

## JOB DETAILS:

Job Title	Upper GI Clinical Nurse Specialist
Pay Band	6
Hours of Work and Nature of Contract	To be agreed at recruitment
Division/Directorate	Surgery
Department	Upper GI
Base	Prince Charles Hospital


## ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Nursing
Reports to: Name Line Manager	Senior Nurse for Surgery
Professionally Responsible to:	Macmillan Lead Nurse for Cancer Services

**MAE EIN  
GWERTHOEDD  
YN EIN HELPU  
NI I FOD AR  
EIN GORAU**


**OUR VALUES  
HELP US BE AT  
OUR BEST**

**RYDYN NI'N  
GWRANDO,  
YN DYSGU  
AC YN GWELLA**




**WE LISTEN,  
LEARN AND  
IMPROVE**

**RYDYN NI'N  
YRIN PAWB  
A PHARCH**



**WE TREAT  
EVERYONE  
WITH RESPECT**

**RYDYN NI I GYD  
YN CYDWEITHIO  
FEL UN TIM**



**WE ALL WORK  
TOGETHER  
AS ONE TEAM**

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

***We listen, learn and improve***  
***We treat everyone with respect***

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

***We all work together as one team***

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

**Job Summary/Job Purpose:**

The Upper Gastro Intestinal (GI) Clinical Nurse Specialist will work within the multi-professional team, as directed by the Senior Specialist Nurse, delivering care to patients with Upper GI cancers within Cwm Taf Morgannwg Health Board.

The post holder will ensure consistently high standards of nursing care through knowledge, clinical skills, support and advice for patients and their families. This care will be patient centred, providing advice and support as directed by the specialist nurse. They will communicate complex and sensitive information from the time of diagnosis, through surgical intervention and or oncological treatments/therapies.

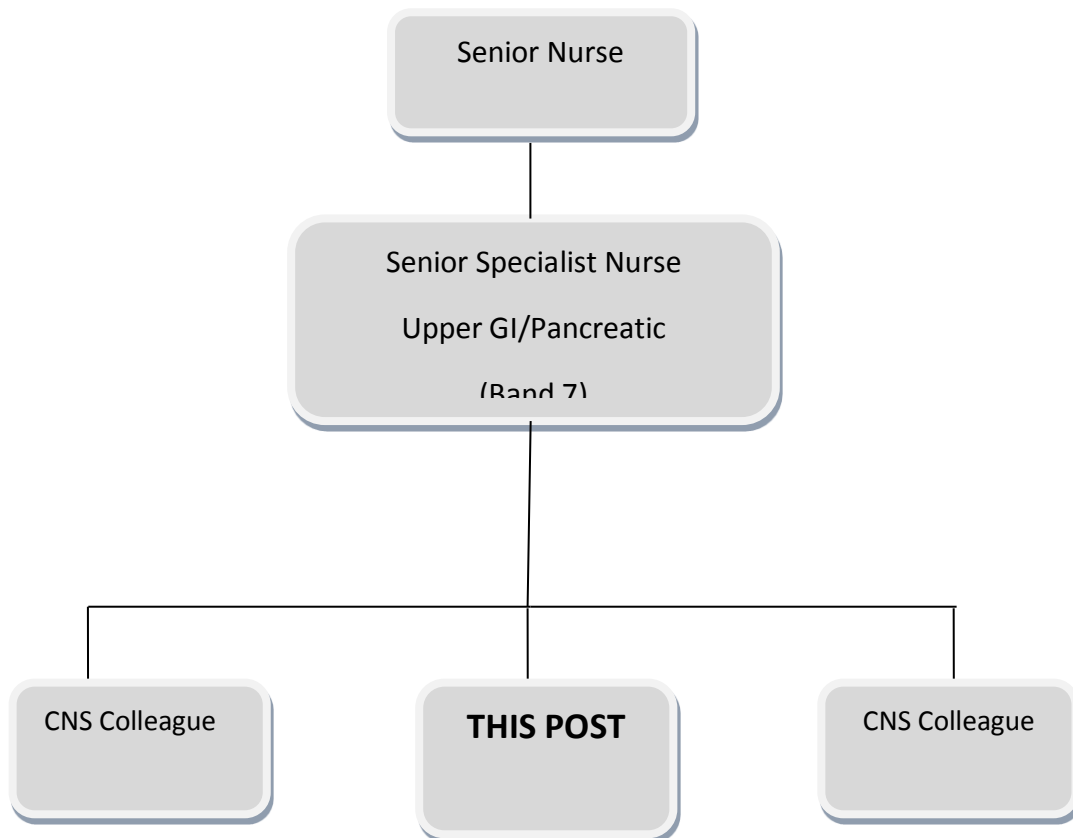
The role will link closely with all members of the multi-disciplinary team.

This role will support the senior Clinical Nurse Specialist (CNS) in her role as key worker and ensure that all patients receive timely care and excellent, person centred care in line with the Welsh Cancer delivery plan.

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

## Organisational Chart



### **DUTIES/RESPONSIBILITIES:**

The post holder will communicate with patients, relatives, carers and a wide range of staff

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

in the multi-disciplinary team. This will include:

- Forming sensitive and supportive relationships with patients, their families and carers from the point of diagnosis and throughout their cancer treatment programmes.
- Acting as a confident patient advocate, enabling patients to make informed choices relating to their treatments and other related issues.
- Providing support and specialist advice for patients and their families facing a diagnosis of cancer; receiving bad news.
- Liaising with other specialities and multi-disciplinary teams to provide continuity of care.
- Providing and receiving highly sensitive and complex information, and using empathy and understanding when communicating this to the patient, family and carers.
- Communicating condition related, sensitive information members of the multi-disciplinary team.
- Supporting nursing and medical staff who are delivering highly sensitive information, where patients/families may have difficulty comprehending the situation and there may be barriers to understanding eg. English not first language, special needs communication difficulties.
- Ensuring effective communication with the Upper GI Cancer Team.
- Co-ordinating activities to maximise quality and efficiency of patient care.
- Dealing with patient and/or staff complaints.

The post holder will :

- Work in conjunction with the Senior Specialist Nurse for Upper GI and the rest of the Upper GI team to meet service needs.
- Provide and facilitate the highest possible quality of care to Upper GI cancer patients, their families and carers, recognising the needs of the individual and providing support, specialist advice, information, and education as required.
- Undertake holistic assessment of patients with complex medical conditions, providing specialist advice and ensure that the most appropriate patient focused clinical pathway is developed, planned and implemented.
- Support the Senior Specialist Nurse by ensuring the outcomes from the multi-disciplinary team are implemented with Ward in-patients.
- Have dexterity and accuracy for undertaking venepuncture and cannulation.
- Be responsible for the provision of a high quality specialist nurse service that meet the needs of Upper GI cancer patients in accordance with National and Local Policies, Procedures and Service Initiatives, developing specialised programmes of care for upper GI patients.
- Work within NMC Codes of Practice, Health Board Cancer Plan and Professional Guidelines.
- Respond appropriately to telephone enquiries, acting as an associate key worker and ensure patients are supported when given a diagnosis of cancer, to the end of treatment, and ensure seamless transition of care throughout the patient pathway.
- Promote holistic nursing care, while ensuring the patient remains at the centre of the decision making process regarding their treatment in order to maintain self

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

management of their condition.

- Ensure a high quality, streamlined service is delivered at all times to patients with Upper GI malignancies and their families/carers by demonstrating assessment, reflective practice, analytical and judgemental skills to interpret their complex needs and plan appropriate specialised care programmes.
- Ensure that the principles of risk stratification are evident within all patient assessment and care planning.
- Use expert skills to interpret and convey test/scan results, and either provide or make arrangements for the necessary treatment to be provided, in accordance with current best practice.
- Have a personal duty of care for any equipment used throughout the course of duty.
- Work within their professional role and responsibilities to influence the multi-disciplinary professional and multi-agency context.
- Maintain compliance with policy, procedures, pathways and guidelines in Upper GI Cancer eg. UHB Policies, NICE Guidelines, Welsh Cancer Delivery Plan, Health Board Cancer Plan, Cancer Standards etc.
- Ensure information is held, documented and stored in accordance with the policies of the organisation and in line with the standards of the Nursing and Midwifery Council.
- Prioritise, organise, plan and implement workload plans, ensuring maximum benefits of care are received and delivered at all times.
- Facilitate and attend multi-disciplinary and specialist meetings locally for Upper GI cancer patients, acting as the patient advocate at all times.
- Work within relevant hospitals, writing and maintaining standards, delivering patient pathways for effective patient care.
- Deliver specialist care according to evidence based protocols for surgical and oncological nursing care in Upper GI cancer.
- Promote the sharing of knowledge and information to enhance nursing practice in relation to the care of Upper GI cancer patients.
- Provide clinical supervision for Student Nurses undertaking placements within the Department.
- Collect and collate statistical information relating to the service.
- Assist in the provision of an annual report and service review including identifying potential new service needs with the Senior Specialist Nurse.
- Undertake audits of own practice.
- Maintain accurate, contemporaneous, legible patient records and data.

## **PERSON SPECIFICATION**

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Registered Nurse.</p> <p>Professional knowledge acquired through Degree or demonstrable equivalent skills, knowledge and experience.</p> <p>Specialist training, experience and attendance at short courses to Diploma level or skills, knowledge and experience to Diploma level equivalency.</p> <p>Evidence of continuing professional development.</p>	<p>Teaching certificate.</p> <p>Counselling qualification.</p>	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>
<b>Experience</b>	<p>Significant and relevant post Registration experience, at Band 5 or above in Cancer Services, Palliative Care or with patients with Upper GI problems.</p> <p>Experience of multi-professional working.</p>	<p>Evidence of a post basic qualification in communication skills</p>	<p>Application Form</p> <p>Interview</p>
<b>Aptitude and Abilities Skills</b>	<p>Excellent communication skills.</p> <p>Standard keyboard skills with a level of accuracy necessary for professional practice purposes.</p> <p>Organisation and time management skills.</p> <p>Negotiation and Reassurance skills.</p>	<p>The ability to speak or learn Welsh to a satisfactory level.</p>	<p>Interview</p> <p>References</p> <p>Application Form</p>

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

	<p>Ability to motivate self and others.</p> <p>Ability to work autonomously and as part of a team.</p> <p>Exemplar written communication skills.</p> <p>Venepuncture and cannulation.</p>		
<b>Personal Qualities</b>	<p>Diplomatic and tactful.</p> <p>Empathetic.</p> <p>Calm.</p> <p>Assertive.</p> <p>Confident.</p> <p>Approachable</p> <p>Recognition of own limitations.</p> <p>Enthusiastic.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Circumstances</b>	<p>Able to travel between UHB locations in a timely manner.</p> <p>Able to work hours flexibly to meet the demands of the service.</p>		<p>Application Form</p> <p>Interview</p>
<b>Other</b>	<p>Ability to frequently deal with complex and difficult emotional situations.</p> <p>Satisfactory DBS check.</p>		

## **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they 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.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist



Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).

- **Confidentiality of Information:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. \*Delete as appropriate. The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Directorate Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Divisional Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

### **Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

#### **Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Combination of standing, sitting and walking for the majority of the shift.	<b>Daily</b>	<b>Most of shift</b>	
Frequent short periods of light physical effort eg. kneeling, crouching or bending to undertake patient assessments.	<b>Daily</b>	<b>Consultation time, but several during the day</b>	
Physical effort when assisting patients onto the bed, manoeuvring patients in wheelchairs of beds.	<b>Weekly</b>	<b>Up to 5mins</b>	

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Frequent concentration in undertaking complex clinical duties eg. carrying out assessment of patient, providing specialist advice, planning programme of care.	Daily	Most of shift	
Concentration when writing patient notes or contacting other Specialties/Departments for continuity of care and giving patient information.	Weekly	Up to 20mins	
Dexterity and accuracy with concentration when undertaking venepuncture and cannulation.	Daily	Varies	

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Frequent exposure to distressing and emotional circumstances – dealing with Cancer patients daily, some of whom will have terminal diagnosis.	Daily	All of shift	
Post holder will be required to impart bad news to patients/relatives/families/carers, and provide emotional support.	Weekly	Up to 20mins	

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -  
**\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Frequent exposure to unpleasant working conditions eg. body fluids, blood.	Daily	Most of shift	
Will be required to travel between UHB locations in a timely manner.	Can be daily	Up to 40mins	Depends on locations of start and finish points.
Office environment for some of shift, with requirement to use VDU and computer to input data into patient records, update database, collect and collate statistical information and write reports.	Daily	Up to 2hours	
Exposure to occasional verbal aggression from patients/relatives/families either over the telephone or face to face.	Once a month	Up to 10mins	

CAJE Reference RYL/2017/0064 (03.04.2017)

Upper GI Clinical Nurse Specialist