

Job Details

Job Title:	Upper GI Cancer Clinical Nurse Specialist
Hours of Work:	27 hours per week
Band or Grade:	Band 7
Department:	Gastroenterology
Division:	Medicine Division
Base:	Royal Albert Edward Infirmary

Reporting Arrangements

Managerially Accountable to:	Matron in Medicine Division
Professionally Accountable to:	Macmillan Lead Cancer Nurse
Responsible for:	Macmillan Cancer Support Worker

Job Purpose

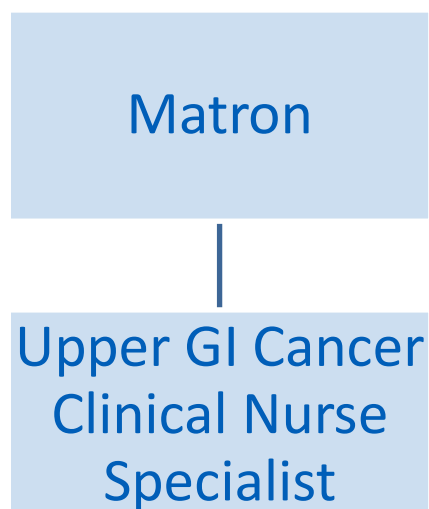
As a member of the multidisciplinary Upper GI Team, the post holder will ensure that patients diagnosed with an Upper GI malignancy receive the highest standard of clinical care. They will demonstrate a high level of expertise within the Upper GI service, providing specialist advice, education and support to patients, their carers/relatives and health care professionals across the whole patient pathway.

The role will involve close liaison with staff at both the Christie Hospital and Salford Hospital (NCA) for patients receiving surgery, chemotherapy, and radiotherapy treatments at those centres.

The post holder will be responsible for contributing to the on-going development of clinical practice, research and standards of care within the service, including development of policies, protocols and guidelines and contribute to service developments in collaboration with multidisciplinary colleagues, including Peer Review.

This post encompasses line management responsibility for a Band 4 Upper GI Cancer Support Worker.

Organisation Chart



Duties and Responsibilities

Key results from the job holder

- To work autonomously, managing a caseload of patients within the speciality whilst working as part of the multi-disciplinary team, delivering individualised and personalised direct patient care.
- Providing an independent review of patients on ward as well as involvement with medical ward rounds
- Be responsible for assessing and recognising emergencies in the specialty. To interpret information and take appropriate action and to lead others to do the same.
- Attending and providing input to both local MDT and Specialist MDT meetings
- Request additional diagnostic tests including CT and PET scans
- Attend medical led clinics across multiple sites to support patients when they are given their cancer diagnosis.
- Attend and support independent nurse led clinics and provide necessarily follow up actions including clinic letters, treatment summaries on HIS and onward referrals.
- Provide consultations with patients and psychological support up to level 3 and record all consultations on Somerset and HIS
- Provide patients with individual personalised support plans following holistic needs assessments.
- Co-ordinating pathways and communicating with colleagues across multiple tertiary trusts and community teams.
- Involve patients, carers/relatives in the planning and delivery of care and development of services to enhance patient carer experience.
- To provide specialist advice, support and symptom management for patients, carers and other professionals.
- Have responsibility for the development and review of protocols/guidelines which promote innovative clinical nursing practice and integration of patient care.
- To be aware of change at national and local level and how it affects the service provided
- To undertake clinical and organisational audit, evaluate results and promote the importance and value of undertaking such initiatives through multi professional collaboration.

Planning and Organisational Duties

- Using advanced clinical skills, perform comprehensive assessment of patient nursing needs; plan, implement and evaluate care delivery according to changing health care needs to ensure continuing effective patient care. Refer appropriately to services in both the acute and community setting.
- To attend appropriate Upper GI Clinics held across multiple sites and liaise closely with the patients, nurses and doctors attending these.
- To provide continuity of care across the group, particularly with regard to integrating surgery, chemotherapy and radiotherapy.
- To provide information about side effects of treatment and ensure clear and concise documentation is completed.
- To communicate effectively and support / counsel patients and carers prior to, during and after treatment.
- To be aware of all Upper GI cancer patients admitted as inpatients within medical that require CNS input and liaise with nursing and junior medical staff involved in their care to improve communication with ward staff.
- To attend MDT meetings as appropriate and to contribute to discussions about individual patients.
- To attend other professional and clinical meetings as appropriate.
- In collaboration with the wider Upper GI Care Team, to act as a point of contact for patients and their carers in the community.
- To be fully conversant with treatment protocols.
- To be aware of current research protocols and liaises with the Upper GI and Oncology Research Nurses regarding eligibility.
- To implement Trust Policies and Procedures
- To act always in accordance with the NMC Code of Conduct and Guiding documents

Communications and Key Working Relationships

- To provide specialist, expert, clinical knowledge to clinical colleagues, patients and carers/relatives both within and outside the Trust.
- Become an integral part of the cancer care centre team who provide care for patients with Upper GI cancers.
- Evaluate service delivery; identify areas for improvement and initiate change.
- To build effective professional relationships with Manchester Cancer and across Acute and Community settings.
- To provide written evidence of service development and performance.
- Initiate and support clinical developments / projects to promote excellence in patient care.
- Provide and receive clinical supervision and mentorship to facilitate reflective practice.
- Promote patient and public involvement activities in the specialist area, leading to service improvement.
- Attend and participate in the CNS Forum and other committees and meetings at divisional and at a strategic Trust level
- Act as a role model presenting a professional image at all times.
- To take part in recruitment and selection of appropriate staff in the team
- To be fully aware of the divisional objectives and the Trust's corporate plan.

Responsibility for Finance

- Ensures the efficient and effective use of resources in providing and delivering the service.
- Identifying and implementing cost improvement plans within the service.

- Liaises with the budget holder regarding stock control, monitoring and maintaining equipment e.g. prostheses, patient information leaflets etc.

Responsibility for Human Resources

- To participate in annual appraisals and accept personal responsibilities for professional growth and development.
- To identify training needs of non-specialist colleagues and develop educational programmes in collaboration with Upper GI colleagues.
- To provide specialist input and teach on relevant post registration courses.
- Together with other professional colleagues develop information and resource packs for patients and their carers.
- Maintain a professional portfolio.

Responsibility for Health & Safety

- Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Responsibility for Teaching

- Acts as a role model, inspiring other staff and students with their vision and values.
- To participate in annual appraisal and accept personal responsibilities for professional growth and development.
- To identify training needs of non-specialist Christie and Network colleagues and develop educational programmes in collaboration with Upper GI colleagues.
- To provide specialist input and teach on relevant post registration courses.
- Together with other professional colleagues develop information and resource packs for patients and their carers.
- Maintain a professional portfolio.
- Demonstrates the underpinning theoretical knowledge within their clinical practice of Upper GI Care Nursing Standards, Infection Control, Health & Safety, Ethical and Legal issues and teaching this knowledge to students assigned to the department.

Work Circumstances & on-call

- No requirement for on call

Standard Duties & Responsibilities

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the General Data Protection Regulators 2016, Data Protection Act 2018 and Information Governance Principles – the post holder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.
