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| JOB IDENTIFICATION |
| **Job Title:** Acute Oncology Advanced Nurse Practitioner Band 7  **Responsible to:** Acute Oncology Lead Advanced Nurse Practitioner  Systemic Anti-Cancer Therapy Nurse Consultant  **Department(s):** Across NHS Fife    **Directorate:** Emergency Care Directorate  **Division:** Acute Services  **Job Reference:**  **No of Job Holders: 1**  **Last Update** 28/07/2023 |

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| **2**. **JOB PURPOSE** |
| To work within existing team to provide a high quality, evidence-based specialist nursing service for patients with cancer, who present with acute oncological emergencies or toxicities either following active treatment or disease progression or because of a previously undiagnosed cancer.  The Advanced Nurse practitioner is an experienced and highly educated registered nurse working within the Acute Oncology Team. They will manage, deliver, advise, and support the provision of care of individuals accessing this service. They will have a commitment to undertaking further study to attain a Post Graduate Diploma in Advanced Nursing Practice and additionally will require to undertake self-guided study in Oncological conditions and their specialist management.  They will have the autonomy to act and accept responsibility and accountability for their actions, acting as an expert advisor or resource for others. This includes specialist assessment and treatment using a holistic approach to managing complex, multidimensional situations. They will work with the treating team to avoid inappropriate admissions and facilitate early discharge. Their practice is characterised by a high level of clinical decision making based on in-depth, expert knowledge in their specialism of care delivery.  The Advanced Nurse Practitioner will participate in the delivery of comprehensive acute oncology care including patient education on self-management and give specialist advice within acute settings. |

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| **3. DIMENSIONS**  DIMENSIONS   * To act as an advanced, autonomous practitioner demonstrating a high level of practice and knowledge whilst participating in direct evidenced based patient care. * To undertake health assessments diagnosing, treating, and discharging patients with a range of cancer related conditions   Function in a variety of role dimensions: health care provider, educator and researcher  • Clinical advocate and develops service within clinical governance structure.  Work with clinical colleagues and lead the development of this clinical service. |

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| **5.** **ROLE OF DEPARTMENT** |
| Assessment and management of patients presenting with oncological emergencies either following active treatment, disease progression or as a consequence of a previously undiagnosed cancer thereby improving the quality of care provided to this population.  To provide education to enhance the knowledge of nurses and clinicians throughout NHS Fife in order to improve patient management and care.  To enable communication between teams in Primary and Secondary care and within the Cancer Centres. |

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| **6.  KEY RESULT AREAS** |
| **Clinical Practice**   * Proactively develop advanced nursing practice in the specialty of Acute Oncology. * Effective triage and history taking when assessing oncology patients and formulating and executing an appropriate management plan. * Interpretation of bloods results, radiological imaging and other investigations in conjunction with the lead advanced nurse practitioner and visiting medical oncology team. * Liaise with colleagues in the cancer centres, acute and primary care in co-ordinating care of oncology patients. * Act as a professional role model in accordance with local policies and NMC guidance. * Provide expert clinical advice to nursing, medical and allied health professionals in primary and secondary care. * Post holder will work with the team towards achieving national targets and standards of care for this patient population. * Maintain accurate record keeping and communication across multiple platforms.   **Leadership**   * To act as a role model through the provision of professional leadership and demonstration of competent and effective practice . * Liaise with Service Manager and Lead Nurse to ensure post is contibuting effectively to meeting demands of service. * Provides leadership by demonstrating expert knowledge and practice in cancer care. * Identifies key requirements needed to carry out the specialist role and manage the service. * Implements, manages and develops the service taking account of patient and service needs and available resources. * Organises and manages own workload and patient caseload as required. * Involves and encourages other staff in the development of initiatives to improve patient care. * Maintains accurate and up-to-date records for the clinical service, always ensuring confidentiality of information. * Contributes at local, national and international levels, to promote the profile of NHS Fife as a leader in continuity of care and quality care. * Reviews service processes and outcomes and implements new initiatives to improve ongoing management of the service and communications with key colleagues in both acute and community care. * Is cognisant of corporate objectives and targets set out in the NHS and Cancer Plans and uses available resources to work within these targets. * Adhere to infection control policies within clinical areas and hospital wide and ensuring all staff work within these standards.   **Professional Development**   * To maintain expert professional practice through continuing education. * To participate in identifying needs of nursing staff, medical students, GPs, patients and carers in conjunction with others, where appropriate. * Contribute to the education and development of staff within the service areas, to ensure staff knowledge is maintained to a high standard to enable evidence based care to be delivered. * To promote self care through the provision of relevant teaching and support. * Act as a positive role model for all disciplines of staff. * Ensures good communication and liaison is maintained with professional development department, clinical skills centre, resuscitation department, NES and fellow practitioners nationally to foster an environment that is conducive to learning, enquiry and research. * Undertake an annual appraisal to identify professional objectives and development needs.   **Evidence, Research and Development**   * Utilises research findings in the delivery of specialist patient care and disseminates relevant information to staff through teaching programmes and by example. * Initiate and develop audit of service delivery e.g. Pathway/Bundles, and implement findings to improve patient care and identify training. * To audit the effectiveness of the service provided and, where appropriate, act upon findings in order to improve the service. * Acts to ensure patient involvement in as many service improvement initiatives as possible by collating patient experiences, patient questionnaires etc. * In collaboration with other clinical specialist nurses locally and nationally, identify areas for nursing research, collaborate in such research and disseminate outcomes. |

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| **7a. EQUIPMENT AND MACHINERY** |
| **7a. Equipment and Machinery**  Responsible and knowledgeable in the safe use of all clinical and non-clinical equipment relevant to the  role, checking, maintaining and troubleshooting equipment and report through identified channels. |
| **7b. SYSTEMS** |
| General office equipment including computers, e-mail, NHS Fife Intranet and Internet, computing skills,  power point presentations, laptops, mobile phones.   * IT systems – Clinical portal/ECS/SCI-Gateway/e-mail/Chemocare/PACS. * Telephone/communication system. * Maintenance of patient care records complying with patient confidentiality. * Trakcare. * DATIX- manage incident reporting. * Internet and Intranet.   Maintain and develop clinical standards and documentation in accordance with NMC Code of Conduct.  Document all aspects of patient care in patients’ record and ensure that these records are accurate and up to date. |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| Working as member of the team, referrals will be received through various referral protocols of multidisciplinary teams.  Workload is self-generated and prioritised and reviewed by the post holder according to patient and service needs utilising the nursing process (assessing, planning, implementing and evaluation).  Education, learning and development needs are identified via TURAS and PDP&R process.  Attends and participates in speciality meetings, staff meetings, and nurse development meetings.  Objectives, work performance and professional development will be reviewed by the lead ANP  The post holder will work closely with Consultants, Oncologists, general medical /surgical teams, Palliative Care Team and Cancer ACNS’ and community health care professionals within NHS Fife.  The post holder will network nationally to ensure the integrity of services and that this post develops alongside future recommendations which may be developed nationally. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Makes complex clinical decisions including diagnosis and clinical management based on an in-depth broad expert knowledge, and interpretation and synthesis of clinical and other findings such as laboratory investigations and radiological imaging. Decisions may include the admission or discharge from hospital. * Based on assessment the post holder can refer patients for specialist opinion. * Instigate, obtain or arrange and interpret appropriate investigations/examinations. * Formulate an action plan for the management of the patient based on a synthesis of clinical information including the patient’s history, clinical assessment, results from relevant investigations and based on appropriate evidence-based practice. * Uses own initiative and acts independently within the bounds of own existing knowledge and skills. Is guided by broad policies and guidelines (NHSH, NICE, SIGN etc). * Plans a package of care for individual patients including prescribing pharmacological and non-pharmacological interventions/therapies as appropriate. * Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner. * Works autonomously within a wider multidisciplinary team. * 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. * Works collaboratively to meet the demands of the service. |

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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * The postholder will occasionally be required to work alone with no immediate support from the multi-disciplinary team. * Elicit information and make decisions on case management based on highly complex holistic information e.g. patient symptoms, diagnostic results, social circumstances. * Make independent clinical decisions based on own clinical assessment and interpretation of other findings such as laboratory results and x-rays. * Planning and implementing individual patient care within the context of an interdependent healthcare team. * Achieving a balance between the demands of direct patient care within existing resources and job plan. * Communicating with and supporting distressed/anxious/worried relatives /patients. * The postholder will promote a happy and safe working environment to minimise stress levels and will deal with conflict in an appropriate manner. * Continually reappraise the effectiveness of resources against the unpredictability of service demands. * Works within a specialty with unpredictable levels of activity. * Provides a professional advisory role to a wide variety of contacts e.g. patients, relatives, carers, junior and senior nursing, medical and paramedical colleagues. * Acts as an effective change agent integrating information gained from research and audit into clinical practice. * To participate in reporting, documenting and evaluation of the work of the Advanced Nurse Practitioner and to demonstrate its importance both to patients and members of the interdependent healthcare team. * Keep professionally up to date. * Dealing with verbally and physically abusive patients and members of the public. * The postholder will be required to prioritise own workload, adapting flexibly to competing demands from various people. * Improving communication between the professionals involved in the care and treatment of patients. * Addressing the equality and diversity needs of patients and staff. * Managing balance of clinical versus non-clinical activities. * Use own initiative and generation of ideas in order to meet strategic needs of the service. Act as a change agent in terms of organisational issues and future strategy needs of the service. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder must possess excellent interpersonal skills and participate effectively across service boundaries.   * The post holder must demonstrate interpersonal skills and participate within the team to ensure optimum care is always delivered to the patient. * Acts as an advocate for patients and colleagues. * Utilises and demonstrates sensitive communication styles to ensure patients are fully informed and consent to treatment.   **Internal**   * Postholder required to communicate verbally and in writing with patients, carers and members of the multi-disciplinary team. * Communicate effectively with diagnostic services, e.g. Labs, X-RAY, CT, MRI to ensure optimal patient care pathway. * Support junior staff in relation to challenging patient/ relative behaviours as a result of receiving bad or disappointing news. * Anticipate barriers to communication and take action to improve communication. * Communicate effectively with patients and carers recognizing the need for alternative methods of communication to overcome different levels of understanding, cultural backgrounds and preferred ways of communicating. * The postholder is involved in communicating difficult information regarding sick patients to relatives ensuring that the information provided is understood. * The postholder will provide support in dealing with distressed, upset, angry or anxious patients, carers, relatives and staff. * Play an active role in the Clinical Governance agenda at operational level and act as a resource to both medical and nursing staff. * Uses opportunistic situations to discuss health education and health promotion.  External  * The post holder is required to communicate both verbally and in writing with relatives/visitors, other hospitals, primary care within NHS Fife, NHS boards, external organisations and bodies. e.g. Higher Educational Institutions, Professional bodies. * The post holder will be expected to build and maintain networks with other oncology specialist teams locally and nationally. * The post holder may be asked to participate in conferences to further improve knowledge and share best practice. * The post holder may be required to demonstrate presentation skills locally. * The post holder should be able to explore opportunities to network with other similar postholders, to share ideas and provide professional support. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB.** |
| **Physical Skills:**  Perform clinical examination of patients.  Manual handling techniques.  Keyboard skills.  **Physical Demands:**  Assistance with patient mobility whilst undertaking clinical assessments.  **Mental Demands:**  Concentration is required at all times when caring for patients and undertaking clinical decision making and prescribing.  Maintenance of precise and accurate records and report writing.  Frequent interruptions from patients / relatives / team members.  Concentration required when decision-making  **Emotional Demands:**  Communicating with distressed / anxious / worried patients and relatives.  Caring for patients and relatives following receipt of bad news and supporting them in identifying realistic expectations in relation to clinical conditions.  Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.  Motivating and supporting junior staff / colleagues in the work environment.  **Working Conditions:**  Potential exposure to verbal and physical aggression from patients and relatives / other visitors.  Exposure to infections and temperature variations. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| The postholder is required to be a registered nurse with current Nursing and Midwifery Council Registration.  The postholder must possess the following:   * Educated to masters degree level or have an equivalent level of knowledge and expertise * Significant comprehensive post registration experience within a healthcare setting, some of which must be at senior practitioner level * Clinical examination skills module * Non-Medical Prescribing module * Experience in cancer care * Able to demonstarate a high level of knowledge of cancer disorders, treatment and potential side effects of this. * Venepuncture, cannulation and care of central access device training. * Evidence of well established written and verbal communication skills. * Ability to work autonoumously as well as in collaboration with other health care professionals. * Research and audit experience or knowledge. * Ability to participate in the delivery of presentations and teaching sessions. * Evidence of leadership and sound decision making skills. * Commitment to lifelong learning and personal development plan. * Computer/IT skills. * Excellent interpersonal skills. * Ability to work flexibly as situations demand. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |