

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**

JOB DESCRIPTION

1. JOB IDENTIFICATION:

Job Title: Macmillan Clinical Nurse Specialist (Community)

Reports to: Area Manager

Department, Ward, or Section: Community Macmillan Nursing

Operational Unit/Corporate Department: A&B HSACP, Mid Argyll Locality

Job Code: ARGLBUTENURSMACM03

No of Job Holders:

Last Update: 13/02/2025

2. JOB PURPOSE AND DIMENSIONS

The postholder will provide specialist clinical leadership to directly and indirectly influence cancer and palliative care for the population of the locality, reducing the risk of developing cancer where possible and maximising the remaining quality of life for those patients, and their families, diagnosed as having a palliative illness.

The role of the post holder is:

To assess patients, plan implement and evaluate specialist care programmes based on best available evidence.

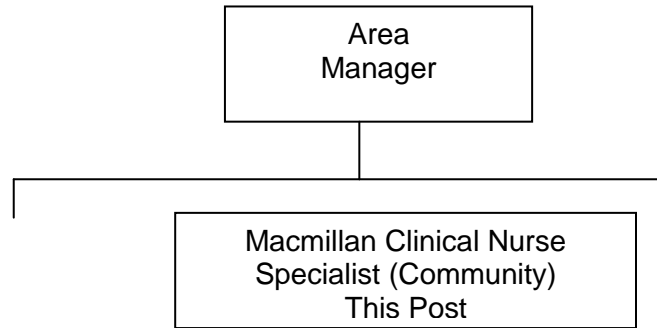
To be the specialist nurse in cancer and palliative care for the locality.

To provide specialist advice and information to Primary, Social Care and Hospital teams, patients and public.

To provide specialist education to other staff and students linking with the Universities as appropriate.

To undertake research and lead clinical audit.

3. ORGANISATIONAL POSITION



Professional organisational responsibility is to the Lead Nurse of Argyll and Bute Division.

Post holders take an active part in the specialist palliative care infrastructure of NHS Highland along with the palliative care medical consultant, consultant nurse and other specialist colleagues.

4.. MAIN TASKS, DUTIES AND RESPONSIBILITIES	FREQUENCY
<p>CLINICAL:</p> <p>Provide clinical leadership, ensuring best practice, developing innovative ideas to improve effectiveness and efficiency of care and collaboratively setting and measuring standards of care delivery.</p> <p>Establish, maintain and develop effective communication with Primary Care/Hospital Teams, Allied Health Professionals, statutory and voluntary agencies, patients, families and the public in own area and across health board boundaries.</p> <p>To develop expert practice in all pertinent areas of cancer/palliative care.</p> <p>Facilitate the management of change within the service whether clinical or managerial in nature ensuring that the community services foster innovative practice and meet patient needs.</p> <p>To assess the cancer and palliative care needs of patients and families where specialist intervention is required and consent has been given, ensuring adequate support and information is available during the disease process for patients/families and carers.</p> <p>To offer specialist advice and support to all members of the Primary Care/Hospital Team with appropriate referral to other relevant agencies such as PAMS, Social Work Department and Voluntary Agencies and ensure, in collaboration with them, that care is effectively implemented and evaluated.</p> <p>To provide specialist clinical opinion, to the health care team, which contributes to diagnosis and treatment of change in patients' condition.</p> <p>To provide clinical supervision within the primary care management structures.</p> <p>To promote and support clinical leadership by providing up to date expert professional knowledge in the field of cancer and palliative care.</p> <p>To take a lead role, in conjunction with the Macmillan Nurse Consultant, in ensuring the provision of equitable high-quality cancer and palliative care, ensuring practice and service development is based on identified need, promoting integration of services where this is possible and appropriate to accommodate a rapidly changing and developing service.</p> <p>Formulates and implements policies, protocols and guidelines locally and across Argyll and Bute to provide a framework for Nursing staff to participate in and complete tasks competently and confidently</p> <p>Will support the multidisciplinary team in the organising of the clinical assessment process for pre- and post-registration nurses and will act as an advisor to the higher education authority on the curriculum for nurse education.</p> <p>Supervise and develop all staff to ensure efficient management of a rapidly changing and developing service.</p> <p>Is identified as a cancer/palliative care specialist having a direct clinical qualification and involvement patients and holds evidence of relevant post-basic study which supports and guides other staff.</p> <p>Ensure that all written documentation within the department area is clear, concise, timely and complies with the NMC Standards for Records and Record Keeping.</p> <p>Act as a role model and mentor for staff.</p> <p>To participate in regular clinical supervision with an identified senior nurse.</p>	<p>45%</p>

	FREQUENCY
<p>MANAGERIAL:</p> <p>Proactively manage resources to ensure efficient and effective use of resources within the area of responsibility, including involvement with the recruitment and selection of staff.</p> <p>To contribute to the short- and long-term strategic planning and development of cancer palliative care services at Regional, Health Board and local level and successfully implement these developments.</p> <p>Ensure that complaints are investigated timeously, and subsequent action plans are implemented, making staff aware of user concerns and/or identified trends, reporting all Incidents to the Clinical services manager</p> <p>Ensure that all trained nurses work within the NMC Code of Professional Conduct and Code of Practice, have access to and comply with all Specialist/Organisational Policy, Protocols and Procedures.</p> <p>Always ensure care is taken to safeguard patients, families and staff and that systems are in place to identify clinical risk and report incidents to the Manager, complying with all organisational, Health and Safety and Infection Control policies.</p> <p>Undertake appraisal of nursing staff ensuring access for regular 1:1 meetings and completion of regular Personal Development Plans according to Organisational Policy.</p> <p>Work across traditional boundaries to establish, maintain and develop effective communication and partnership working eg, Primary Care/Hospital Teams, Allied Health Professionals, statutory and voluntary agencies, patients, families and the public.</p> <p>Collate and disseminate results of audit activity to the Professional Lead Nurse and directorate staff as requested. To participate in clinical audit and contribute to clinical protocol development and research-based practice.</p> <p>To provide regular written progress reports to the Clinical Services Manager and Macmillan Nurse Consultant on the implementation of the Clinical Governance agenda</p> <p>Authorised signatory for endowment account</p> <p>Prepare bids and business plans eg, for funding for new staff, services and equipment.</p>	<p>30%</p>

<p>EDUCATION:</p> <p>To develop education and training opportunities with academic institutions, Macmillan services and other appropriate bodies, participating in the delivery and evaluation of education programmes that are responsive to local needs. Eg, teaching at level 3 of university courses on cancer and palliative care.</p> <p>To support continuous professional development, advising on cancer and palliative care related subjects, within and across Division boundaries as appropriate.</p> <p>To take a lead role in researching, formulating and supporting the implementation of appropriate local standards, policies, guidelines and care pathways.</p> <p>To ensure standards of care are monitored and evaluated using reliable and valid audit tools to monitor own and others practice, utilising audit results to inform and continually improve practice.</p> <p>To have awareness of, and actively work towards, meeting national (ie Clinical Standards Board/SIGN), Health Board-wide requirements to provide specialist cancer and palliative care services which are clinically effective, and patient centered.</p> <p>To participate in, and initiate, research projects as appropriate to ensure that care is based on best evidence.</p> <p>Is responsible for developing and delivering educational programmes on issues related to cancer/palliative care patients and their families/carers. This will involve multidisciplinary collaboration and will be focused to address the needs of staff, patients and their carers.</p> <p>Support the implementation of research and audit to promote evidenced-based practice and assist in continuous performance improvement within the area.</p> <p>Foster an environment which encourages staff development, supporting and counselling staff as necessary.</p>	<p>20%</p>
<p>HEALTH AND SAFETY:</p> <p>Always ensure care is taken to safeguard patients, relatives and staff and that systems are in place to identify clinical risk and report incidents to the clinical service manager, complying with all Organisational, Health and Safety and Infection Control policies. Ensure risks to patients and staff are identified using the clinical Incident reporting system.</p> <p>Participate in the identification of risk and risk management strategies Incorporating these, through nurse management, to the risk register.</p> <p>To keep abreast of changes in Health and Safety Legislation and policies with regard to COSHH, Fire, RIDDOR, infection Control and Manual Handling.</p> <p>To comply with NHS Highland and Argyll & Bute CHP policies regarding the prescribing, administration, care and custody of drugs, dressings and appliances.</p> <p>To comply with NHS Highland and Argyll and Bute Council policies on maintaining confidentiality.</p> <p>To be aware of, and comply in accordance with, NHS Highland and Argyll & Bute CHP, policies, procedures and guidelines including those for health and safety.</p>	<p>5%</p>

5. EQUIPMENTS AND MACHINERY USED

<ul style="list-style-type: none"> • Patient hoists • Computer • Monitors • Cannulae, Needles, Syringes etc... • Parenteral lines • Syringe drivers • Car • Audit systems • Video conferencing 	<p>Patient transport and transfer Policies. Protocols, statistics etc...</p> <p>Observation of patients Preparation of injections, IV's Venepuncture High level of skill required to maintain and manipulate lines as necessary. Required to make complicated calculations, to have specialist knowledge of drugs for control of symptoms, their suitability and compatibility in combination in syringe drivers.</p> <p>Driving to home visits, meetings and for education. often on minor roads.</p> <p>Appropriate to area, collation of data, reports etc Meetings and education sessions via video link</p>
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6. SYSTEMS

<p>Referral systems</p> <p>Recording information on spreadsheets and data bases</p> <p>Audit systems</p> <p>Training records</p> <p>Care Planning and delivery</p> <p>Nurse resource requests/manpower planning</p> <p>Finance</p>	<p>Use of single shared assessment tools, symptom assessment tools etc Designing referral criteria for various aspects of the service ACCESS recording patient contact information Manual collation of data Maintains personal training log of mandatory and other training Develops and implements highly specialised care plans for patients with cancer/palliative care needs in the geographical area. Provides highly specialised advice to doctors and other professionals as required. Delivers specialist cancer/palliative care to patients and families with identified need. Maintains accurate patient records. Contributes to recruitment and interview processes NHS Highland policies for claiming expenses followed. Responsible for financial aspects of individual projects Endowment fund signatory</p>
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7. DECISIONS AND JUDGEMENTS

The post holder is responsible for:

Solving highly sensitive and complex problems in partnership with patients, relatives and the multidisciplinary team regarding their illness, treatment and ongoing management. This occurs regularly and requires time and expert knowledge of the health and social care systems, the disease its treatment processes and symptom control. Explaining reasons for decisions and actions to patients is essential.

Daily

Organises and manages own workload The postholder is responsible for the assessment, planning, implementation and evaluation of high-quality nursing care programmes, without supervision, examples of the judgements made in the job are: How patients' symptoms are best controlled, accessing financial help for patients, smoothing the patient's path through the local and distant healthcare systems.

Daily

Responsible for balancing the main components of the job and developing work patterns to best address the needs of the geographical area equally.

Daily

Responsible for creating opportunities to successfully implement service developments across the area eg: Gold Standards Framework Scotland (a framework for palliative care in primary care).

Weekly-monthly

Has the ability to judge the patient's needs and respond sensitively

8.COMMUNICATIONS AND RELATIONSHIPS

Patients	Patient condition and progress information. Highly sensitive and complex discussions on meaning of illness, impact of multiple losses, preferred place of death and process of dying. Requiring counseling skills gained during specialist education course.	Unrealistic expectations or lack of understanding
Carers	Assisting family dynamics, communication and understanding. Care planning/Discharge/Teaching Transport and Transfer of patients Reporting of disturbances/violence/aggression. Help through the bereavement process.	Daily
Colleagues / MDT/ Medical staff Ambulance services Emergency services eg police	Students/ post basic courses/Teaching Social Care planning & resource use Financial assessment Managerial issues/staff	Challenging behaviour can be antagonistic and emotive Unrealistic expectations
Higher Education Authority Social Work	budget/recruitment/ Disciplinary issues	Most days
Clinical service Manager	Recruitment/disciplinary issues Service issues	Differing priorities of specialties
Human Resources dept	Staffing issues, advice on policy and processes.	Ethical/legal considerations
Various agencies depending on patient need. Eg. Job center, Education department, Inland Revenue	Patients' employment rights, benefits advice, childcare or child protection issues.	Ethical/legal considerations

9. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

Physical skills:	Driving license Manual Handling skills Physical Life Support skills (BLS/ALERT) Injections, venepuncture, parenteral lines Dexterity of managing venous lines etc Keyboard skills for computer use Frequently dealing with body fluids Dealing with patients with blood disorders who have frequent episodes of bleeding	Daily
Physical effort:	Carries clinic and other equipment occasionally Moves patients Driving miles often on minor roads	Daily

<p>Mental demands:</p>	<p>Work is often unpredictable in response to requests for help or information from colleagues and patients and the post holder must prioritise these requests and respond appropriately.</p> <p>Deadlines for project work and reports must be met</p> <p>Daily concentration on patient assessments, schedules of visits, organisation, supervises/manages work of other staff. Frequent calculation of complex drug dosages Research and updating own knowledge monthly Planning weekly/monthly Complaints Handling and responses</p>	<p>Daily</p> <p>Monthly Daily</p> <p>Rarely</p>
<p>Emotional demands:</p>	<p>Frequent exposure to a variety of distressing circumstances including difficult family situations, ie bereavement and breaking bad news, talking to distressed patients, relatives and staff on a range of issues, dealing with young people or children affected by cancer.</p> <p>Supporting patients who find certain treatments emotionally difficult eg, treatments causing infertility, hair loss and other difficult side effects.</p> <p>Supporting other staff caring for patients in trying circumstances</p> <p>Complaints handling—rarely</p> <p>Occasional exposure to substances hazardous to health</p>	<p>Daily</p> <p>Most days</p>

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Fulfilling the role of clinical expert and acting as resource to colleagues daily
Provision of the highest standards of specialist nursing care within resources allocated
Implementing change
Providing equity of service to large rural and island locality
Unpredictable, reactive nature of the job.
Balancing the competing priorities of patient need and organizational demands.

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

<p>Registered Nurse Community qualification Post Graduate Specialist Qualification Graduate level of education or equivalent experience</p> <p>Understanding of health and social care services Full driving license Relevant clinical experience at a senior level Evidence of continuing professional development Excellent clinical knowledge</p> <p>Excellent Leadership skills Excellent communication skills</p> <p>Good time management Good organisational skills. Effective decision making and problem-solving skills Self motivated, articulate and assertive.</p> <p>Ability to work autonomously and as a member of a variety of teams.</p>	<p>5 years or more</p>	<p>Understanding of how local and national political agendas influence health care delivery and own practice. Able to communicate at strategic level</p> <p>Able to balance all aspects of the specialist role</p> <p>Aware of and responsible for meeting own developmental needs. Flexible approach to working</p>
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12. JOB DESCRIPTION AGREEMENT

<p>I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing</p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
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