**Job Description:**  Advanced Clinical Nurse SpecialistBand 7–Colorectal & Anal Cancers

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| JOB IDENTIFICATION |
| **Job Title:** Advanced Clinical Nurse Specialist –Colorectal & Anal Cancers  Responsible to: Clinical Nurse Manager  Professional Accountability Lead Cancer Nurse  Department(s): NHS Fife wide    Directorate Planned Care  Division: Acute  **Job Reference:**  **No of Job Holders: 1**  **Last Update** 06/02/24 |
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| **2**. **JOB PURPOSE** |
| * To provide leadership and professional support within a colorectal specialist nurse and cancer support worker team ensuring the continued delivery of excellent, safe clinical care to patients diagnosed with Colorectal and anal cancer. * Provision of expert clinical knowledge and be a visible role model care in the co-ordination and management of patients diagnosed with colorectal and anal cancer through the delivery of advanced nursing. * In collaboration with the Multi-Disciplinary Team (MDT), organisational cancer services and stoma teams, contribute to the review and implementation of national cancer strategies. * Lead on the implementation and review of quality measures evaluating and reviewing data in order to influence patient experience and outcomes. * Lead on the review of research and evidence outcomes to assist the MDT in establishing patient management plans and optimum pathway which align with that of National guidance and outcomes i.e., tertiary referral centres, oncology. * To provide strategic direction and ensure the nursing service remains responsive and deliver against departmental and service objectives, achieving quality outcomes. * Through collaboration, ensure that every need and expectation of our patient’s, and that of their families and carers are met by timely intervention and effective communication throughout their treatment pathway. |

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| **3. 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 * Functions in a variety of role dimensions: health care provider, educator, researcher * Clinical advocate and develops service within clinical governance structure. * With clinical colleagues, lead the development of this clinical service. |

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| **4. ORGANISATIONAL POSITION** |
| General Manager. Planned Care Directorate  Service Manager  Planned Care Directorate    Clinical Nurse Manager - (Professional Accountability).  Lead Cancer Nurse (professional Accountability).  This Post |

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| **5.** **ROLE OF DEPARTMENT** |
| Postholder will work collaboratively across NHS Fife to provide advanced nursing care for these patients and is an integral member of the Multi-disciplinary team ensuring that all aspects of care undertaken in Victoria and Queen Margaret Hospitals are tracked, monitored and followed **up** within NHS Fife to ensure continuity and high quality care for all NHS Fife patients.  The postholder is responsibile for the development of this service and contribute to policies and protocols which cross both sites such as protocol for safe patient transfer between sites; followup care; inter-site investigation reporting and shared action plans. |

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| **6.  KEY RESULT AREAS.** |
| **Clinical Practice**   * Demonstrate and promote a holistic, patient centred style of clinical practice. * Demonstrate advanced communication with patients (some who may have communication, perceptual or cognitive/understanding difficulties) carers and health professionals to disseminate complex nursing and clinical information which may be of a distressing nature. * Assess the physical and psychosocial needs of patients within a defined caseload from diagnosis to through treatment, discharge and beyond. * Be responsible for providing the assessment, implementation, and evaluation of the patient’s complex cancer care needs in collaboration with the multi-disciplinary team whilst demonstrating excellence in their care throughout. * Contribute proactively to the decision-making process in planning care, providing support, empowering, and enabling patients to make informed choices about their treatment and advocating for them as appropriate. * Initiate follow-up care including patient initiated follow up, End of Treatment summaries, Prehabilitation, getting started and referral to Macmillan Improving Cancer journey as appropriate. * Manage and lead on the development and provision of nurse-led clinics for new patients referred on an urgent pathway, nurse led follow up, pre operative anaemia management and pre assessment clinics and oncology clinics * Within scope of specialty and personal competence, to prescribe medications as an independent nurse prescriber, within NHS Fife * Demonstrate competency in clinical decision making by holding a valid certificate in Advanced Clinical Decision making and fulfilling the competencies as outlined in Annex 21 * Demonstrate competency in the requesting of radiological investigations by holding a valid certificate in Non-Medical Referrers Radiation Awareness. * Liaise with other members of the nursing and upper GI team. * To deliver safe care within a challenging and changing clinical environment, using equipment and resources safely and appropriately. * Comply with measures to actively manage and reduce risk to patients whether seen in clinic, endoscopy or on the wards. Ensure the formal reporting and recording of adverse incidents is in line NHS Fife’s policy. * Maintain contemporaneous and accurate treatment records, submitting relevant statistics, reports and activity data as required. * Establish clear lines of communication within specialist teams across the primary/secondary care interface and for other referring hospitals to provide a cohesive multidisciplinary approach in the management of the patient’s pathway. * To use excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the service. * Always maintain patient dignity and confidentiality. * As a term of your employment with NHS Fife , you may be required to undertake such other duties commensurate with your grade/band and/or hours of work at your initial place of work as may reasonably be required of you.   **Leadership**   * Lead in the delivery of an advanced nursing service for people diagnosed with a colorectal or anal cancer. * Foster a culture of professionalism and clinical leadership to achieve excellence in clinical practice. * Provide a minimum of 75% direct clinical care through face-to-face patient contact, telephone communication and MDT involvement. Remaining time allocated to supporting PDP, supporting RVBP and appraisal activities, audit, and line management. * Providing advice, support, and professional leadership within the clinical team. * Contribute to the review of operational/strategic developments of the service, ensuring clinical standards are established with measurable quality outcomes. * To participate in the reporting and evaluation in terms of clinical governance, effectiveness, and excellence. * Demonstrate a presence and contribution to Divisional, colorectal, cancer services and Clinical Governance meetings. * Through collaboration with other professionals provide a shared vision of cancer services that focus upon the needs of the patient and their family/carers. * Actively enable and involve service users in providing feedback of their experience to develop and improve patient pathways and experience. * Collaborate with healthcare teams across the organisation to respond to patient feedback and generate innovative evidence-based approaches to improving patient access to information, experience, and outcomes. * Engage with and support managers/clinical staff to identify where changes in practice are required and where opportunities exist for improving treatment and support of patients. * To use excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the role. * Demonstrate well-developed interpersonal, communication, negotiating and influencing skills demonstrated through experience of working in complex and demanding environments. * Attend and contribute to the weekly colorectal MDT ensuring all patients are represented. * Act as a role model/mentor to other health professionals. * Demonstrate an appropriate mix of autonomy and interdependence. * Ensure there is an interdisciplinary perspective when setting the boundary of practice of self and others within the colorectal CNS nursing team.   **Professional Development**   * Always adhere to the NMC code of practice and operate within NHS Fife’s policy and practices. * Ensure clinical practice is evidence based or peer reviewed “best practice” in line with ever changing national guidelines. * To contribute to the development of nursing policy, protocols, and guidelines within the colorectal service. * To ensure all aspects within the post remit adhere to the Clinical Governance & Risk and Information Governance and Information Security policy requirements. * Be competent in the use of all relevant Trust IT systems including the use of electronic patient record, email. Maintain regular use of emails and blink to keep abreast of information disseminated . * Participate in and undertake national and local research and audit and implement change as appropriate. * Lead on and develop departmental education programmes for patient group and clinical staff. * Lead on the professional development requirements of the team and service in alignment with national and organisational strategies. * Comply with Trust and Departmental policies and procedures e.g., Health and Safety at Work Act (1974), risk management, all mandatory training, Data Protection Acts and patient confidentiality at all times. * Ensure own continued professional development underpins practice and is in line with NHS Fife’s strategic objectives. * Be responsible in ensuring professional education and development of individuals aligns with that of appraisal and service priorities (training needs analysis) * Ensure own and responsible staff are supported in successfully revalidating. * Disseminate and share best practice at a local and national level.   **Evidence, Research and Development**   * Lead on the implementation and review of service audit, research projects and quality improvement initiatives. * Contribute to the Clinical Governance and Quality agenda. * Develop and share own clinical knowledge with other members of the local and wider clinical team. * Consider own practice and that of others to ensure standards of patient care and experience are continually evaluated and improved. * The post-holder is expected to take responsibility for self –development on a continuous basis, undertaking on-the-job and other training and contributing to own personal development plan. |

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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,   results reporting, power point presentations, laptops, mobile phones.   * IT systems – Clinical portal/ECS/SCI-store/e-mail * Telephone/communication system * Maintenance of patient care records complying with patient confidentiality * Trakcare * DATIX- manage incident reporting * Internet and Intranet * Immediate Discharge Document * iCRIS * 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** |
| * Referrals will be received through various referral protocols of multidisciplinary teams. * Workload is self-generated, prioritised and reviewed by the post holder according to patient and service needs utilising the nursing process (assessing, planning, implementing and evaluation). * Attends and participates in speciality meetings, staff meetings, and nurse development meetings. * Objectives, work performance and professional development will reflect cancer priorities set out by the Annual delivery plan and reviewed by the Clinical Nurse Manager and Lead Cancer nurse. * The post holder will work closely with consultants, oncologists and other and Cancer CNSs 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 highly 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 x-rays. Decisions may include the admission or discharge from hospital. * Based on assessment the CNS 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 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. * Assesses, plans, implements, and evaluates individual complex needs with the provision of practical, informational and emotional support, and symptom control for patients and their carers at all stages of the cancer pathway from pre-diagnosis, through diagnosis and treatment, to palliative care, end of life care and into bereavement. |

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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * The postholder is often 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 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 specialist 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 the care of patients with rarer tumours, MUO and CUP across care settings and regions. * 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 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 Cancer Clinical Nurse Specialist nurses 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 postholder should be able to explore opportunities to network with other similar postholders, to share ideas and provide professional support. |

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| **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB.** |
| **Physical Skills:**   * Perform clinical examination of patients. * Administer medicines, injections, syringe drivers, intravenous infusions, and blood transfusions. * Apply wound dressings. * Manual handling techniques. * Keyboard 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 always required 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. * 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** |
| 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.ie cancer, palliative care, surgery * Clinical Examination Skills module. * Non Medical Prescribing Course. * Experience in cancer care. * Able to demonstarate a high level of knowledge of Cancer disorders. * Evidence of well established written and verbal communication skills. * Undertaken Good Conversations or equivalent * Level 2 or above psychological skills training * 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: |