

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Macmillan Principal Allied Health Professional for Cancer
Pay Band:	Band 8a
Department:	Therapies
Directorate:	Therapies
Clinical Board:	Clinical Diagnostics & Therapeutics
Base:	University Hospital of Wales

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Nominated Head of Service
Reports to:	Nominated Head of Service
Professionally Responsible to:	Professional Lead for Registered Profession of post holder

Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviors are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

KEY WORKING RELATIONSHIPS AND STAKEHOLDERS

The post-holder will work across the cancer pathway and will have strategic links to a wide range of stakeholders including, but not limited to:

- Executive Directors Therapies & Health Sciences for each Health Board, Therapy/AHP leads in NHS Trusts, SHP/Adult Services Leads in Local Authorities
- Health Education and Improvement Wales and Academia Wales
- Velindre NHS Trust
- Relevant Professional Bodies
- Regional Partnership Boards and Local Authorities, including Housing and Leisure departments
- AHP Managers & Professional Leads in Health Boards, Trusts and Social Care
- Relevant national leads
- Relevant Voluntary & Independent Sector Bodies including Macmillan
- Local Authorities, social care services and affiliated agencies
- Health Inspectorate Wales
- WHSSC
- Care Inspectorate Wales
- Academic and Higher Education establishments
- UK Oncology Networks

JOB SUMMARY/JOB PURPOSE

The post holder will be the Allied Health Professional (AHP) clinical lead for Cancer services for Cardiff and Vale University Health Board. They will fulfill a specialist clinical role with patients across the Cancer pathways and lead AHP Peer Reviews for both Adult and Paediatric services. The postholder will provide leadership to all therapists working in acute Oncology and Cancer pathways and will provide leadership to the Therapy Prepare Well Service for Cancer Pre-habilitation 2 Rehab programme. They will provide a therapy lead for research, education, policy, strategy and service development/improvement within these clinical areas in conjunction with Heads of Therapies and other Consultants. The main roles will be:

- To be an expert in the field of the therapeutic aspects of cancer care including pre-habilitation, acute care, palliative care, cancer rehabilitation and recovery developing cross Health Board working practices and integrating research evidence into practice.
- To provide innovative leadership and contribute to the strategic direction and operational policies of the network and the therapy professions in the

management of cancer services.

- To lead the strategy and delivery of education, training and development of therapy staff and implement service innovation across the UHB with respect to cancer services.
- Working with lead healthcare professionals and wider stakeholders to support the development of a rehabilitation ethos, knowledge and practices for all staff working with patients with cancers.
- To develop and lead on AHP research and audit that contributes to the knowledge base and clinical practice of therapy within cancer services, linking with academic institutions.
- To act as a clinical advisor in cancer care on relevant local and national committees, networks and working parties.

DUTIES AND RESPONSIBILITIES

EXPERT PRACTICE

- To be professionally and legally responsible and accountable for all aspects of own work
- To undertake a defined clinical caseload as agreed with their line manager.
- To provide high quality assessments, clinical diagnosis and treatment management for cancer patients.
- To act as a clinical lead and be responsible for the organisation delivery and performance of a highly specialist therapy service to cancer patients
- Co-ordinate therapy service provision and establish operational links with Acute Oncology service and provide professional leadership to the Prepare Well Cancer Prehabilitation service. To ensure that a pathway approach is taken for the therapy provision in the various settings.
- To provide highly specialist /expert assessments, clinical diagnosis and effective treatment techniques and modalities to adult patients who have cancer. This will include patients with complex presentations, using advanced clinical reasoning skills to formulate individualised treatment programmes.
- To deliver a wide range of highly specialised and effective treatment techniques and modalities
- To assess the clinical response of patients who require cancer rehabilitation to support the delivery of therapy. To diagnose/identify any problems with the above patient's management and to consult with medical colleagues where changes in medical management may be required.
- To demonstrate expert knowledge providing assessment and treatment of highly

complex cancer patients within the therapy service

- To critically evaluate treatment outcomes and ensure treatments are evidence based.
- To interpret professional and national standards for the specialty and to facilitate their implementation.
- To develop and maintain close links with members of the multidisciplinary team, both in health and social services and provide highly specialist advice as required. They will contribute to the development of comprehensive patient discharge plans and be responsible for their ongoing therapy management.
- To manage clinical risk within own patient case load and support other team members in their decision making.
- To advise and educate patients and their families/carers on the ongoing management of their condition.
- To act as an expert resource for colleagues working in non-Cancer services when required.
- To observe professional standards at all times and comply with departmental and UHB policy and procedures and current legislation
- To promote safety of staff and patients. To make known to the therapy site clinical service leads and/or Heads of Therapy Services any deficiency in working conditions, equipment and procedures that may constitute a hazard to patients or staff and to ensure adequate precautions are instituted.

PROFESSIONAL, LEADERSHIP AND MANAGEMENT

- To be responsible and accountable for the leadership of cancer therapy services.
- To provide clinical leadership to the Therapy Cancer Prepare Well clinical teams.
- To work with therapy heads to effectively plan and manage staffing in order to deliver the service. To reallocate staffing in response to the daily needs of the service
- To work with therapy heads for the recruitment /retention process for Cancer therapy services. This will involve the development of innovative local recruitment and retention initiatives and implementation of the therapy recruitment and retention strategy.

- To be responsible for the local coordination and implementation of UHB, directorate and departmental policies and procedures ensuring effective service delivery.
- To collaborate with the other members of the therapy leadership team in the development of therapy guidelines and procedures.
- To co-ordinate and ensure compliance with UHB and departmental individual performance review with shared responsibility for performance reviews with therapy leads.
- To work with therapy heads to prioritise and allocate training budget in line with individual performance development plans.
- To provide leadership to the therapy team leads and therapy staff within the Prepare Well Team.
- To be responsible for the local implementation of the UHB and Therapy Health and Safety policies and procedures in line with current legislation.
- To promote safety of staff and patients. To make known and act on any deficiency in working conditions, equipment and procedures, which may constitute a hazard to patients or staff, and to ensure adequate precautions are instituted. This will include up to date risk assessments and equipment inventory lists.
- To ensure compliance with mandatory training requirements for staff within cancer therapy service.
- To collaborate with the therapy leadership team in the development and maintenance of rotational posts throughout the UHB ensuring adequate staff skill mix complements are provided within available resources.
- To assist the therapy leadership team by representing therapies at UHB, Welsh and UK national level as required. The post holder will provide expert clinical knowledge required to assist in the development of the therapy professions in cancer care.
- To investigate concerns and respond on behalf of therapy in a timely and professional manner in line with UHB policy.

- To support therapy students by liaising with the Therapies Clinical Placement Co-Ordinator for each profession to maximise opportunity for clinical placements for therapy students within cancer services.
- To collate and analyse information regarding therapy activity, in order to manage performance and optimise service delivery and provide data for the Therapy performance monitoring and performance and the Prehab2Rehab and Live Well Programmes as required.
- To critically review, audit and benchmark services in order to identify opportunities to improve patient care. To use this information to assist in the development of business cases, in collaboration with senior therapy leaders in line with UHB and Departmental Operational Plans.
- To work in partnership with health care professionals and other agencies in the development of services.
- To actively promote and encourage research, audit and development projects undertaken by the department and multidisciplinary team.
- To assist the Heads of Therapy Services and other senior therapy leaders in the development, implementation and operation of a unified management framework across the UHB.
- To implement and monitor all aspects of the clinical governance programme locally.
- To provide highly specialist advice to other therapy colleagues within the UHB, Wales & the UK.
- To work as part of the UHB wide therapy leadership team to develop and harmonise working practices.

EDUCATION, TRAINING AND STAFF DEVELOPMENT

- To promote the role of the Principal Therapist in Prepare Well Cancer throughout the UHB, nationally and internationally.
- To participate in and contribute to MDT education and give presentations, lectures or demonstrations on the work of therapy appropriate to the area of clinical expertise.
- To contribute to the clinical education of Therapy students at both undergraduate and post-graduate levels.

- To deliver clinical supervision and training for members of Therapy Team and multi-disciplinary Team where appropriate.
- To be responsible for own continuing professional development portfolio.
- To continue to improve clinical knowledge and effectiveness by attendance at relevant training and development courses and programmes, including in-service training programmes opportunities, as identified in personal development plan, and by demonstrating reflective practice.
- To be responsible for the development and delivery of training programmes on a range of subjects covering core and specialist skills to ensure best practice in cancer rehabilitation.

RESEARCH, SERVICE DEVELOPMENT AND EVALUATION

- To support the AHP Consultants and Heads of Service to ensure that the C&V therapy service is at the forefront of practice and service developments within the management of cancer, working openly with others at a local and national level to share knowledge and skills.
- To support the Heads of Therapy to take a role in Clinical Governance in therapy and within the cancer care and ensure robust and effective systems of clinical effectiveness and audit programmes are in place, linking with other UHB committees and initiatives as necessary.
- To work with the medical and nursing consultants and the therapy leads to ensure that the service responds to local and national initiatives and policy such as Delivery plans, strategies and NICE guidelines.
- To use the best available evidence and expert opinion to evaluate current practices in own work and that of the team, and to ensure that quality standards and effectiveness of patient care are continually monitored and improved. Use the best available evidence and expert opinion to evaluate the provision of cancer services within the UHB, taking the lead in developing and redesigning services in collaboration with managers, commissioners and other stakeholders.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan appraisal with clear objectives and identified organisational support.

- **Competence:** At no time should the postholder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** 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.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.

- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** 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:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behavior and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support 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.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status
- **Dignity at Work:** The UHB 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. All staff are requested to report any 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 UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Recognised qualification degree / equivalent in therapy H.C.P.C. Registration Evidence of relevant CPD Evidence of Master's degree or relevant higher-level qualification. 	<ul style="list-style-type: none"> Membership of relevant professional body e.g. The Chartered Society / Royal College of Therapy / British Dietetic Association 	Application Form Certificate Check Registration Card – AHP

EXPERIENCE	<ul style="list-style-type: none"> • Significant post registration experience in a therapy position at senior level in cancer • Experience of providing clinical supervision • Evidence of leading a clinical team and assisting in the planning and development of an existing service. • Experience of teaching other disciplines • Experience of presenting to a range of audiences 	<ul style="list-style-type: none"> • Involvement in change management • Published work • NHS Experience 	Application Form Interview References
SKILLS	<ul style="list-style-type: none"> • Ability to demonstrate advanced level of clinical skills within the field of cancer • Ability to demonstrate leadership skills • Coaching and training skills • Ability to communicate with healthcare professionals and the public • Ability to motivate others • Ability to communicate with people with communication difficulties • Good and appropriate interpersonal skills • Adaptive team player • Effective organisational skills • Self-directed 	<ul style="list-style-type: none"> • Research methodology • Presentation skills • Competent IMT skills • Analysis of statistical information 	Application Form Interview References

	Learning <ul style="list-style-type: none"> • Ability to keep accurate and legible patient records and statistical information • Evidence of involvement in audit and research 		
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Specialist therapy knowledge in the field of cancer. • Evidence of relevant post graduate training and education • Evidence of formal leadership training 		Application Form Interview References
PERSONAL QUALITIES <i>(Demonstrable)</i>	<ul style="list-style-type: none"> • Professional confidence • Ability cope under pressure • Enthusiastic • Ability to demonstrate empathy • Friendly and approachable • Reliable 	<ul style="list-style-type: none"> • Ability to speak Welsh 	Application Form Interview References
OTHER <i>(Please Specify)</i>	<ul style="list-style-type: none"> • Membership of relevant special interest group • Ability to make travel arrangements to meet the requirements of the post 		Interview Document Check*