates and contributes to weekly multi-disciplinary team meeting by identifying and presenting patients, discussing treatment choices and relaying outcomes to patients and multi-professional team, organising recommended treatment plan.
20. Collaborate with multi -disciplinary team to facilitate achievement of waiting time targets.
21. Participate in lung cancer support group and prehab group at Maggie’s centre.

**Management /Leadership**

* 1. Demonstrate senior clinical leadership by acting as a role model to junior staff and acting as an advocate for patients, their family, friends and carers, demonstrating advanced knowledge and skills in clinical practice ensuring adherence to standards of conduct and behaviour consistent with the NMC Code of Conduct
  2. Act as a role model in identifying and meeting the needs of the medical patient and challenge poor practice in relation to person centred care recognising equality and diversity.
  3. Support the Head of Nursing, Team Leader and ANP’s to provide leadership in the management and development of directorate and organisational change and support departmental change.
  4. Develop and implement systems, which co-ordinate, monitor, assess and prioritise workload ensuring that the interests of patients are met.
  5. Influence patient flow within the departments to ensure effective use of the physical environment, resources and range of interventions available to meet individual patient needs.
  6. Demonstrated confidence in negotiating with service planners to identify and provide resources.
  7. Provide leadership and collaborate with multi-professional, multi-agency and all other appropriate staff to enhance the healthcare experience for surgical patients.
  8. Participate in mentorship, personal performance review and appraisal of junior staff/ trainees and devise objectives/development plans.
  9. Work in collaboration with the Head of Nursing, Team Leader and ANP’s to support effective teamwork and healthy working relationships, through consistent and visible support within multi- disciplinary team.
  10. Contribute and support the local risk management and health and safety strategies including infection control
  11. Escalate identified care and safety risk to ensure that appropriate management is implemented.
  12. As a senior clinical leader promote a positive culture that challenges negative behaviours and poor practice.
  13. Influence and identify areas for improvement of this nurse-led service, and contribute to implementation and evaluation of the service.
  14. Demonstrate advanced practitioner skills to allocate, coordinate, monitor and assess own work load.
  15. In all interactions the ANP will ensure quality and effectiveness of the service is maintained.
  16. Represent organisation at national and international meetings
  17. Implement redesign initiatives and drive service development

# Education & Continuing Professional Development

* 1. Develop a personal / career development plan aimed at improving health care, maintaining and developing attitudes, skills and knowledge, facilitating personal and professional growth in order to meet service, users, professional and individual needs.
  2. Identify, analyse, prioritise and negotiate own training and development needs taking cognisance of mandatory training, physical, human and financial resources.
  3. Develop and deliver educational activities for patients / families/ friends / carers and healthcare professionals, including pre and post registration teaching programmes, and monitor and evaluate the effectiveness of educational strategies used.
  4. Ensure standards for supervision and support are implemented, monitored and evaluated to facilitate acquisition of skills required for patients / families/ friends / carers to develop effective coping mechanisms and self-care strategies to enhance quality of life.
  5. Contribute to health promotion activity, in relation to patient health and wellbeing and the actions that can be taken to address issues.
  6. Contribute to and influence the development of pre / post registration curriculum and teaching multi-professional / multi agency groups.
  7. Act as a role model and expert resource for multi-professional and multi-agency groups.
  8. Utilise clinical supervision for own personnel development needs and provide clinical supervision for individuals in development roles.
  9. Maintain a comprehensive portfolio of evidence outlining development of advanced nursing skills
  10. Lead health promotion activities to designated patient group raising the awareness of communities and populations about health and wellbeing and the actions that can be taken to address issues e.g. smoking cessation, involvement in Asbestos Action charity (voluntary group).

# Quality / Research and Development

1. Participates in and demonstrates the ability to lead on a specific aspect of research/quality improvement initiatives/ audit programmes and contribute to and participate in supporting ongoing research in nursing/medical practice.
2. Contribute on the development, implementation and evaluation of evidence based policies, procedures and clinical guidelines and best practice
3. Deliver and promote practice which is safe, effective and responsive to patient needs through ensuring caring and compassionate staff and services, provision of clear communication and explanation about conditions and treatment, by ensuring effective collaboration between clinicians, patients and others, by providing a clean and safe care environment, continuity of care and clinical excellence

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| 1. Create an environment for research and evidence based nursing to flourish and encourage its implementation 2. Actively promote and monitor quality in all areas of work including patient outcomes 3. Contribute practice development initiatives through participation in clinical working groups. 4. Work within an ethical and legal framework utilising defined policies, procedures, standards and protocols of the department, organisation, NHS Tayside and Universities, to promote safe and effective care and report quality/safety issues to multidisciplinary team. 5. Actively participate in Clinical Governance, Clinical Effectiveness and Risk Management, and be proactive in implementing organisational agendas and strategies 6. Seeks feedback from patients, relative, friends and carers to improve the healthcare experience for service users |
| Communication and Relationships  1. Responsible for supporting and contributing to effective systems and standards of communication for routine, complex and frequently stressful matters. 2. Utilise a wide range of media such as telephone, telemedicine, IT, verbal and written communication to negotiate appropriate actions to reach agreed outcomes. 3. Communicates continuously with the multidisciplinary team about all activities necessary to provide and maintain a safe functioning environment ensuring effective, quality care 4. Establish and maintain relationships based on mutual respect, communicating on a regular basis with the patients, relatives, friends and carers, the multidisciplinary team and external agencies involved in the provision of care 5. Promote and maintain good working relations, ensuring contribution and receipt of support through communication and feedback created through annual appraisal, continuous professional development and Knowledge and Skills Framework 6. Routinely receives and provides highly complex and emotive information to patients and relatives including giving cancer diagnosis, test/treatment results and clinical trial information. 7. Utilise in-depth counselling skills in conjunction with specialist knowledge to patients presenting with advanced disease, informing the individual of their prognosis, palliative treatment options, finalisation of affairs and choice of setting for death |

# Knowledge, Training and Experience required to do the Job (Trainee)

* First level registered nurse with relevant post registration qualification
* Have knowledge of acute care across the lung cancer spectrum, including mesothelioma and pleural patients, their conditions and related issues, underpinned by the theory and practice, acquired through working towards ANP qualification which must include advanced clinical assessment skills ( Masters level 11)
* Extensive post registration experience in acute care setting
* Ability to meet the highly complex needs of the deteriorating patient requiring full nursing and medical support.
* Independent Nurse Prescribing (UK NMC Recorded) / work towards (Masters level11).
* Evidence of continuous professional development in acute care/ palliative care and/or oncology.
* Evidence of ability to effectively lead a team.
* Ability to work using own initiative and as part of a multidisciplinary team.
* Evidence of effective problem solving skills.
* Work towards completion of Advanced Life Support course
* IT skills.

# Essential Additional Information

1. **Systems and Equipment**

The Trainee ANP is expected to have knowledge and skills necessary to use all equipment required for the care of all patients in Respiratory Medicine. They will be expected gain competence in the following and keep up to date with all IT and :

Information Technology

Appropriate IT packages for patient management Accessing electronic guidelines/protocols

Maintenance of patients records both paper and electronically.

Central vision laboratory system Literature Reviews

TURAS

PECOS

Ekora

Staffnet Business Objects

Internet/Intranet

Word Processing Database management

Report incidents via Adverse Incident Management System

Fax, internet, intranet, e-mail, paging systems Clinical information system

CRIS

ICE

Sci-gateway Unisoft

Manual Handling

Activities of daily living. Ergonomics

Patient movement with use of Mechanical aids e.g. Hoists,

General manual handling equipment e.g., Slide aids Push trolley’s, beds, wheelchairs etc

Infusion stands Bedpans

Commodes

Pressure relieving equipment Fire evacuation equipment

# Near Patient Testing

Blood Pressure monitoring Blood glucose monitoring

Chemical Reagents

Pulse Oximetry

Oxygen therapies and methods of delivery

Cardiac monitoring/ ECG

Urinalysis Blood sampling

Ultrasound

X-ray

**Medical Devices** Infusion Devices Examination equipment

Blood glucose analyser

Cardio-respiratory and oxygen saturation monitors Digital thermometer

# Treatments

Oxygen therapy

Advanced Life Support Intravenous therapy

Blood Transfusion

Prescription of medicines

# RESPONSIBILITY FOR RECORDS MANAGEMENT

All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.

# PHYSICAL DEMANDS OF THE JOB

**Frequently = several times per day Physical Skills:**

Prescribing of drug and fluid therapies. **(Frequently)**

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions. **(Frequently)**

Intravenous additives. **(Occasionally)**

Insertion of venous access devises cannulation / venepuncture. **(Frequently)**

Venepuncture for blood sampling. **(Frequently)**

Drug administration. **(Frequently)**

Removal of sutures. **(Occasionally)**

Patient examination including auscultation and percussion (**Frequently)**

Blood pressure monitoring . **(Frequently)**

Specimen collection/Urinalysis. **(Frequently)**

# Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients. **(Frequently)**

Push trolleys, wheelchairs. **(Frequently)**

Sitting/working at computer. **(Frequently)**

Stand/walk for the majority of shift, in excess of 7 miles per day. **(Frequently)**

Running to respond to emergency situations. **(Occasionally)**

# Mental Demands:

High levels of concentration required due to the nature of the ANP role. **(Frequently)**

Complex clinical decision making. **(Frequently)**

Responding to the clinical needs of deteriorating patient **( Occasionally)**

Management of competing priorities and promoting positive time management. (**Frequently)**

Dealing with unpredictable workload. **(Frequently)**

Challenging inappropriate and poor clinical practice. (**Occasionally)** Maintenance of precise and accurate records. **(Frequently)**

Concentration required when carrying out full patient physical / psychological examination and completion of clerking and treatment management plan. **(Frequently)**

Concentration required when checking documents/patient notes and prescribing/calculating drug dosages, whilst subject to frequent interruptions from patient / relatives / team members, requiring frequent changing / interrupting of task. **(Frequently)**

Concentration required when documenting and interpreting clinical observations and responding to subtle physical / physiological changes in patient condition. **(Frequently)**

Concentration required when operating clinical equipment. **(Frequently)**

Challenging the values, beliefs and decisions of the multi professional team. **(Frequently)**

Balancing clinical / administrative demands on time. **(Daily basis)**

Maintain high level and consistent professional behaviour in unpredictable and stressful situations. **(Daily)**

Ability to react swiftly and appropriately to sudden changes in patient clinical conditions.

# (Frequently)

Keeping abreast of international, national and local policy directive and evidence based practice, interpreting applicability and adapting for local implementation**. (Ongoing)** Supporting senior management to motivate and enthuse and maintain morale of staff within an ever changing environment. **(Ongoing)**

Demonstrate strategic and political awareness responding to the rapidly changing health care agenda. **(Ongoing)**

Balancing attendance at local and national meetings whilst maintaining visibility and accessibility in environment of care. **(Occasional)**

Concentration required while preparing and delivering oral presentations. **(Occasionally)** Concentration required whilst monitoring standards and quality of clinical practice through audit etc. **(daily / weekly / monthly)**

Concentration required whilst delivering complex information to patients /relatives / carers.

# (Frequently)

**Emotional Demands:**

Communicating with distressed / anxious / worried patients / relatives. **(Frequently)**

Exposure to highly distressing, highly emotional circumstances e.g. giving diagnosis

of cancer and progression of life threatening disease **(Daily)**

Dealing with patients with challenging behaviour. **(Frequently)**

Communicating with sensory impaired people (vision, hearing/voice etc). **(Occasionally)** Managing aggressive patients / relatives. **(Occasionally)**

Care of patients with special needs e.g. learning disability, language and cultural differences. **(Occasionally)**

Supporting patients awaiting surgical procedures/ tests **(Frequently)**

Supporting / educating patients / relatives / carers to participate in the planning and provision of care. **(Frequently)**

Communicating complex issues with the multidisciplinary team. **(Frequently)**

Personal / interpersonal stressors. **(Frequently)**

# Working Conditions:

Exposure to body fluids, i.e. cleaning up of body fluids and blood spillages. **(Occasionally)**

Exposure to verbal aggression. **(Occasionally)**

Exposure to physical aggression. **(Occasionally)**

Exposure to infected and infectious materials and patients. **(Occasionally)**

Hot and noisy environment. **(Daily)**

# DECISIONS AND JUDGEMENTS

The trainee ANP is expected to work towards Advanced Clinical Practice and Care Delivery,

specifically:

:

* Make complex clinical and professional autonomous decisions without direct supervision on a daily basis regarding the clinical management of patients. This will include the provision of expert advice to the multidisciplinary team.
* Justify clinical decision making with regard to patient’s health care, through stringent monitoring of the patient’s condition and acting on clinical judgement.
* Act as patient’s advocate.
* Freedom to act and make clinical decisions is guided by precedent and clearly defined NHS Tayside policies, guidelines, procedures, and codes of conduct in accordance with
* Nursing and Midwifery Council standards of conduct, performance and ethics.
* Recognise staff performance issues and appraise accordingly.

# MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The trainee ANP is expected to work towards Advanced Clinical Practice and Care Delivery, specifically:

* To fulfil the role of clinical expert and to act as a resource to colleagues.
* To motivate and inspire staff.
* To provide the highest standards of care whilst addressing the equality and diverse needs of the patients.
* To monitor quality
* To implement change effectively in a multidisciplinary environment.
* To successfully balance the competing demands of this new role.
* To respond to unexpected patient activity, demand and changing clinical status of individual patients
* Effective management and prioritisation of competing demands within a specific field of practice.
* Balancing the demands of all stakeholders to provide an efficient, safe and effective service.
* Highly emotional demands when communicating bad news