

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Oncology Outreach Nurse Specialist

Department: Haematology/Oncology

Responsible to: Lead Nurse, Ward 6

Accountable to: Chief Nurse

Band: 7

2. JOB PURPOSE

The Oncology Outreach Nursing Service provides support and care for children and young people and their families by delivering high quality and specialist practical and emotional support for children and young people under the care of the Sheffield Principal Treatment Centre for Haematology and Oncology (PCT). To fulfil this role the post holder needs to act autonomously to: -

- Co-ordinate and deliver high quality specialist care for children and young people under the care of the PCT, in a variety of settings, ensuring seamless delivery across the hospital/primary care interface at local and regional level.
- Plan, co-ordinate and manage palliative and end of life care at home for patients from the Haematology and Oncology unit, including the provision of a 24 hour on call support as required.
- Provide specialist consultancy, advice and support, education, training and information to primary health care workers, school staff and members of the multi-disciplinary team and appropriate training, support and information for children, young people and their families/carers.
- Ensure the relevant members of the multi-disciplinary team are alerted to significant change in a child's condition.
- Take responsibility for nurse practice development in related fields.

3. MAIN DUTIES/RESPONSIBILITIES

Communication and Relationship Skills

- To liaise effectively and continuously with all Primary Health Care colleagues through, for example, the sending of introductory letters, relevant written information (e.g. community information file), frequent telephone liaison and appropriate visiting to GP's and Health Visitors to facilitate their learning about the child's treatment and diagnosis.

- Initiate contact with newly diagnosed children and their families during early admissions to foster relationships and explain the role in the child's care whilst at home.
- Undertake home visits, as required or requested, to undertake direct nursing care such as IV chemotherapy administration, IV antibiotic therapy, blood sampling, central access device care etc.
- To co-ordinate joint home visiting with CCNs, GP's and Health Visitors, to discuss roles in home care delivery with children and families.
- Where appropriate, undertake joint home visiting with Young Lives vs Cancer Social Worker colleagues to provide a seamless service and ongoing care and support in the community.
- In partnership with medical and nursing staff, co-ordinate the discharge of children. As part of discharge planning, liaise with and activate relevant community personnel to ensure the children's nursing requirements are delivered at home. Ensure that essential supplies are sent home to continue care.
- To provide a telephone advice service to patients and serve as a point of contact for other health professionals.
- Participate in all relevant multi-disciplinary team meetings, in particular planning meetings where care management of in-patients, children attending clinics and with palliative care needs at home are discussed.
- Liaise closely with the MDT regarding treatment and progress of current in-patients, participating in ward rounds when appropriate.
- Provide specialist education, training and information to children, families, schools and members of the MDT.
- Participate in the teaching and preparation of parents in the varied aspects of care so that it can be delivered safely to their children at home e.g. drug administration, enteral feeding, oral cytotoxic administration etc.
- To organise and participate in formal and informal teaching programmes for other health care professionals. Act as a resource to the ward and the community staff.
- Provide specialist advice and education for other agencies such as schools, child-care workers or local authorities.
- In partnership with School Nursing Services, Young Lives vs Cancer Social Workers and Hospital Education Services, facilitate the education of school staff and school children in preparation for the return to school of the patients, by visiting to talk to the staff and when requested to talk to pupils.
- To provide patient information leaflets and health education within specialist clinics.
- To liaise with the local care groups and any other voluntary organisation providing patient information and support.

Knowledge, Training and Education

- Current NMC Registration Part 8 or Registered Nurse (Child).

- Minimum 5 years post-registration experience within the speciality.
- Teaching and Assessing qualification.
- Current driving licence with no endorsements.
- Qualification in speciality e.g. paediatric oncology, palliative care etc
- Non-Medical Prescriber or willing to undertake qualification
- Evidence of continuing professional development.
- Degree or evidence of study at degree level
- Meet mandatory and statutory training requirements.
- Develop evidence-based clinical expertise in all relevant aspects of care, updating these regularly and when necessary.
- Ensure that there is regular access to clinical supervision.

Analytical and Judgement Skills

- To be able to analyse and make decisions in relation to patient risk and care in complex cases.
- To have the ability to assess and interpret specialist acute signs and symptoms and other non-oncology related patient conditions and take appropriate action.
- Develop protocol based guidelines in specific procedures for community staff and other members of the MDT e.g. administration of IV cytotoxic drugs, GCSF etc.

Planning and Organisation

- Working as a team to ensure seamless care across the hospital/community interface.
- Plan and organise palliative and end of life care when required for patients and act as a specialist advisor to other agencies as required.
- Ensure all members of the team and related carers are aware of the current status of children on the caseload, participating in planning and review meetings.
- Manage a varying patient caseload and provide a nursing service outside the hospital, visiting families and/or members of the team as required.
- Ensure appointment times are suited to individual needs and that these are punctually met, whenever possible.
- Manage the driving time/mileage involved in conducting these visits across the designated geographical area, driving safely and within the law, arriving at the correct destination on time.

Physical Skills

- Carry out nursing procedures requiring highly developed physical skills where accuracy is

important.

- Carry out advanced diagnostic procedures following appropriate training.
- Be able to carry out delegated investigations following appropriate training.
- Administer treatment and medications safely.
- Ensure that accurate recordings are made of, for example, growth, vital signs and pain levels to enable careful monitoring and communication of the patient's conditions.

Responsibility for Patient/Client Care

- Be responsible for monitoring patients' conditions, communicating change to other members of the team and administering relevant treatment, including the prescription of drugs once training has been undertaken.
- Use protocols, guidelines and other policy documents critically, appropriate to the care being delivered.
- In collaboration with Primary Health Care Team, lead the co-ordination of palliative and end of life care at home including planning for the child's discharge home and co-ordinating the initial planning meeting with hospital and community medical and nursing staff to arrange and discuss roles and responsibilities. Take an active role in the Palliative Care Team throughout this stage of the child's illness by providing 24 hour, 7 day cover for assessment, care delivery and management and symptom control. If required, to set up continuous IV / SC pain relief or sedation or administer blood product transfusions at home.
- Take account of parents'/carers' and child/young person's wishes related to end of life care setting and management.

Responsibility for Policy/Service Development

- Facilitate the development of staff through participation in practice development groups, setting up of guidelines etc. for practice development within speciality and nationally.
- Lead the development of appropriate pathways/guidelines/policies for the care group.
- Identify and undertake benchmarks/audits etc. to evaluate the service being provided.
- Develop information systems, tools and databases (in conjunction with IT Department) to facilitate identification of future service needs and contribute to business cases and plans as required.
- Take the lead in the provision of evidence based care.
- Participate in and contribute to research and audit to enhance and advance clinical/practice and service development.
- Set, monitor and maintain standards in accordance with best evidence, Trust policy, national guidelines and NMC professional documents, to facilitate the highest quality care.
- Develop teaching packages/information for children/young people and their families and contribute to their delivery.

- Maintain links and networks with professional bodies associated with the unit e.g. CCLG, ODN.

Responsibility for Financial and Physical Resources

- Be aware of managing financial and human resources effectively.
- Take responsibility for equipment loaned to patients e.g. mattresses, pumps.

Responsibility for Human Resources

- Assist in the recruitment and selection of staff, contributing to their induction and ongoing education and training.
- Effectively support and motivate staff, both within the team and those associated with it, ensuring that staff wish to remain in post for the optimal length of time compatible with their career aspirations.
- Take responsibility for the delivery of teaching in core and specialist training.

Responsibility for Information

- Maintain accurate records, written or electronic in accordance with the Data Protection Act. Use the information generated to enhance the service.

Research and Development

- Contribute to service planning, business planning and development.
- Participate in and contribute to research and audit to enhance and advance clinical/service development.
- Facilitate the provision of evidence based care.
- Initiate and be involved in local and national research programmes.

Freedom to Act

- Take responsibility for the care delivered, acting autonomously and remaining flexible within agreed parameters. Be accountable for the care and advice that is given.
- Supervise other nurses and carers in the delivery of care.
- Provide specialist advice to the Trust in the area of expertise.

Physical Effort

- Move and handle children/young people when required in the home setting, often under less-than-ideal conditions.
- Move and handle equipment in the home and between store and home.
- Cover a wide geographical area, spending long periods of time in the car.

- May be required to work long hours when on call including nights, weekends and Bank Holidays.

Mental Effort

- Manage a diverse and potentially conflicting workload and a wide range of individual professional and lay carers.
- Be able to stay up-to-date with a rapidly developing knowledge base.

Emotional Effort

- Cope with the stress of working with children and families experiencing potentially life changing illnesses and deal with the death of a child/young person.
- Potentially constantly available to distressed families during the palliative stage of illness and/or bereaved families.

Working Conditions

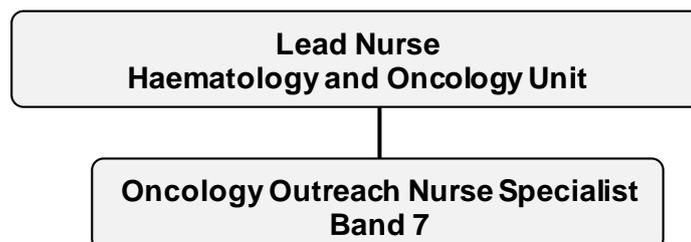
- Work with cytotoxic and biological products in home settings, following appropriate guidelines.
- Be exposed daily to blood and other body fluids, usually in the home setting.
- Be prepared to deal with potential verbal and physical abuse on rare occasions.

4. SCOPE AND RANGE

Internal Relationships: Speciality type and number of admissions (new patients) per week
Pay and Non Pay Budgets

External Relationships Speciality type
Average patient/work allocation per shift

5. ORGANISATIONAL POSITION



<p>6. JOB DESCRIPTION AGREEMENT</p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
<p>TRUST VALUES</p> <p>Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.</p> <p><i>Keeping children, young people and families at the heart of what we do</i></p> <p>Compassion </p> <ul style="list-style-type: none">• We are led by kindness for all – for our patients, their families and our colleagues• We will show empathy and understanding, treating everyone with dignity and courtesy• We will respect each other and those we care for <p>Accountability </p> <ul style="list-style-type: none">• We always strive to do the right thing• We own responsibility for our successes, failures and understand where we need to improve• We will create a supportive working environment where everyone takes responsibility for their own actions <p>Respect </p> <ul style="list-style-type: none">• We value differences and treat everyone fairly and consistently• We will actively tackle inequality and will foster a culture of inclusion <p>Excellence </p> <ul style="list-style-type: none">• We will seek to improve the way we work and deliver a high quality standard of care• We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally <p style="text-align: center;">Together we care</p>	

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PERSON SPECIFICATION – Paediatric Oncology Outreach Nurse Specialist

Assessment Criteria	Essential	Desirable	How assessed
Qualifications and Training	RN Child (RSCN) Degree in relevant subject Speciality relevant post registration qualification SACT or equivalent chemotherapy administration qualification Current driving licence	Non-Medical Prescriber	AF IN AF IN AF IN AF IN AF IN
Experience	Minimum 5 years experience in speciality Teaching, assessing and mentoring Working within an ambulatory care setting or a community environment	Complex symptom management and or palliative care Utilisation of research in practice Clinical audit and effectiveness	AF IN REF AF IN REF AF IN REF AF IN REF
Knowledge and Skills	Enhanced clinical skills – intravenous medication administration, care and management of all types of central venous access devices, management of continuous infusions in advanced symptom management etc Enhanced communication skills Knowledge of local Safeguarding systems	Knowledge of management for recruitment, selection, appraisal, discipline, grievance, absence and performance systems Knowledge of healthcare governance and associated processes e.g. risk assessment, health and safety	AF IN AF IN AF IN AF IN AF IN AF IN
Personal Attributes	Commitment to: <ul style="list-style-type: none"> • Speciality • Flexibility in working hours • Personal development and the development of others • Evolution of nursing practice • Management of change 		AF IN AF IN AF IN AF IN AF IN
Demonstrates Trust Values	Compassion, Accountability, Respect and Excellence.		AF IN REF T

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference