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| **1.     JOB IDENTIFICATION** |
| Job Title: Advanced  Nurse Practitioner – Haematology/Oncology  AfC Banding: Band 7    Responsible to :  Clinical Nurse Manager    Department(s):  SACT Haematology/Oncology – NHS FIfe    Directorate:  Emergency Care    Job Reference:    Last Update : |

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| **2.  JOB PURPOSE** |
| The Advanced Nurse Practitioner (ANP) is an experienced and highly educated Registered Nurse who manages the complete clinical care for their patient, not solely any specific condition. Advanced practice is a level of practice, rather than a type or speciality of practice.  Working as part of the multidisciplinary team, ANPs can work in or across all clinical settings, dependant on their area of expertise.  The post holder will have a pivotal role in coordinating and managing the care of haematology/oncology patients with the aim to enhance and improve the current service provided. This post holder will work at an advanced practice level utilising high levels of clinical knowledge, judgement and decision making in the timely assessment and management of both out-patients and in-patients with a dermatological condition. Working closely with the existing medical team and SACT Nurse Consultant and Acute Oncology team, they will provide skill mix within this team and an opportunity for service redesign to meet expected future clinical demand.  The ANP will support patient care through consistent care delivery, expert and experienced clinical decision making during diagnosis, treatment and discharge, for both acute and chronic patients. They will be responsible for many ANP clinics, pertaining to sub specialised areas of haematology/oncology, and work collaboratively with other healthcare professionals to support patients, families and caregivers throughout the patient pathway.  The post holder will be an expert point of contact for haematology/oncology staff and would be expected to assess patients attending other clinics in the department and advise/ treat appropriately should their advice be sought.  Close working relationships, expert communication and networking will be expected within the multidisciplinary team and wider networks, throughout the hospital and beyond.  The post holder will be responsible for creating and providing specialist education and training programmes for health care professionals and other professional groups.  The post holder will be expected to implement and undertake research activities and ongoing audit, ensuring evidence -based practice in the specialist area. |

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| **3. DIMENSIONS** |
| The Advanced Nurse Practitioner (ANP) will play an integral role in the management and delivery of patient care within the haematology/oncology department which is part of the Emergency care and Medicine Directorate. The post holder is an experienced ANP who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care. They will demonstrate safe clinical decision making and expert care for these patients.  The ANP has a responsibility to teach, supervise, assess and mentor, and to plan, prioritise and delegate work to other staff members.  The post holder will work within their advanced scope of practice and in accordance with local policies and procedures and the NMC Code of Professional Conduct: Standards for conduct, performance and ethics for nurses and midwives.  The Fife Acute Hospitals NHS has a management structure based on Clinical Directorates.  The Directorate of Emergency Care & Medicine provides a service on both the Dunfermline and Kirkcaldy sites.  The role of the Directorate is to provide medical services to residents throughout Fife. This includes new and review out-patients, investigation and medical intervention for a variety of specialties including General Medicine, Care of the Elderly, Gastroenterology, Dermatology, Endocrinology, Nephrology, Haematology and Oncology, Cardiology, Respiratory Medicine and Neurology.  The post holder will work closely with all members of the team. |

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| **4.  ORGANISATIONAL POSITION** |
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| **5.   ROLE OF DEPARTMENT** |
| **Haematology/Oncology** |

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| **6.  KEY RESULT AREAS** |
| **Clinical Practice**   * Lead and act as a specialist resource in haematology/oncology nursing by promoting the service and increasing awareness of the diseases and treatments relating to hospital and primary care, to enhance standards of care for these patients. * Direct care by utilising specialist knowledge and clinical expertise (directly and indirectly). * Practice autonomously and be responsible for own decisions/actions and omissions. * The ANP will undertake routine advanced physical assessment of the SACT patients including assessing these patients prior to each treatment using thorough history taking, clinical examination, arranging relevant investigations, prescribing SACT and other supportive medications and arranging follow up when necessary. * Using assessment skills and advanced clinical decision making to formulate a diagnosis, prompt treatment plans or referrals will be initiated to effectively manage acute and chronic cancer related complications and/or toxicities from systemic anti-cancer treatments and/or radiotherapy * To recognise, asses and manage oncological emergencies and the acutely deteriorating haematology/oncology patient according to Trust protocols, policies and guidelines and to assist in the patients transfer if necessary. * To provide support and advice for incoming calls from the Cancer Treatment Helpline and Haematology Direct access patients in order to safely triage patients who are reporting side effects/complications relating to their disease and/or treatment to the most appropriate place of care. * Be responsible for effective and efficient history taking and focused clinical assessment in order to assess patients, take appropriate action and form plan of investigation and management. This will be mostly be in an out-patient setting. * Carry out clinical procedures, e.g. cannulation, blood sampling and other procedures relevant to speciality * Actively develop protocols, care pathways and nurse led follow-up of patients with various haematology/oncology conditions. * Provide support to patients and their carers throughout the patient pathway to help people understand, manage and live with their condition. * Provide expert clinical advice to nursing, medical and allied health professional staff to facilitate high quality care and co-ordination of care for patients undergoing SACT, including systemic and biologic therapies. * To obtain informed consent from patients prior to starting their first chemotherapy cycle and ongoing cycles * Practice as an independent non-medical prescriber, prescribing/ dispensing/ administering within current legislation and in line with medicines reconciliation. * Implement non-pharmacological related interventions/therapies, dependent on situation and technical requirements of care * Maintain accurate, clear and concise records on every patient. * To effectively communicate changes in care and/or condition directly to the patients Consultant and/or when admission is necessary, to directly communicate with the appropriate inpatient teams. * Lead clinical audit of specialist nursing services to ensure evidence based practice and disseminate best practice with others * Be a member of the multidisciplinary team and participate in regular MDTs and department meetings. * Continuously audit and develop ANP role for the future of the haematology/oncology department   **Leadership**   * Collaborate with the multi-professional team to develop a shared vision of the service. * Act as a role model and resource in expert clinical evidence-based practice. * Work collaboratively with colleagues to develop effective documentation, pathways, protocols and guidelines for care. * Demonstrate a commitment to share expertise and disseminate information. * Contribute to the development of the team and the service to continuously improve patient care. * Contribute to business continuity, workforce planning and skills profiling to ensure the targeting of resources to meet the needs of the service. * Participate in implementing national standards and frameworks at a local level. * Network locally, regionally, nationally and internationally and seek opportunities to develop the ANP role. * Have an understanding of budgetary constraints and may be required to manage budgets. * Use effective change management skills to initiate and implement service and practice development, making the best use of resources to improve practice and health outcomes. * Lead on the selection, interviewing, appraisal and professional development of team members. * Line manage members of the team where appropriate * Maintain involvement and active input in multidisciplinary meetings and appropriate local bodies / forums to contribute to practice and service development.   **Facilitation of Learning**   * Develop, maintain and advance personal theoretical knowledge. * Maintain high standards of clinical competence and professional development through ongoing education and attendance at relevant courses of study. * Develop and maintain a peer network of support, information and learning with other ANPs at a local and national level. * Demonstrate and evidence professional role and competence levels through own professional portfolio and reflective practice. * Contribute to the development and acquisition of advanced nursing practice and skills to enhance and extend the practice of other nurses and health care professionals within the service and beyond * Identify and address the educational needs of patients, families, carers and staff involved in the delivery of care. * Contribute to the teaching and support of students from the multi professional team within relevant educational programmes. * Provide an appropriate learning environment, including mentorship, coaching and preceptorship. * Organise and contribute to relevant educational programmes and in-house study days.   **Evidence, Research and Development**   * Coordinate and participate in ongoing service review and evaluation, including monitoring patient experience and outcomes in order to improve practice. * Demonstrate advanced clinical knowledge and skills in relation to clinical interventions to the multidisciplinary team, working in collaboration with education providers and key stakeholders. * Promote, develop and undertake clinical audit programmes to ensure best practice is delivered in accordance with current local and national policies and guidance. * Initiate and contribute towards research and critically appraise, evaluate and apply knowledge of theoretical frameworks, evidence and recommendations. * Interpret current research findings and implement accordingly to influence best practice. * Participate and actively seek peer review in practice and sound evidence for assurance purposes. * Identify areas of risk and address these through appropriate governance structures and forums. * Advocate and contribute to a working environment that promotes continuous learning and development, evidence based practice and succession planning, as well as identifying learning opportunities at local and national levels. |

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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.  **Generic:**   * Bair Hugger A * Air Mattress Pegasus; cairwave, biwave, convertible 2. Rotarest Nimbus II * Electric bed frames * Stand Aid * Hoist * Glucometer * Tympanic Thermometer * Feed pump * Turning aides * Wheelchair / Specialised chair * Sphygmomanometer * Fire equipment * Pat slide /other manual handling equipment * Humidified O2 * 12 lead ecg * Blood warmer * Transport trolley * Stethoscope * Laerdal bag and mask * High/low grade suction * Baxter colleague * Bbraun infusion pumps * Specialised beds – for spinal injury or rotational therapy   **Very Specialised:**   * Defibrillators * Intubation tray (equipment including laryngoscope, introducer etc). |

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| **7b.  SYSTEMS** |
| * IT systems – Clinical portal/ECS/SCI-store/e-mail * Telephone/communication system * Maintenance of patient care records complying with patient confidentiality * TrakCare * Microsoft Teams * Microsoft Outlook * Clinical Portal * DATIX- manage incident reporting * Internet and Intranet * MIMS |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| * Working as an autonomous practitioner workload will be generated according to patient need through various referral protocols of multidisciplinary teams in line with legislation and performance indicators set by the Scottish Government Health Department. * Work will be carried out and reviewed in accordance with NHS Fife policy and guidelines. * Performance review and appraisal will be carried out by identified line manager and professional nursing lead (if required). * Will have a Professional Personal Development Plan, including an assessment of clinical competence which will be reviewed annually by the responsible line manager. * Governance of clinical competence is assessed by an appropriately qualified designated clinical lead, demonstrated and evidenced by a relevant, up-to-date professional portfolio. |

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| **9.  DECISIONS AND JUDGEMENTS** |
| * The post holder is expected to manage an autonomous caseload and make advanced level clinical and professional decisions regarding patient care, being accountable for own professional actions. * The post holder will independently review, assess, and interpret symptoms and signs relating to their patients and make clinical decisions and develop programmes of care as necessary. * Clinically and professionally expected to make autonomous decisions on an individual patient basis, including provision of medications * The post holder will be expected to anticipate conflicts and difficulties in the development of nurse led services and provide solutions for professional differences. * The post holder will work in close collaboration with the haematology/oncology consultant teams taking guidance from them when required, but is not directly supervised at all times and will be expected to work autonomously. Training/mentoring as required, dependent on the previous experience of the post holder, will be given at the outset for as long as needed. * The post holder will be expected to identify changes in service demands and lead the development of the ANP service to meet these demands. * Acting as the patients advocate to ensure their rights are upheld, when identifying, screening and recruiting subjects into clinical research studies as appropriate |

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| **10.  MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Being able to fulfil both the organisation requirements of ANP role and the needs of the department * Balancing increasing clinical demand and ANP clinics with other three pillars of Advanced Practice – research, leadership and education * Managing dynamic workload within identified resources and time management within 5 day week * Working autonomously and making advanced clinical decisions. * Leading difficult conversations with patients and families relating to complex conditions, situations and prognoses. * Providing a professional advisory role to a wide variety of contacts e.g. patients, relatives, carers, junior and senior nurses, students, medical and paramedical colleagues. * Acting as an effective change agent integrating information gained from research and audit into clinical practice. |

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| **11.  COMMUNICATIONS AND RELATIONSHIPS** |
| Communicate verbally and in writing to members of all Health and Social Care teams, including third sector and local authority services as necessary.  The patient, their relatives and the multidisciplinary team involved in the provision of care.  Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues.  Acts as a patient /staff advocate through the application of ethical, legal and professional knowledge and skills |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| This section may vary depending on clinical area. Examples may include:  **Physical Skills:**  Perform clinical examination of patients.  Administer medicines, injections, syringe drivers, intravenous infusions and blood transfusions.  Undertake venepuncture, cannulation and arterial sampling.  Insert complex intravenous lines e.g. midlines/PICC lines.  Undertake procures specific to speciality e.g. chemotherapy, Bone marrow  Administer enteral tube feeding.  Insert urinary catheters.  Apply wound dressings.  Manual handling techniques.  Keyboard/ IT skills.  **Physical Demands:**  Physical manual handling of patient, patient movement with use of mechanical aides  Push wheelchairs and other mobile equipment.  Stand/walk for the majority of shift.  **Mental Demands:**  Concentration is required at all times when caring for patients and undertaking clinical decision making.  Maintenance of precise and accurate records and report writing.  Frequent interruptions from patients / relatives / team members.  Concentration required when decision-making.  Clinical decision making including prescribing of medications  Dealing with unpredictable workload.  **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.  Caring for the terminally ill.  Motivating and supporting junior staff / colleagues in the work environment.  **Working Conditions:**  Exposure to body fluids.  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** |
| ANPs are educated at Masters Level in advanced practice and are assessed as competent in this level of practice. As a clinical leader they have the freedom and authority to act and accept the responsibility and accountability for those actions. This level of practice is characterised by high level autonomous decision making, including assessment, diagnosis and treatment (including prescribing) of patients with complex, multi-dimensional problems. Decisions are made using high level, expert knowledge and skills. This includes the authority to refer, admit and discharge within appropriate clinical areas.  Registered Nurse on the NMC Register  Be recorded as a Non-medical Prescriber (V300) with the NMC  An appropriate Masters level qualification in Advanced Practice which has enabled competence in:   * *Clinical assessment* * *Clinical reasoning, judgement and diagnostic decision making* * *Anatomy and pathophysiology* * *Non medical prescribing- V300* * *Leading, delivering and evaluating care* * *Practice learning/transferable work based learning* * *Research for Practice*   Significant comprehensive post registration experience within a healthcare setting some of which must be at a senior practitioner level ideally with some experience of haematology/oncology..  A commitment to lifelong learning and demonstrates evidence of continuing professional development  Can demonstrate experience in managing staff, leading a team, providing education and training and establishing a supportive, learning environment  Successful track record in working in multi-disciplinary team settings and promoting collaborative approaches to delivering excellent patient care  Advanced Life Support  IRMER- (NHS Fife) |

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| **14.  JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.    Job Holder’s Signature:    Head of Department Signature: | Date:    Date: |