

Job Description

Position	Advanced Clinical Practitioner for SACT - Oncology
Division:	Cancer and Diagnostic
Reports to:	Head of Cancer Nursing
Responsible for:	Systemic Anti-Cancer Therapy (SACT) in Oncology
Band:	Band 8a
Location:	Main base at East Surrey Hospital, covers other trust hospitals
Disclosure required:	Enhanced

Job purpose

To be responsible for the assessment, and treatment of individuals within SACT/Oncology service using an advanced level of professional accountability, autonomy, and judgement, underpinned by master's level theory and experience. This includes highly complex decision-making across a broad range of differentiated and undifferentiated individual presentations and complex situations, synthesising information from multiple sources to make appropriate, evidence-based judgements and/or diagnoses.

Take joint responsibility, with medical colleagues, for an Oncology caseload (depending on experience), will include management of several tumour groups, but clinical flexibility will be required to provide support to all sites depending on clinical priorities.

As an experienced practitioner, the post holder will be expected to create an environment of continuous quality improvement and professional development, ensuring that the delivery of care is regularly reviewed and that service developments are implemented when necessary.

The post will be expected to reflect the four pillars of advanced practice: Clinical Practice, Leadership, Education of self and others, and Research & Development. Responsibilities will also include contributing to the delivery of the Trust key strategic activities and developments. This will be supported by high quality communications with all key groups of staff.

- a) Work to a high level of personal and professional autonomy, using specialist knowledge and skills to deliver independent assessment, clinical examination, diagnosis, clinical decision making and planning of care and treatment, health promotion and safe admission and discharge of patients.

This may include:-

- Work towards on-call/out-of-hours and in-hours/bleep-holding responsibilities, as part of the agreed job plan
 - act as an independent non-medical prescriber, where applicable to role/profession
- b) Work collaboratively with all members of the multidisciplinary team, contribute to decision making and provide best clinical care, emotional and psychological support and education to patients and their carers.
- c) Facilitate evidence-based practice, promote and undertake research and clinical audit within the service and across the Trust. Design and provide clinical/practical and theory-based education and training.
- d) Work with innovation and flexibility to adapt to a fast-changing specialty, and play an integral role in the operational/strategic development of the service.
- e) To develop and empower nurses to respond to the national cancer agenda and ensure implementation of evidence-based care in the clinical practice.
- f) Support the on-going development of chemotherapy nurses, for continuous professional development and innovation in practice.
- g) Deputise for the Head of Cancer Nursing; provide overall nursing leadership for the SACT specialists nurses within the division.

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

<p>Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.</p>	<p>One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.</p>
<p>Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.</p>	<p>Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.</p>

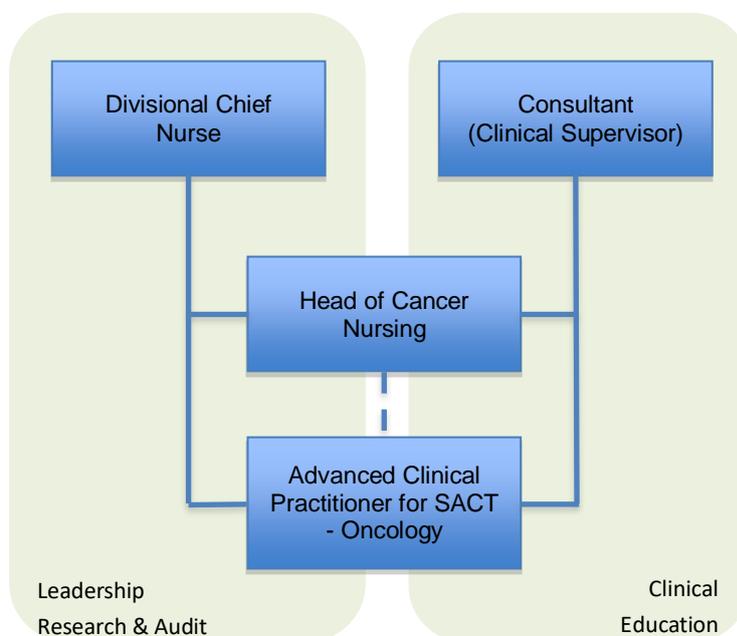
Our objectives

1. **Safe** – Deliver standardised, safe, high quality care, which pursues perfection and puts SASH in the top 25% performers nationally.
2. **Effective** – As a teaching hospital, deliver effective and sustainable clinical care, which focus on outcomes, innovation and technology.
3. **Caring** – Develop the compassionate care we provide in partnership with patients, staff, families, carers and community services.
4. **Responsive** – Be the hospital of choice for our local people delivering services in response to the needs of our population.
5. **Well led** – Be a high quality employer that focuses on staff health and wellbeing and delivers patient-centred, clinically-led, efficient services.

Key working relationships

- Clinical / Medical Oncologists
- Medical associate professions
- Advanced Nurse Practitioners
- Nursing – Divisional Chief Nurse, Head of Cancer Nursing, Lead Haematology CNS, Advanced Chemotherapy CNS/Lead Chemotherapy Nurse, Senior Chemotherapy Sisters/Ward Manager, Acute Oncology team, Chemotherapy nursing team and Haematology CNS team.
- Allied health professionals – Service Manager
- Clinical and non-clinical support staff (including research, audit, education and learning teams)
- Patients, relatives, carers, visitors to the Trust
- Pharmacists and pharmacy technicians
- Other specialities where non-cancer chemotherapy treatment is used

Structure chart



The SACT Advanced Clinical Practitioner (ACP) for Oncology will work closely with / alongside the Advanced Chemotherapy CNS/Lead Chemotherapy Nurse, Oncology Consultants, Senior Chemotherapy Sisters and Chemotherapy Nursing team. The SACT ACP for Oncology reporting structure is dependent on service and population needs and will report to the Head of Cancer Nursing, together with the General Manager for Haematology, Oncology and Palliative Care:

- The SACT ACP for Oncology is supported in terms of the 4 pillars of advanced clinical practice and the national framework for advanced clinical practice
- Clinical supervision is provided at consultant level practice (medical or non-medical)
- Clinical supervisors and educational supervisors have undertaken the appropriate supervisor education
- Line management responsibilities are clearly defined: aligned to the 4 pillars (if shared)
- To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors.
- To be aware of, and work within, the Trust policies, with particular attention to Clinical Governance issues, and to attend the Trust's statutory training/update sessions.
- To be aware of, and comply with, the Data Protection Act, Caldicott requirements and the Health & Safety at Work Act.
- To participate proactively in your professional development reviews and departmental Clinical Supervision.
- To continually assess own educational needs, identifying and utilising appropriate resources

- To carry out such duties as may be required and are consistent with the responsibilities of the grade, providing and enabling the highest standard of care.

Main duties and key responsibilities

Clinical Practice

- Provide a visible presence and engage in direct clinical care and practice as appropriate in the oncology nurse-led clinics.
- Assess diagnose, plan, implement, and evaluate treatment/interventions and care for patients.
- Makes independent clinical decisions and initiates invasive and non-invasive treatments, care, treatments and technological interventions as appropriate.
- Can plan, order, interpret and act upon the results of tests and investigations.
- To provide evidence-based healthcare which contributes to the diagnosis, care or treatment for SACT oncology patients.
- To demonstrate expertise in the assessment, planning, implementation and evaluation of care for chemotherapy patients.
- To work as an expert SACT (Oncology) practitioner and, upon referral, provide expert advice and/or care.
- To exercise a high degree of personal professional autonomy able to make critical judgements. In particular, with regard to legal, ethical and moral aspects of care, for patients who are particularly vulnerable.
- Liaise with relevant speciality teams / services, Primary care services, other NHS Trusts and social care organisations, establishing local networks with the appropriate patient and carer groups.
- Collaborate with senior clinical colleagues, develop or introduce agreed clinical guidelines for best practice.
- Maintain a portfolio of competencies (using Trust template) that support advanced clinical practice in specific field of interest.
- To provide cover for the Oncology Registrar when required.
- To provide support to the medical roles for the Oncology inpatients when required,
- Demonstrate knowledge of relevant disease areas and anti-cancer medications used in specific disease sites.
- Demonstrate knowledge of genomics in cancer care and be able to discuss treatment options appropriately with patients according to their genomic profile.
- Discuss treatment options with patients for SACT.
- Prescribe SACT and supportive medications required for patient cohort utilising Independent/Non-Medical Prescribing skills.
- Provide information and advice to non-oncology specialist healthcare professionals regarding cancer management, care pathways and patient support.

- Employ effective communication with healthcare professionals from the multi-professionals' teams, the wider chemotherapy service, the wider nursing service, consultant colleague and oncology pharmacists.
- Aware of own limitations and limitations of role referring to other practitioners and when needs and risks are beyond their scope of practice and liaising with the multi-disciplinary team as required.
- Maintain own records / patient records using computerised record systems to access patient information and to record data accurately in line with Trust's information governance and related policies and procedures

Leadership and Service Development

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Facilitate good team spirit through leadership skills and team building.
- Be conversant with all Trust and departmental policies and procedures and ensure that the requirements are met.
- To set and demonstrate a high standard of clinical care and practice, advising on policies and guidelines relating to SACT nursing within the Trust and representing the department in Trust discussions as required regarding future strategies.
- Assist in ensuring confidentiality and safe keeping of records; promoting accurate and appropriate record keeping across the multidisciplinary team.
- Promote safe custody, maintenance and administration of drugs in accordance with the Trust policy and the Law.
- To liaise and work with other clinical staff within the chemotherapy / oncology nursing team to share expertise and co-ordinate approaches to care.
- Maintain effective liaison and promote good relationships with all disciplines of healthcare staff, including internal / external key working relationships within the Cancer Alliance.
- To attend departmental, divisional and other meetings where appropriate maintain continuous effective communication.
- Provide support and advice to all disciplines of healthcare staff, acting as an excellent role model and demonstrating advanced clinical skills and knowledge.
- To be a "change agent" in the introduction of any change in practice required to meet the changing needs of patients.
- To establish an ongoing programme of audit to evaluate practice ensuring that the data is used to develop and improve the service.
- Involved in and support multi-disciplinary clinical audit and research across the service where appropriate, implementing innovations in clinical practice and actively encourages the utilisation of research and evidence-based practice.
- Supports quality improvement projects and promotes the use of methodologies to promote good clinical practice.
- To promote the Trust as a model of good service and educational practice, leading the way for other organisations in this field.

- Participate in staff appraisal and setting of personal and department objectives where appropriate.
- To have a personal duty of care in relation to equipment, responsible for safe use of specialist equipment and ensure appropriate use of resources in order to meet patient and service needs.
- Provides support for the supervision of trainee advanced clinical practitioners and assist as appropriate on the chemotherapy day units / oncology inpatients.

Educational

- Provide a supportive environment for all staff (including pre-registration students) which encourages learning and professional development. This will require liaison with education & learning providers and their tutorial staff.
- To provide educational leadership, setting the strategic priorities facing the speciality and subsequently facilitating the provision of education, including in the annual chemotherapy updates.
- To actively participate in the development and delivery of future education and training provision including assisting with the Annual Chemotherapy Updates; which recognises the needs of patients undergoing SACT and is in line with national priorities.
- Collaborate with senior colleagues and educational establishments where appropriate to ensure the needs of service are met.
- To assist with the development of education and learning which are appropriate for practitioners working within the Trust.
- To identify own education and training needs in line with curriculum / competency framework within speciality. Ensuring that these are addressed through the appraisal process with the clinical supervisor / line manager.
- Evaluate the care of oncology chemotherapy patients through a process of audit and research to examine and develop evidence-based practice and clinical effectiveness.
- Collaborate with other health care professionals in initiating and promoting research. Support where appropriate other individuals in the conduct of research and promote dissemination and implementation of findings
- Make presentations on complex subjects, both written and verbally to a wide range of groups and at meetings and conferences external to the organisation in order to share work locally, nationally and internationally.
- Using computer software to input, extract and analyse data as required and to develop and create divisional/specialty reports and other reports as required in liaison with Information Services.
- Actively seek user involvement in developing services that are responsive to the needs of the local population.

Research

- To assist with review and improvement of flow through the service by supporting and helping to implement patient focused chemotherapy care pathways.

- Work collaboratively with primary, community and intermediate care teams, ensuring there is seamless care across organisational boundaries.
- Work with clinical and leadership teams to develop new and improved processes to streamline and improve patient flow and care processes.
- To provide audited evidence of implemented research-based recommendations, demonstrating improvements achieved in patient care.
- To assist with development of new initiatives and ways of working, including ACP led services, informed by local and national Policy.
- To undertake regular audit of the patient pathway through the Chemotherapy Service, monitoring and evaluating standards of care and subsequently developing, implementing and updating policy guidelines and protocols for care management, across the Trust and within the Cancer Alliance.
- To collate and submit statistical returns as required and to compile an annual report in March of each year.
- To provide professional support to staff within the Trust and to those staff engaged in specific service developments.
- To act as a positive role model to inspire those working within these services including pre-registration students, to improve and develop services that promote the best interests of patients within the Trust catchment area.
- As part of the wider Trust Clinical Strategy, champion the development of own specialty, opportunities for research and education, and raise the positive profile of the service and Trust through eg. publications, conference presentations, professional networking, and organisational collaborations.
- Participates in developing professional practice nationally through membership of relevant professional associations and forums where appropriate.
- Share best practice and new evidence through publications and presentation at local, national and international conferences/meetings as appropriate.
- Assisting in preparation for any external audits or inspections, eg. Care Quality Commission visits, Peer Review or equivalent.

Freedom to Act

- To be professionally and legally responsible and accountable for all aspects of your work including the management of patients in your care.
- Ensures own and others practice is in line with NMC Code of Professional Conduct at all times.

Physical Effort

- Frequently required to exert light physical effort for several long periods; occasional requirement to exert moderate effort for several long periods or frequent requirement to exert moderate physical effort for several short periods during a shift.
- Data input, report writing involving long periods of sitting in front of a computer.
- Standing mostly during treatment and assessment sessions.
- Walking between the clinical room and the waiting area frequently during a clinical shift.

- Twisting, turning and manual handling activities as part of patient care during clinical shifts.
- Dexterity required for performing skilled and complex tasks: manipulation of fine tools, materials with high degree of precision and accuracy.
- Responding quickly to urgent and emergency requests. Port of call for chemotherapy nursing teams on the day units requiring urgent patient assessment / prescriptions on the day.

Mental Effort

- Frequent requirement for prolonged concentration.
- Rapidly respond to new referrals, assessing clinical condition and treatment options.
- Make timely decisions in complex clinical situations to ensure the wellbeing of individuals, provision of treatment and management plans for ongoing care.
- Use of a variety of clinical skills e.g. diagnostic reasoning, independent prescribing frequently within a clinical shift for a wide range of clinical presentations with specialist area.
- Ability to make sound decisions, deciding on appropriate referrals, follow up or discharge of client.
- Analyse a range of highly complex data in order to make evidence-based decisions regarding the most appropriate treatment for individual patients.
- Ability to change plans for day and to respond to differing priorities among service users or management requests for information.
- Devising negotiating, implementing, supervising and reviewing individual treatment plans in collaboration with service users, family and carers.
- Ability to make complex clinical and managerial decisions relating to the provision of the service.

Emotional Effort

- Frequent distressing or emotional circumstances, occasionally highly distressing or emotional circumstances.
- Judgement and insight required to work with people who have mental health difficulties and for whom there may be a query over their capacity to make decision.
- Judgement and insight required to work with people who have learning difficulties.
- Provision of clinical care where treatments need to be actioned with sensitivity and speed.
- Working in a consistently changing environment. Regularly changing from one activity to another, dealing with varied client clinical presentation to service.
- Dealing with people's reaction to distressing information (eg. impact of illness, impart news of terminal illness or bereavement), disappointing news or supporting patients and relatives who may be distressed and anxious
- Managing anxiety of self, service users and other staff members.
- Dealing with people under the influence of drugs or alcohol.
- Pressure when maintaining service delivery in response to increase demands due to the unpredictable nature of the daily workload.
- Managing a professional approach in challenging situations with patients, carers and other colleagues.
- Face to face abusive and/ or threatening behaviour.

Working Conditions

- Occasional / frequent exposure to highly unpleasant conditions (Body fluids, smells and faeces)
- Ability to cover for others during absence within the department / specialist area.
- Responsible for supporting and encouraging other workers daily.
- Advising colleagues regarding difficult decisions or complex situations.
- Maintaining concentration and application to task in a noisy and distracting environment / shared workspace.
- Flexible and adaptability to work in changing environment.
- Working in confined and awkward spaces.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work

- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the UK Policy Framework for Health and Social Care Research. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards.

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Person Specification

Essential	Desirable	Evidenced by
Qualifications		
<ul style="list-style-type: none"> NMC Registered healthcare professional MSc in Advanced Clinical Practice or equivalent to specialist area Oncology/Haematology Nursing qualification Qualification in the administration and safe handling of cytotoxic therapy Independent prescriber qualification (supporting chemotherapy patients) Advanced assessment skills qualification with evidence of clinical practice High level qualification in accredited course (e.g. ALS or ILS / APLS or EPLS / ATLS or ETC / Basic Surgical Skills) applicable to role / professional group) Communications skill qualification 	<ul style="list-style-type: none"> Leadership qualification Teaching qualification IR(M)ER (Imaging Referral by Non-medical Healthcare Professionals) Non-medical authorisation of blood components training (where applicable to role / professional group) 	Application, Interview, Certificates, work sample exercises
Experience		
<ul style="list-style-type: none"> Significant and evidenced post registration experience (normally 8-years (5 years + 3 years for MSc) Evidenced speciality experience (applicable to role) to the level of advanced practice Enhanced clinical skills as evidenced by the completion of specialist competency / capability portfolio / framework related to role Experience and evidence in developing practice / services 	<ul style="list-style-type: none"> Experience of disseminating work through presentation / publication Previous experience in a practice development role or formal teaching experience 	Application, Interview, Certificates, work sample exercises

<ul style="list-style-type: none"> • Experience and evidence of supporting learning in others • Experience and evidence in conducting audit / research 		
Knowledge, Skills and Competencies		
<ul style="list-style-type: none"> • Understanding of: Quality of care, Dignity and Respect, Patient Safety, Infection Control, Medical Ethics and safe use of medication. • Understanding of safeguarding and legal issues. • Advanced history taking, patient examination and clinical reasoning skills. • Demonstrates critical analysis, safe advanced clinical decision making and ability to treat a range of previously undiagnosed conditions within specialist area. • Ability to provide advanced knowledge to colleagues / patients within specialist area • Ability to work autonomously and collaboratively in a multidisciplinary environment. • Ability to lead a team effectively. • Highly developed interpersonal skills and ability to work effectively within a multidisciplinary / multi-professional team • Complex procedures within specialist area / applicable to role / professional group • Awareness of own limitations and work within own scope of practice • Ability to communicate, negotiate and persuade complex information effectively with all clinical/non-clinical staff/patients /carers • Ability to influence practice and manage change 	<ul style="list-style-type: none"> • Change management • IR(M)ER – Code of Professional Conduct • Diagnostic imaging interpretation within specialist area / applicable to role / professional group 	<p>Application and Interview</p>

<ul style="list-style-type: none"> • Ability to plan workload, manage own time and prioritise multiple tasks and respond pragmatically to unpredictable interruptions or conflicting/changing priorities • Ability to manage disagreement with healthcare staff or patients to reach resolution • Demonstrates innovation • Demonstrates initiative and problem-solving skills • Ability to identify and manage risk • Ability to teach / mentor / supervise others • Evidence of well-developed verbal and written communication skills 		
<p>Behaviours and Values</p>		
<ul style="list-style-type: none"> • Flexibility in shift/working patterns to meet the needs of the service • Is able to participate as a team member • Is of good health and good character as per NMC/HPCP/ GPhC requirements • Willing to accept additional responsibilities as delegated by senior staff • Displays SASH Values: • Dignity and Respect • One Team • Compassion • Safety and Quality 		<p>Application and Interview</p>

Version 2 Final – Advanced Clinical Practitioner for SACT - Oncology