

**JOB DESCRIPTION
BAND 6
WESTERN GENERAL HOSPITAL**

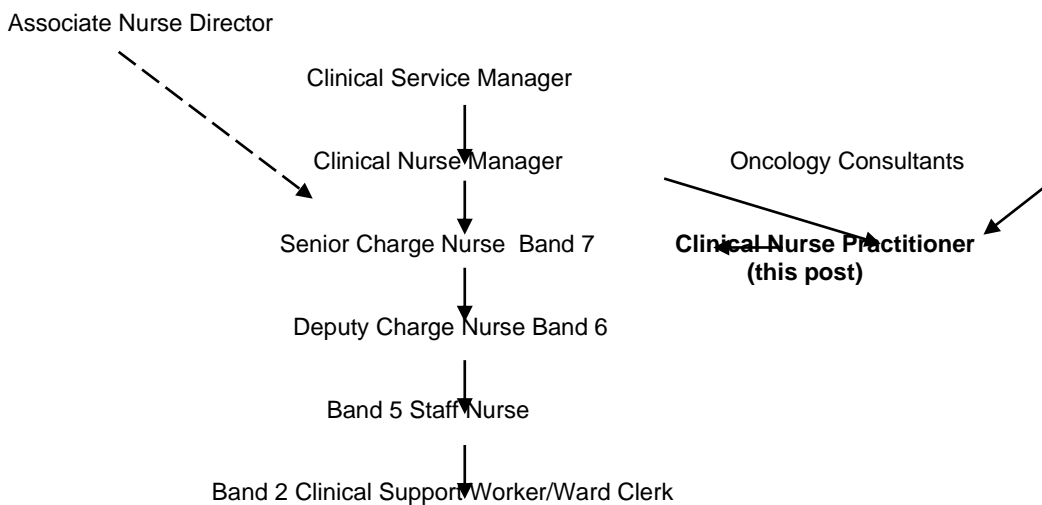
1. JOB IDENTIFICATION	
Job Title:	Clinical Nurse Practitioner Oncology – Band 6
Responsible to:	Clinical Nurse Manager
Department(s):	Oncology Outpatients
Directorate:	Cancer & Palliative Care
Operating Division:	LUHD – Surgical Services
Job Reference:	174303
No of Job Holders:	1.0 WTE
Last Update:	December 2023
2. JOB PURPOSE	
<p>The post holder will work collaboratively within the multi disciplinary team providing quality care thus improving the patient's cancer journey. This is achieved through the provision of specialist care and integration of core nursing skills.</p> <p>The post holder will have responsibility for the assessment of care needs and the delivery and maintenance of optimal care outcomes for all patients within the oncology in and out-patient setting, providing expert professional and clinical care advice to patients' carers and multi-disciplinary team members</p> <p>The post holder provides treatment and support for Patients undergoing external beam radiotherapy with a special input for HDR (high dose Rate) Brachytherapy for cancer of the cervix and prostate, leading the team with this patient stream</p> <p>The individual is expected to motivate staff to provide high standards of care by acting as a role model. Responsible for providing specialist education and training programs for health care professionals and other professional groups. The Clinical Nurse Practitioner will implement and undertake research activities ensuring evidence-based practice in the specialist area.</p>	
3. DIMENSIONS	
<p>The department is an Outpatient oncology unit, incorporating both clinics and Radiotherapy support.</p> <p>The post holder supports the Senior Charge Nurse in the management of two clinical areas, out-patients clinics (approximately 500 patients per week), and radiotherapy treatment floor (in the region of 1000 per week).</p> <p>The post holder will be required to deliver nurse led on-treatment review clinics within the radiotherapy treatment floor, assess for patient toxicity when receiving radiotherapy and chemotherapy, managing urgent assessment as well as being part of the brachytherapy service.</p> <p>The clinical nurse practitioner will lead the HDR stream, managing and coordinating the nursing team, involving supporting, education (both patient/relative and ward staff) and planning patients for treatment, pre theatre clerking, patient review and symptom management working closely with medical team.</p> <p>The patient group consists of oncology for South-East of Scotland, as this is a regional centre.</p> <p>Other key staff in which the post holder will interact with includes: Medical/ Therapists/ Finance/Procurement/ Support Services/ Education Facilitators/ Health and Safety and Risk Management.</p>	

The post holder will have junior staff reporting to them (registered nurses/non-registered nurses and learners), who will also require supervision.

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to remain within the financial envelope.

The post holder provides treatment and support to patients with the following malignant diseases: Colorectal, Gynecology, Head and Neck, Upper GI, haematology and Breast disease. The Clinical Nurse Practitioner has a responsibility to provide specialist advice, education and support to Nursing staff, Medical staff, paramedical staff, patients and carers. Key staff with whom the post holder will interact with and provide clinical advice includes: Medical/Therapists/ R&D Office/Procurement/Support Services/Education Facilitators/ Health and Safety, Risk Management Community Health Practitioners and University Institutions, The Lothian University Hospitals Division delivers services within the environment of a University Teaching hospital setting.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Department of Oncology /Haematology is a nationally and internationally acclaimed unit, providing a supra-regional comprehensive Oncology /Haematology service to a population of approximately 1.2 million. The service provides Clinical and Educational support for staff, patients and carers to Lothian and South East of Scotland.

6. KEY RESULT AREAS

Professional 100%

Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct.

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

Conduct clinical evidence based practice in accordance with national SIGN Guidelines and clinical standards. (e.g. cancer planning nursing framework). Act as an exemplary professional role model for leading specialist nursing services.

Leadership and Management 100%

Lead relevant nursing staff within the Oncology service ensuring that patient needs are assessed, care planned, implemented and evaluated, and that there is consultation and involvement of patient/carers.

Participate in specific initiatives and committees within the multidisciplinary team, in the development, implementation and maintenance of policies, procedures, standards and protocols of the service throughout Lothian and the South East of Scotland.

Ensure that all nursing staff and members of the multidisciplinary team are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.

Contribute to the development, implementation and monitoring of LUHD local induction including Junior Doctors, recruitment and performance management.

Lead relevant nursing staff to ensure appropriate clinical skills and competencies are used effectively within the allocated financial resource ensuring clinical governance standards are maintained.

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

Contribute to the development of future service provision and planning for Oncology /Haematology department.

Act timeously in resolving complaints effectively through investigating and responding at local level and escalate as appropriate.

Clinical 80%

Act as a specialist resource within oncology / haematology pertaining to vascular access devices and chemotherapy administration ensuring that high standards of care are maintained.

Provide psychosocial counselling support to patients and families throughout their cancer journey. Included within this the post holders are independent counsellors for semen storage.

Performs and documents comprehensive pre and post chemotherapy and venous access assessments. Provide information on disease, treatment and health promotion to patients and families ensuring that informed consent is upheld.

Thorough assessments of patients and documentation prior to chemotherapy. Administration of chemotherapy and after care co-ordination with colleagues and patients.

Ensure the quality of patient care is reviewed assessed, implemented and monitored to maintain standards of care given to patients and their families.

Participate in clinical audit of specialist nursing services for Oncology / haematology to ensure evidence based practice.

Participate in the monitoring of standards of care within the defined policies, procedures and protocols of the service, ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

The post holder has responsibility for developing and implementing a nurse led PICC placement clinic within the overall service provision for patients within the Oncology specialty. This includes pre assessment, consent, placement and clinical follow up.

Research 10%

Contribute to the development research and clinical audit programmes to support best practice which is research and evidence based and leads to continuous improvements in care.

Contribute to/or take an active role in key clinical research projects for Oncology and haematology specialty service.

Education 50%

Develop, provide and support appropriate multidisciplinary specialist education and training programmes to promote a wider understanding of all aspects of cancer and treatments in the primary and secondary healthcare setting.

Formulate, implement and evaluate local protocols to support expansion of the Nurse practitioner role e.g, PICC insertion and other vascular access devices.

Provide clinical teaching and supervision of nurses to enable them to develop competencies in defined expanded skills eg, venepuncture and cannulation, chemotherapy administration.

Participate in the delivery of specialist education programmes within a core curricula for institutes of higher education. Stage A and B training for the administration of cytotoxic chemotherapy.

Promote and advise on health and life style activities for patients, carers, health care professionals and the general public.

Teach, advise and coach patients and carers with regard to the condition and treatment options.

Contribute to the provision of clinical practice for pre registration and post registration learners, to fulfill curriculum requirements and ensure that appropriate educational opportunities are provided.

Ensure that the on-going personal development needs and professional education and research are identified and met.

7a. EQUIPMENT AND MACHINERY

Post Holder is expected to have a knowledge and ability to use equipment in the area, however may not have daily clinical involvement.

Generic	Specialised	Very Specialised
Television Bedside Unit	Hoists – Encore, Maxi/ Arjo	Cardiac Monitor
Fridge	Bath hoist	Pulse Oximeter
Ice Machine	Infusion Devices -Grazeby.	767 Diagnostic System
Nursing Call System	Blood Pressure Machine	Defibrillator – semi automatic
Database /Computers	Glucometer	Electrocardiograph
Fire Equipment	Suction Equipment	Central Venous Pressure
Pneumatic Tube System	Nimbus Pressure Mattress	Blood Warmers
Pat Slides	Humidified Therapy	Non-invasive Ventilator
Supreme 104 Water Boiler	ARJO Bath	Intubation Equipment
Walking Aids (Zimmer , Flame)	Feeding machines	Infusion Devices
Oxygen Cylinders		Selectron
Raised Toilet Seats		Brachytherapy
Pat Slides		High dose radiotherapy
Glide Sheets		Radioactive treatments
X Ray boxes		
Wheelchairs		
Trolleys		

7b. SYSTEMS

Chemocare - Chemotherapy booking system

Specialist Data Bases -collect and input patient data which allows post holder to determine workload and activity.

Maintenance of patient records

PAS

TRAK

Human Resource Administration system

DATIX Intranet -reporting incidents

Apex Laboratory System – results of specimens

Internet and Intranet – Personal and Business.

8. ASSIGNMENT AND REVIEW OF WORK

The post is largely self-directed however aspects of the work are reactive in nature in response to the needs of patients and staff within the Oncology and haematology directorate.

Referrals to the nurse led PICC service are generated from Consultants, Registrars and nursing staff within the Edinburgh Cancer Centre. The post holder then initiates appointments to correspond with request for commencement of treatment.

Work is reviewed by the Assistant Operations Manager of the Oncology Directorate.

The Post Holder will have a Professional Personal Development Plan which is reviewed quarterly by the delegated line manager.

9. DECISIONS AND JUDGEMENTS

The post holder is expected to make clinical and professional autonomous decisions on a daily basis, including the provision of advice to the multidisciplinary team.

The post holder must be aware of deficits in clinical skills within the department and have the ability to anticipate or resolve problems which may occur.

Informing clinical decision making with regard to patients health care, through stringent monitoring of the patient's condition and acting on clinical judgement.

Acting as the patients advocate to ensure their rights are upheld, when identifying, screening and recruiting subjects into clinical research studies.

Freedom to act is guided by precedent and clearly defined Divisional policies, protocol/procedures and codes of conduct in accordance with NMC regulations, Clinical and Staff Governance Framework and the EU Clinical Trials Directive.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Improving and streamlining the process of care for patients with cancer within Lothian. Continued development and promotion of the service.

Undertaking a constantly evolving job. Managing the competing priorities of the post whilst retaining professional identity within nursing. Balancing the educational and clinical aspects of the post. Managing a service which is financially restricted.

Improving communications between the professions involved in the care and treatment of patients with Cancer.

Unexpected patient activity and demand.

Unexpected staff activity and demand.

Implementing change effectively in a multidisciplinary environment.

Time management.

11. COMMUNICATIONS AND RELATIONSHIPS

Communicate with the patient, relatives and carers on the delivery of patient care.

Communicates directly with medical teams regarding clinical decision making and patient care.

Communicates directly with Operations Manager regarding service change and improvement.

Converse with other nurse practitioners/ nurse specialists/medical teams regarding policy update and improvement.

Liaise with the multidisciplinary team on service needs and requirements.

Other relevant lines of communication will encompass the following internal and external groups to ensure the gathering and dissemination of information as appropriate:

Internal Communication: Chief Nurse, Clinical Nurse Manager, Multi Disciplinary Leads, Finance Procurement Support Services, Human Resource, Health and Safety Risk, Management Palliative Care Team, Critical Care Teams, Bed Managers, Radiology, Pathology, IT and R & D Department.

External Communication: Other Health Boards through out Scotland/Hospitals in South East of Scotland, Develop professional links locally and nationally, Specialist Support Groups, Scottish Ambulance Service, Community Health Practitioners, Social Work, Patient's Carers, General Public Educational institutes and staff organisations.

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

Physical Skills:

Administration of bolus and infusional cytotoxic chemotherapy.
Intrathecal cytotoxic chemotherapy register.
Venepuncture and cannulation.
Venesection.
Placement/Removal of Peripherally inserted central catheters.
Maintenance and care of all central vascular access devices (PICC, Hickman, Central catheters, Ports).
Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.
Insertion of urinary catheters.
Removal of sutures / clips.
Placement of naso-gastric tubes.
12-lead ECGs.
Intravenous additives including infusion or bolus administration.
Blood Glucose monitoring.
Advanced life support.
Advanced maintenance of patient's airway (ambu-bagging).
Tracheostomy care.
Booking of investigations.

Physical Demands:

Positioning for venepuncture, cannulation, line placement and administration of bolus medicines.
Patient movement with use of mechanical aides, manoeuvre patients.
Push trolley's, wheelchairs.
Stand/walking for the majority of shift.
Activities of daily living.
Ergonomics.

Mental demands of the job

The role requires the individual to have high awareness of responsibility and the consequences of actions/ decisions taken on a daily basis.
Concentration required due to the nature of the Clinical Nurse Practitioners role.
Teaching clinical skills, administration and safe handling of chemotherapy to nursing and medical staff.
Audit of current practice.
Dissemination and implementation of current research findings into clinical practice.
Policy decision making.
Possibility of frequent direct and indirect interruptions from patients, relatives and the multidisciplinary team.
Maintenance of precise and accurate patient records.
Recognising and responding to ethical issues that may arise as a result of patient's care. Concentration required when observing patient behaviours that may be unpredictable.
Inpredictability of workload and time management.
Communication difficulties (multidisciplinary, multicultural, deaf, blind).
Developed leadership skills.
Developed responsibility skills.
Managing service changes and organisational changes.
Challenging inappropriate/poor clinical practice.

Emotional demands of the job

Emotional issues related to caring for patients and relatives with life threatening illness and terminal disease.
Providing emotional support and clinical supervision for colleagues and junior members of staff.
Communicating with distressed/anxious/worried patients/relatives.
Communicating complex issues with the multidisciplinary team.
Caring for patients following receipt of bad news and supporting relatives. Personal / interpersonal stressors. Spiritual.

Environmental and working conditions:

Frequent exposure to potential needle stick injury. Frequent possible exposure to cytotoxic chemotherapy
Exposure to body fluids several times each shift. Exposure to verbal aggression high frequency. Temperature / air quality of working environment. Ergonomics.

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

Minimum required to undertake the role.

- ◆ First level registered nurse with 5-7 years post registration, with 2 years at 'Band 6' or relevant experience demonstrating the appropriate competencies and skills for the job.
- ◆ Educated to degree level or working towards is desirable.
- ◆ Evidence of further education including post-graduate certification/diploma/Continuous Professional Development in oncology nursing.
- ◆ Evidence of management, education and training
- ◆ Effective listening and interpersonal skills.
- ◆ Time management skills/ability to prioritise workload.
- ◆ The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative.
- ◆ Evidence of effective problem solving skills.
- ◆ IT Skills.
- ◆ Expert clinical practice

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: