

JOB DESCRIPTION

Job Title:	Macmillan Deputy Lead Cancer Nurse	<i>HR use only</i> Job Reference Number
Report to:	Consultant Cancer Nurse	
Accountable to:	Consultant Cancer Nurse	

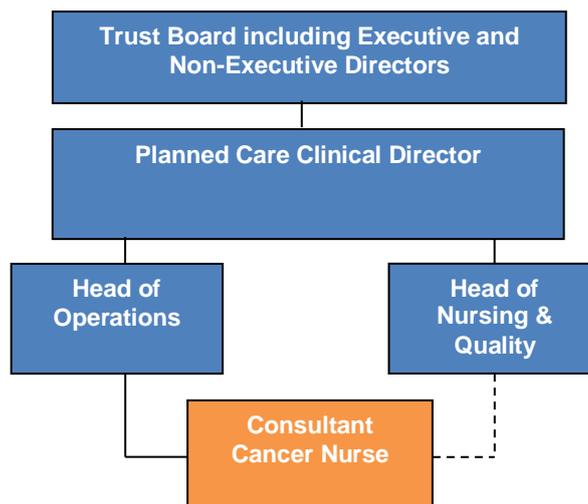
Job Purpose

The Cancer Services Deputy Macmillan Lead Cancer Nurse is responsible for assisting in the strategic nursing and Allied Health Professional (AHP) lead requirements for cancer. They have the responsibility for the effective delivery of cancer nursing, AHP care and elements of psychosocial support services across primary, community and secondary care ensuring they are responsive to patient needs.

Job Statement

- Senior member of the Cancer Management Team and senior nurse within the trust.
- Health economy-wide and external remit for assisting in the development of cancer services.
- Advise with the Consultant Cancer Nurse on the implementation of the National Cancer Plan 2021 and associated national cancer and palliative care initiatives in collaboration with the, Cancer Manager and other colleagues.
- To contribute to delivery of all cancer targets, including cancer waiting times, by close working with clinical colleagues involved in cancer care.
- Assist with line management for Cancer Clinical Nurse Specialist and Chemotherapy Unit

Organisational Chart



1. Communication and Relationships

- To provide professional advice regarding the development of cancer patient services to the Cancer Board of senior clinicians and managers and to the Cancer Steering Group involving Commissioners, primary and secondary care, public health and the voluntary sector.

- To deputise for the Consultant Cancer Nurse as Chair of the Isle of Wight Cancer Nursing and AHP Focus Group, ensuring the work of the Focus Group aligns with the Wessex Cancer Alliance and Island cancer strategies.
- To lead with the Consultant Cancer Nurse the involvement of cancer service users and carers in developing and evaluating cancer services.
- To enable development of cancer patient initiated follow up with site specific teams.

2. Analysis and Judgement

- To assist with leading the development of a strategy to deliver high quality cancer patient/carer information and support for the primary care/secondary care and voluntary sector as set out in the cancer quality measures and agreed through the Cancer local implementation team.
- To work with colleagues across primary and secondary care, including Wessex Cancer Alliance, Cancer Tertiary Centres to ensure NICE guidance, Gold Standards Framework, Going further on Cancer Waits, Cancer Reform Strategy, End of Life Care and other national initiatives are implemented appropriately.
- In conjunction with other clinical colleagues, to review and develop service specification, policies and protocols through site-specific focus groups and across local providers of cancer and palliative care services, in line with Clinical Governance structures and arrangements.

3. Planning and Organising

- To support and actively participate in delivering the Isle of Wight NHS Trust corporate nursing/AHP agenda, deputising in the lead role for specific activities and projects as appropriate.
- To support and actively participate in the work of the Wessex Cancer Alliance, undertaking a lead role for specific activities and projects as appropriate and consistent with delivery of core role for the Isle of Wight Health Economy.
- To represent the Isle of Wight NHS Trust at regional, national and international cancer meetings and conferences as deputy for the consultant cancer nurse, to gain wider knowledge and experience of cancer nursing/AHP initiatives and actively contributing to the local and national cancer agenda.
- Provide, as deputy, a strategic overview on the development of medical, nursing and Allied Health Professional cancer education programmes, by working in conjunction with the Education Centre, Universities and NHS England to ensure compliance with local and national recommendations.
- In partnership with the Consultant Cancer Nurse, site-specific nurse specialists, working within the skills and competency frameworks, develop and implement new multi-professional programmes to meet the training needs of the specialist and non-specialist cancer workforce at all levels and across all healthcare settings.
- To be proactive in identifying resources to improve the learning and practice of cancer nursing and inter professional working to enhance delivery of high-quality holistic patient care.

4. Patient and Client Care

- To work with the Consultant Cancer Nurse and be responsible for the professional leadership for cancer nursing and (where applicable) other healthcare professionals in the wards/departments.
- To ensure the Department staffing framework is developed to utilise the workforce resources efficiently and effectively and results in year-on-year reduction in bank and agency staff.

- Participate in the annual review of the nursing workforce plan and ensure that the staff establishment and profile is sufficient to meet the needs of the service and manageable within the resources.
- To be the deputy to the professional lead, providing a strong clinical presence and developing nurses and nursing practice, assuring the provision of a safe, effective and evidence-based nursing service to patients.

5. Service and Policy Development

- Strategic Management – In collaboration with the Consultant Lead Cancer Nurse and team set out and evaluate a clear vision and key priorities for the Trust, taking account of both internal and external initiatives and influences.
- To ensure the advancement of patient-focused cancer care and support through a combined approach, working in collaboration with therapy leaders across the Island Health Economy.
- To work with Consultant Cancer Nurse and Operational Manager in preparation for quality review visits, including self-assessment against the National Quality Measures.
- To work with Consultant Cancer Nurse and Lead Manager to implement the resulting action plans for continuous quality improvement, contributing to service planning and business case development as appropriate.
- To co-ordinate and make recommendations concerning the establishment of cancer nursing and AHP posts and structures, including clinical specialist posts and skill mix.
- To link with the Consultant Cancer Nurse in the setting of evidence based clinical standards for best practice related to cancer care.
- In collaboration with the Cancer Management Team, to develop and deliver the Isle of Wight Cancer Strategy, leading the nursing/AHP contribution for the Island Health Economy.
- To advance the development and practice of evidence-based cancer nursing and allied health professions in line with National recommendations and measures, where these are available.

6. Managing Financial Resources

- To be the budget holder in the absence of the Consultant Cancer Nurse for the designated Cancer Clinical Nurse Specialists, Chemotherapy Unit and Breast Care budgets.
- To be responsible for the use of resources and the utilisation of the nursing in a cost-efficient manner.

7. People Management and Development

- To support the work of the Island Health Economy and the Wessex Cancer Alliance in assessing the cancer nurse/AHP workforce and developing strategic and local approaches to workforce planning.
- Deputise for the Consultant Cancer Nurse in directly managing the cancer clinical nurse specialists, chemotherapy unit and breast care nurses. Ensuring that they are all are managed and supported in accordance with the trust policies and procedures.
- Manage with the Consultant Cancer Nurse IPRs for managed staff and ensure systems are in place for the appraisal of all nursing staff as per Trust policy.
- To participate in the full recruitment processes of directly managed staff and support others with the recruitment, induction and retention of staff.
- To develop the expertise and resource of specialist cancer nurse/AHP practice by leading and supporting development of new roles within and across care settings, as part of a holistic approach to patient care.

- To provide professional advice and support to the Cancer Clinical nurse Specialists and AHPs, enhancing their career development and professional practice
- To advise and support the Senior Nurses/Therapy Manager colleagues in the development of the cancer nursing/AHP workforce with a remit to ensure appropriate clinical supervision, appraisal and personal development plans are in place for all specialist nurses/AHPs working in cancer services.
- To establish cancer specialist nurse and AHP development and provide one-to-one supervision and support to specialist nurses and AHPs as appropriate.
- Work in liaison with the Consultant Cancer Nurse, Lead Cancer Manager and Lead GP for Cancer to:
 - To work within guidance of the NMC, complying with the Code of Professional Conduct.
 - To maintain personal professional status by ensuring own knowledge, skills and development meet the requirements of the NMC and the post.
 - To take responsibility for personal development, in line with the NMC requirements, including participation in clinical supervision as a supervisor and supervisee.
 - To actively develop personal professional profile through presentation of conference papers and publication.
 - To agree, through an appraisal with the Consultant Cancer Nurse and Lead Cancer Manager a continuing professional development plan that reflects the role and future career development.

8. Information System Use and Management

- Work closely with cancer services manager/MDT members and data collectors to ensure the smooth passage of information and patient tracking across from IOW to cancer centres. Liaise with members both locally and at cancer centres to address any issues. To assist in the timely collection of accurate data to support the monitoring and delivery of National Cancer Plan, Quality Measures and IOW NHS Trust and CCG performance targets COSD and SACT data sets.
- Report absence from duty through sickness or other reason immediately to Line Manager or Senior person on duty and ensure the necessary certificate is forwarded as soon as available.
- Communicate with relevant University of Southampton Cancer Centre, Portsmouth Hospitals Trust and Wessex Cancer Trust and utilise teams facilities on IOW.
- Participate in new initiatives that promote safe and effective working practices on the Isle of Wight, for example E-Prescribing across Wessex, closer to home therapies.

9. Involvement in Surveys and Research

- To actively promote service improvement and practice development to improve cancer services and patient/carer experience. Ensure developments are adequately evaluated and that results are disseminated and acted upon in the interests of continuous quality improvement.
- To ensure evaluation and audit becomes an integral part of planning and delivery of services
- To contribute toward the Research and Development Strategy of the Isle of Wight NHS Primary Care Trust
- To assist in initiating and support and co-ordinate nursing/AHP involvement in and leadership of patient-focused research projects and to encourage publication and dissemination of results and quality care initiatives. Including support of innovative and evidence based clinical practice
- To be proactive in seeking external funding for research and development projects and opportunities for collaboration between professions, organisations and users in R & D.

10. Freedom to Act and Autonomy

- Make appropriate and timely decisions about the management of patient care.
- Freedom to initiate action within broad clinical / professional policies, seeking guidance when necessary.
- At all times act as a role model and clinical expert ensuring the delivery of high standards of care.
- Maintain skills and knowledge in relation to clinical area and revalidation requirements
- Attend meetings relevant to area of practice and development.
- Actively pursue own learning needs in relation to CPD
- Maintain relevant knowledge of political and professional issues in healthcare, particularly in relation to relevant area.

Core responsibilities for delivering Macmillan Right by You Principles

Demonstrates leadership through clinical expertise, delivering high standards of personalised care by acting as a key worker, identifying needs through a holistic needs assessment, and co-creating a care and support plan with people living with cancer.

Provides a recognisable Macmillan experience by ensuring people living with cancer are aware they are interacting with a Macmillan Professional, and know the full range of resources and services available through Macmillan, navigating and coordinating where necessary.

Supports Macmillan in demonstrating the impact of the post, contributing to progress reviews and regularly capturing and returning outcome and performance metrics.

Works in collaboration with services across the cancer pathway, to implement plans and to monitor their effectiveness in improving delivery and meeting the needs of people living with cancer.

Leads by example, contributes to the delivery of specialist education and training to other professionals involved in patient care; promotes best practice, supports and coaches less experienced colleagues and non-cancer specialists to achieve high quality, personalised care for people living with cancer.

General compliance:

1. To comply with all Trust Policies and Procedure, with particular regard to
 - Risk Management
 - Health and Safety
 - Confidentiality
 - Data Quality
 - Freedom of Information
 - Equality Diversity and Inclusion
 - Promoting Dignity at Work by raising concerns about bullying and harassment
 - Information and Security Management and Information Governance
 - Counter Fraud and Bribery
2. The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
 - Understand duty to adhere to policies and protocols applicable to infection prevention and control.
 - Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
 - All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
 - All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
5. Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. **Our vision, values and behaviours** have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
6. Perform any other duties that may be required from time to time.
7. Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.
8. Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
9. Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
10. Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

This job description may be altered to meet changing needs of the service, and will be reviewed in consultation with the post holder.

PERSON SPECIFICATION

Key Skills required undertaking this role.	On Appointment (Essential)	After 12 months in post	At 2nd Gateway (Desirable on appointment)	How this will be measured
<p>Qualifications and role specific knowledge*</p>	<p>Registered nurse: entry on either part 1 or 12 of the NMC register, Extensive experience in field of cancer care</p> <p>Possession of:</p> <p>Cancer care/palliative care/ specialist training/knowledge.</p> <p>Evidence of professional development relevant to the cancer speciality.</p> <p>To hold an ENB 998 or teaching qualification.</p> <p>Evidence of CPD to Masters level equivalence.</p> <p>MSc in appropriate subject linked to cancer care (or committed to commence within 12 months of employment).</p> <p>Evidence of continuing professional development and training.</p> <p>Detailed knowledge of national cancer agenda, especially in relation to nursing/AHP services.</p> <p>Mandatory training up to date.</p> <p>Recognised experience in leadership/management in cancer services</p> <p>Multi-disciplinary teamwork at senior level.</p> <p>Track record in delivering and developing services within a complex organisation.</p>	<p>To have completed or in process of completing relevant degree or Level 3 study</p>	<p>Qualification in management, leadership.</p> <p>Advanced communication skills training/qualification</p> <p>MSc in appropriate subject linked to cancer care (or committed to commence within 12 months of employment).</p> <p>IT qualifications</p> <p>Leadership training</p> <p>Management training</p> <p>Project management training</p> <p>Research awareness and applies research into practice and demonstrates advanced skills and knowledge base.</p> <p>Health promotion and education processes.</p> <p>Leadership, management training (LEO Course) and quality improvement.</p> <p>Service/business planning.</p> <p>Service improvement and modernisation.</p> <p>Workforce development/re-design.</p> <p>User involvement/PPI.</p> <p>Conference presentation and/or publication</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p> <p>Personal Profile</p>

PERSON SPECIFICATION

	<p>Experience of working across NHS organisational boundaries and with Social Care and/or voluntary bodies.</p> <p>Research experience</p> <p>To demonstrate a genuine interest in cancer care and knowledge of this speciality, working at an advanced level clinically and managerially.</p> <p>Experience in clinical haematology / oncology, with a sound knowledge of the speciality.</p> <p>Competent in dealing with patients and relatives. (see below Communication skills training)</p> <p>Knowledgeable and have advanced management of change.</p> <p>Advanced knowledge and a clear understanding of local and national cancer standards, policies and guidance.</p> <p>Accountable for own professional actions underpinned by theory and experience.</p>									
Safeguarding Children **	1	2	3	1	2	3	1	2	3	
Physical Skills	<p>Computer literate and adequate IT skills.</p> <p>Working at senior level, ability to prioritise and manage own time and caseload.</p>									<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p>

PERSON SPECIFICATION

	<p>Able to work autonomously and lead others at an advanced level, aware of own limitations and seeks out appropriate advice and support.</p> <p>To work effectively in a team or alone and can also support, educate and motivate others.</p> <p>Travel between departments and other organisations in Central South Coast Cancer Network.</p>			
Dementia Awareness	Level 1	Level 1	Level 1	
Aptitudes	<p>Demonstrates advanced leadership decisions making skills</p> <p>Uses initiative and able to manage difficult and sensitive situations.</p> <p>Can effectively prioritise, coordinate and lead own work and that of others;</p> <p>Analytic and problem solving approach.</p> <p>Excellent time management skills.</p> <p>Ability to lead and work within a multi-disciplinary team.</p> <p>Advanced organisational / time management skills</p> <p>Self aware to deal with emotional impact of role</p>		<p>Leadership and management skills and aware of wider impact of service delivery.</p> <p>Understanding and leading of patient and public involvement issues related to speciality and cancer services.</p> <p>Providing leadership and direction in change management processes, practice development and application of audit and research into clinical area.</p> <p>Clearly operating at an advanced level and leading of patient and public involvement issues related to speciality and cancer services.</p> <p>Confidence using spreadsheets and databases.</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p> <p>Personal Profile</p>

PERSON SPECIFICATION

	<p>Strong sense of vision for developing the role</p> <p>Highly motivated and enthusiastic. Ability to work autonomously and make accurate judgements at an advanced level.</p> <p>IT skills – word processing, e-mail and internet proficient.</p> <p>Presentation skills.</p> <p>high level of written and numerical ability.</p> <p>Managing competing demands – prioritisation, focus and workload/time management.</p> <p>Able to work under pressure – to meet tight deadlines and deliver work of consistently high standard.</p> <p>Credibility as practitioner in own area of cancer practice.</p>			
<p>Abilities</p>	<p>Expert in specialist area, competent at nursing care & life support to BLS standard.</p> <p>Ability to act on own professional actions and make informed and accurate decisions.</p> <p>Able to maintain effectiveness and calm under pressure.</p> <p>Provide leadership and ability to adapt and change within working situation.</p>		<p>Delivering training and education to clinical staff.</p> <p>Collaborating towards education, reviewing national guidance, patient information.</p>	<p>Application Form</p> <p>At Interview</p> <p>Curriculum Vitae</p>

PERSON SPECIFICATION

	<p>Able to critically analyse and offer innovative and creative ideas to improve patient care/working practices.</p> <p>Patient focus and evidence-based.</p> <p>Excellent communication and negotiation skills at all levels within organisations.</p> <p>Highly motivated and able to work autonomously as within multiple teams.</p> <p>Strategic vision and ability to deliver.</p> <p>Able to motivate, challenge and support others in achieving goals.</p> <p>Flexible and adaptable, creative and positive approach to change and problem solving.</p>			
<p>Communication Skills</p>	<p>Demonstrate expert verbal and non-verbal communication skills in multi-disciplinary forums and multi-professional meetings and events.</p> <p>To have completed further training in advanced 3 day communication skills course, psychological assessment training and demonstrate a high degree of skills and abilities in this area.</p>		<p>To have completed further training in advanced 3 day communication skills course.</p>	<p>Application Form At Interview Curriculum Vitae</p>

* = State knowledge required in terms of level of competence NOT X years' experience, as this is age discriminatory.

** indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form.

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title: Macmillan Deputy Lead Cancer Nurse

Ward/Dept and Site: Cancer Services

Date Completed: Nov 23

1. General Information about the post.

Location	%	Location	%	Location	%
Office based	40	Home		Outpatients Clinic	40
Laboratory		Kitchen		Community based	
Ward area	20	Stores		Workshop	
In a vehicle				Theatre environment	

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home	x	Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
Working hours					
Full time	x	Part time			
Office hours	x	Hours worked as a shift		Hours worked at night	
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time	x	Required to concentrate for short periods of time			
Interruptions throughout the day		Constant	x	Occasional	

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Working in bad weather e.g. when it is windy or/and raining.				x	
Excessive temperatures				x	
Unpleasant smells/odours				x	
Noxious fumes					x
Excessive noise &/or vibration					x
Use of VDU more or less continuously		x			
Unpleasant substances/non-household waste				x	
Infectious Material/Foul Linen				x	
Body fluids, faeces, vomit, blood				x	
Dust/dirt				x	
Humidity				x	
Contaminated equipment or work areas				x	
Driving/being driven in normal situations				x	
Driving/being driven in emergency situations				x	
Fleas or lice				x	
Exposure to dangerous chemicals/ substances in/not in containers				x	
Exposure to aggressive verbal behaviour where there is little/no support				x	

Exposure to aggressive physical behaviour where there is little/no support				x	
Exposure to risks that could result in an acute traumatic injury				x	
Undertaking exposure prone procedures				x	

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Processing (e.g. typing/transmitting) news of highly distressing events			x		
Giving unwelcome news to patients/clients/carers/staff		x			
Caring for the terminally ill	x				
Dealing with difficult situations/circumstances	x				
Designated to provide emotional support to front line staff	x				
Communicating life changing events	x				
Dealing with people with challenging behaviour	x				
Arriving at the scene of an accident			x		

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

4. Physical Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/ Not at all
Working in uncomfortable/ unpleasant physical conditions				x	
Working in physically cramped conditions					x
Lifting weights, equipment or patients using mechanical aids					x
Lifting weights/ equipment or patients without mechanical aids					x
Making repetitive movements					x
Climbing or crawling					x
Manipulating objects					x
Manual digging					x
Running					x
Standing/sitting with limited scope for movement for long periods					x
Kneeling, crouching, twisting, bending or stretching				x	
Standing/walking for substantial periods of time				x	
Heavy duty cleaning					x
Pushing/pulling trolleys or similar				x	
Working at heights					x
The job requires to be trained in control and restraint.					x

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/ Not at all
Carry out formal student/ trainee assessments		x			
Carry out clinical/social care interventions		x			
Analyse statistics		x			
Operate equipment machinery					x
for more than ½ a shift					x
for less than a shift					x
Give evidence in a court/tribunal/ formal hearings			x		
Attend meetings (describe types of meeting and post holders role)		x			
Carry out screening tests/ microscope work					x
Prepare detailed reports		x			
Check documents		x			
Carry out calculations		x			
Carry out clinical diagnosis		x			
Carry out non-clinical fault finding		x			

Signed by post holder*: _____

Date

Signed by line manager: _____

Date

* in the case of new jobs this will have to be an 'estimate' of the demands of the role.