**NHS GRAMPIAN**

# JOB DESCRIPTION

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| **1.JOB IDENTIFICATION**  **Job Title: Clinical Nurse Specialist**  **Department: Gynaecology, Aberdeen Royal Infirmary**  **Grade: Band 6**    **Salary: £39.912 - £48,635)**  **Hours: 14.8 hours per week**  **Contract: Permanent** |

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| **2. JOB PURPOSE**   * The post holder will undertake the role of Macmillan Project Cancer Nurse Specialist in the Gynaecology/Oncology Service within the multi-disciplinary team to provide co-ordinated effective care and treatment for patients. To work as an autonomous practitioner across role boundaries providing a comprehensive, holistic , high quality standard of care sensitive to the needs of the patients, families and carers * The post holder will explain options of treatment and care in accordance with national guidelines and local policy. They will provide psychological support for patients, family and carers within service. * To liaise effectively with all members of the multi-professional team so as to ensure seamless continuity of care between diagnosis, surgery, throughout the various services. * To provide and co-ordinate service provision for patients throughout the treatment pathway/bundle. * The post holder will be responsible for raising awareness among healthcare staff, patients and carers of the measures for prevention and early detection of gynaecological cancers. * The post holder may act as a specialist educational resource for other healthcare professionals in acute and community settings. * To have an in depth understanding of the role of the cancer nurse specialist and develop skills and knowledge in gynaecological cancer care * The post is intended to provide improved outcomes for patients by improving service and quality. * To be familiar with current national and local policy guidelines, peer reviewed literature and research protocols relevant to investigations, treatment procedures and nursing care related to this speciality. |

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| Cancer Nurse Specialist  Gynaecology Band 6 (This post)  Macmillan  Gynae/  oncology (Medical)  CNS  Medical Mentor  Unit Operational Manager  Divisional General Manager  Nurse Manager – Women’s Services  Professional Line  Line Management  Chief Midwife  Division 3  **3.ORGANISATIONAL POSITION** |

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| **5. MAIN DUTIES/RESPONSIBILITES**  Clinical Practice   * Develops and sustains a high quality specialist nurse service (assessing and meeting needs for the provision of practical, informational and emotional support, and basic symptom control ) for patients and their families and carers at all stages of the cancer pathway from screening to diagnosis and onwards.   The post holder will be responsible for raising awareness among healthcare staff, patients and carers of the measures for prevention and early detection of gynaecological cancer.   * Develops and sustains the service in collaboration and conjunction with multi-professional teams in the gynae/oncology clinical areas * The post holder will see new referrals in the outpatient clinic setting with the Consultant surgeons to provide support and encouragement to patients; liaise with ward staff re histopathology results and MDT plans and provide written information re gynaecological cancer. * The post holder will contribute to the reduction of waiting times for patients and promote earlier diagnosis and treatment, through nurse-led clinics. The post holder will develop and sustain nurse led follow up and surveillance clinics thereby having a positive impact on survival rates. * Nurse-led clinics will provide continuity of care, symptom management, and surveillance of disease and follow up support. * Involved in producing follow up protocols for investigations to facilitate early detection of recurrent or metastatic disease. * Provides advice knowledgeably and skilfully to other staff to enable colleagues to deliver a high standard of cancer care. * Discusses diagnosis and potential treatment options with patients and their families and carers in depth and with sensitivity, knowledge and compassion while respecting patient confidentiality and privacy. * Acts as an advocate for patients when appropriate, and ensures informed and educated consent is given for treatments, especially for patients participating in clinical trials. * Review patients independently within the Outpatient setting or via telephone. * Ensures a cost effective and high quality specialist service through evaluation, audit and other monitoring strategies. * To ensure practice is clinically effective and informed in accordance with NMC Code of Professional Conduct, and NHS Grampian policies and procedures. * Ensures an active and ongoing interface between patients, acute and community staff thus enhancing continuity and co-ordination of care along the cancer pathway. * In conjunction with the wider multi-professional team, works towards targets identified in the NHS Cancer Plan, and participates actively in overall service development and redesign. * In response to needs assessment, develops proposals to meet information and support needs of patients and carers and ensures patient-public involvement in any redesign developments. * Act as an advocate for the patient when appropriate to ensure that their consent is given in advance of all theraputic interventions or treatments including clinical trials. * To strive to achieve the highest possible standard of nursing care for patients ensuring person centred care. * Attend and participate in MDT meetings to ensure patients are seen in a timley manner in line with current Cancer Waiting Time target, and Gynaecological Cancer Quality Performance Indicators.   Professional Development   * To maintain expert professional practice through continuing education. * To participate in identifying needs of nursing staff, medical students, GP’s, 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. * Share and present expertise with colleagues from all areas of health care. * 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.   * There is an expectation that the post holder will regularly provide education to health care teams (nurses, medical staff and Allied Health Professionals) * Undertake an annual appraisal to identify professional objectives and development needs.   Research and Audit   * 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.   Leadership and Management   * To act as a role model through the provision of professional leadership and demonstration of competent and effective practice. * In conjunction with the Macmillan CNS for medical gynae/oncology will liaise with Head of Service and Nurse Manager to ensure post is contibuting effectively to meeting demands of service (eg.meeting waiting time targets). * 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. * 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, ensuring confidentiality of information at all times. * Contributes at local, national and international levels, to promote the profile of NHS Grampian as a centre of excellence in cancer 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 standard |

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| **6. SYSTEMS AND EQUIPMENTS**   * 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. * Use of computer (eg. Excel, Word and Powerpoint), e-mail, e-vetting and PMS, video conferencing, Laboratory and radiology - systems – access to clinical results * Post-holder to have medical secretarial support for typing of dictated clinical letters and discharge letters to GP’s. Hand-written notes to be made in medical notes/nursing notes as appropriate. * Responsible for ensuring routine maintenance of specialist equipment, and ensuring drugs required for clinics are available. * Be familiar with clinical incidence reporting systems- DATIX |

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| **7. DECISIONS AND JUDGEMENTS**   * The Gynaecological Cancer Nurse Specialist is responsible for making decisions regarding patient management and, as such, is working autonomously. * The Gynaecological Cancer Nurse Specialist is responsible for making decisions regarding patient management during the diagnosis period. * The Gynaecological Cancer Nurse Specialist must always work within the NMC Code of Professional Conduct, guided by relevent available guidelines eg SIGN. * The practitioner will use their own initiative and be able to make sound and rational decisions, remaining focussed and directed throughout the process. * Reporting of any therapeutic intervention or treatment carried out in a clear and concise manner. * Remain supportive and objective of others at all times. * Exceptional cases will always be discussed with medical colleagues. * The clinical specialist will require the ability to analyse and summerise complex data and information to make judgements regarding patient care. * Informing clinical decision making with regard to patients’ care, through monitoring of the patients’ condition and acting on clinical judgements * Understands and uses principles of negotiation and collaboration * 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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| **8. COMMUNICATIONS AND RELATIONSHIPS**  The post holder 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 delivered to the patient at all times.   * 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**   * Post holder 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 post holder is involved in communicating difficult information regarding sick patients to relatives ensuring that the information provided is understood. * The post holder 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. * Offers holistic education and support for patients and/or relatives to explore   health problems.   * Practices enhanced negotiation, influential and conflict management skills. * Demonstrates ability to listen to all colleagues in a professional manner. * Responsible for demonstrating the ability to address issues arising in a professional   and discreet manner, whilst knowing their limitations.   * Responsible for ensuring written communications are accurate, appropriate, legible and neatly recorded, in both nursing and medical notes, adhering to NMC/ NHS Grampian/ local policies at all times * Responsible for using own judgement within the NMC guidelines, NHS Grampian and local policies and respecting the confidentiality of ward base staff when dealing with clinical issues.  External  * The post holder is required to communicate both verbally and in writing with relatives/visitors, other hospitals, primary care within NHS Grampian, NHS boards, external organisations and bodies. e.g. Higher Educational Institutions, Professional bodies. * The Cancer Nurse Specialist within Gynaecology Service will be expected to build and maintain networks with other Gynaecological Cancer Nurse Specialists 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   post holders, to share ideas and provide professional support. |

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| **9. PHYSICAL AND EMOTIONAL DEMANDS OF THE JOB**   * The post holder will be working almost exclusively with patients with suspected or newly diagnosed cancer who may be highly distressed and anxious. * There is a need for dexterity and accuracy in performing clinical investigations and in the use of all clinical and other equipment use. * The post holder will be required to initiate appropriate emergency care. * Frequently will be require to be highly focused and concentration required to have complex and highly stressful discussions with patients. * Supporting self and colleagues through highly stressful situations * Flexibility of working pattern required. * Emotional demand: patients and family members who are distressed, anxious or frightened. * Emotional demand: the postholder will be required to deal effectively with limited resources whilst also being required to prioritise own workload and adapt flexibly to competing demands from various people. * Possible exposure to communicable diseases, hazardous materials, radiation and pharmacological agents. |

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| **10. MOST CHALLENGING PART OF THE JOB**   * The Gynaecological Cancer Nurse Specialist will promote a calm and safe working environment to minimise stress levels and will deal with conflict in an appropriate manner. * At times, the post holder may have to play a lead role in dealing with distressed or anxious patients * The post holder will be required to prioritise own workload, adapting flexibly to competing demands from various people * Improving the care of patients with colorectal cancer across care settings and regions. * Improving communication between the professionals involved in the care and treatment of patients with gynaecological cancer. * 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. * The post holder is often required to work alone with no immediate support from the multi-disciplinary team. |

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| **11. KNOWLEDGE, TRAINING AND EXPERIENCE**  The post holder is required to be a registered nurse with current Nursing and Midwifery Council Registration.  The post holder must possess the following:   * Educated to degree/post graduate qualification or equivalent or working towards - Masters Degree is desirable. * Extensive post registration experience. * Experience in cancer care. * 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 * Well developed written and verbal communication 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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| **NHS GRAMPIAN**  **PERSON SPECIFICATION** | |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below. |

# POST/GRADE: Band 6 Cancer Nurse Specialist

# (Gynaecology)

**LOCATION/HOSPITAL: Aberdeen Royal Infirmary**

**WARD/DEPARTMENT: Women’s Services**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | First Level Registered Nurse with current Nursing & Midwifery Council Registration. (NMC)  Educated to degree level or equivalent experience  Evidence of post registration education | Degree level training or experience |
| Experience/skills/knowledge | Extensive experience at Band 5 level or above.  Must have worked for NHS.  Experience in cancer care/surgical  Experience of leadership and sound decision making skills  High level of knowledge of relevant anatomy, physiology and disease process | Experience of managing own caseload Research and audit experience  Experience working in Gynaecology. |
| **Special Aptitude and Abilities** | Computer/IT skills  Evidence of well established written and verbal communication skills.  Managing time and prioritising workload.  Diplomatic and assertive.  Evidence of supporting others within the clinical setting.  Knowledge and use of clinical governance and risk assessment to improve quality and service development. | Venepuncture |
| **Disposition** | Ability to cope in stressful situations.  Calm, confident with a common sense approach |  |
| **Physical Requirements** | Cope with sudden intense effort and a rapidly changing environment.  Physical dexterity to carry out clinical diagnostic procedures. |  |
| **Particular Requirements**  **of the Post** | Determination and persistence.  Dynamic and well motivated.  Ability to motivate and lead others.  Flexible attitude and approach to work.  Excellent interpersonal skills  PVG |  |

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| **MAJOR RISKS IN DOING THIS JOB** |
| *Please indicate the major risks the job holder could face in doing this job e.g. lifting patients/objects, working with hazardous substances, dealing with violence and aggression..*  *If there are no major risks for the job holder please tick this box* |