

JOB TITLE: Trainee Advanced Clinical Practitioner in Oncology (Systemic treatments)

DIRECTORATE: Radiotherapy and Oncology

GRADE: 7 (progressing to 8a on completion of training)

HOURS: 37.5

REPORTS TO: Lead nurse in chemotherapy

ACCOUNTABLE TO: Clinical director
Chemotherapy lead clinician
Lead nurse in chemotherapy

JOB SUMMARY

The post holder will be based at The James Cook University Hospital, but will be expected to practice across all sites, including peripheral hospitals, served by the Cancer Centre.

The Advanced Clinical Practitioner (ACP) will use specialist knowledge and skills to provide healthcare autonomously to patients within their sphere of practice. The ACP is accountable for independent clinical assessment, diagnosis and treatment of patients diagnosed with cancer, monitoring their systemic treatment (cytotoxic chemotherapy, immunotherapy and other directed treatment), assessing and treating complications of that treatment and also the cancer itself. In addition to this the ACP is also responsible for appropriately referring patients to relevant specialities for any necessary inpatient or outpatient investigations.

The post holder will be a Registered Healthcare Professional and will enrol on an appropriate MSc in Advanced Clinical Practice (degree apprenticeship) or hold an equivalent at MSc level. On completion of training they will be an independent Non-Medical Prescriber. They will practice at an advanced level demonstrating in depth knowledge and competence in aspects of acute medicine, encompassing enhanced assessment, critical thinking and clinical management skills that are evidence based and deliver high quality patient centred care. Training is expected to be completed over 36 months with the trainee ACP taking increasing responsibility as capabilities in practice are achieved

The post holder will have responsibility to promote clinical excellence in the care of chemotherapy patients presenting to the Oncology Department, both in James Cook Hospital and surrounding Trusts, by providing clinical advice and support to nursing staff and other health care professionals. They will provide expert professional and independent clinical care which enables the coordination of a multi professional seamless service for cancer patients within their scope of practice.

The role will include developing audit and research projects within their sphere/ area of practice, and participating in up-dating and implementing departmental policies, protocols and guidelines, in line with national guidance and contemporary evidence.

The ACP will have protected time to maintain and further develop their professional competence. They will have annual appraisal from medical and non-medical supervisors. The ACP will also provide ongoing supervision and support, participating in the induction and training of nursing and medical staff. As a senior member of the Multi-disciplinary team, the ACP will also play a pivotal role in the operational development of the service. They will initiate, manage and drive change, innovating changes in practice for the benefit of patient care in line with current trust and local programmes. Approximately 20% of the post holder's time will be used for these purposes.

The ACP will undertake the role in accordance with Trust and Departmental guidelines but have freedom to act within broad policies and protocols, in accordance with professional responsibilities and boundaries.

KEY JOB RESPONSIBILITIES

Practice

- Select the most appropriate systemic anti-cancer therapy (SACT) regimen and associated supportive measures for the clinical situation following discussion with the Consultant Oncologist, and according to available evidence, MDT discussion and holistic patient assessment
- Clearly communicate the benefits and risks of available treatment options, including those available within clinical trials, taking informed consent
- Apply the knowledge of mechanisms of action and treatment toxicities to pre-empt, monitor and manage these in patients receiving SACT
- Co-ordinates the appropriate investigations, procedures and logistic arrangements required for SACT delivery
- Generate a SACT prescription that is safe and accurate, prescribing second and subsequent treatments.
- Evaluate toxicity and response during treatment and adapt SACT following discussion with the Consultant Oncologist, balancing treatment goals with patient safety and priorities
- Assess SACT toxicity and adjust supporting medications accordingly
- Assess and reports SACT toxicity according to regulatory and, where relevant, research governance processes
- Collaborate effectively with members of the multidisciplinary team when patients are receiving SACT as part of a multimodality treatment pathway
- Proactively liaises with the relevant teams when SACT is completed or discontinued to enable co-ordinated ongoing management
- Use highly developed clinical knowledge to independently assess, diagnose, plan, implement and evaluate treatments and interventions for

patients presenting to the oncology clinic with complex undifferentiated or undefined presentations.

- Undertake physical examination as indicated by the patient's condition; autonomously analysing complex clinical signs and investigation results to consider differential diagnoses and diagnose conditions, initiating treatment as required.
- Perform clinical procedures appropriate to the history and physical examination of the patient, including further invasive testing and treatments requiring highly developed skills and precision, including (but not limited to) catheterisation and cannulation.
- Requests investigations such as blood, urine and other laboratory tests, electrocardiographs (ECGs), ultrasound scans, X-Rays and computed tomography (CT) scans in accordance with IR(ME)R regulations and as local policy allows.
- Analyse multiple sources of data including patient history, physical examination and investigation findings when making diagnoses, clinical judgements and evaluating care provided; presenting this information, to speciality /senior medical staff for advice when scope of practice is exceeded.
- Prescribe and review medication (as an independent prescriber) for therapeutic effectiveness appropriate to patient need and in accordance with best/evidence based practice and national and local protocols and within the role's scope of practice and legal framework.
- Integrate both pharmacological and non-pharmacological treatment in patient care/management plans.
- Assess patients with mental health needs using local policy and guidelines and refer to appropriate services.
- Communicate effectively with patients, carers, colleagues and others using appropriate communication styles. Anticipate barriers to communication and ensure patients and significant others are kept fully informed and consent to treatment.
- Act as a resource for staff, advising on local, national and Trust policy, procedures and guidelines ensuring patient safety and clinical governance.

Management

- Work in partnership with the existing senior multi-disciplinary teams, driving departmental development and change.
- Manage conflicting views and liaise between groups where there may be conflict.
- To highlight and address areas of witnessed poor practice and manage

the situation appropriately.

- Support staff development in order to maximise potential, encouraging everyone to learn from each other and from external good practice.
- To support patients, carers and staff during difficult situations arising in the clinical area e.g. breaking bad news or following an unexpected event
- Produce accurate and complete documentation and patient records consistent with legislation, policies and procedures.
- Possess excellent time management and personal organisation skills.
- To be an available knowledge resource in how to initiate and manage the impact of change
- Develop and contribute local guidelines, interpreting and adapting national protocols and standards to enhance patient care and safety.
- To be aware of budgetary constraints within the department and manage resources appropriately and encourage others to do likewise.
- Ensure appropriate representation and participation in departmental meetings as appropriate for role.
- To actively contribute and provide leadership with service development plans within the directorate.
- Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement training.
- Champion and lead quality improvement initiatives across your immediate team and within your service, contributing to the Trust Quality Improvement programme.

Education and Research

- Take responsibility for own learning and performance including participating in clinical supervision and maintaining awareness of relevant research evidence.
- Develop health promotion and education in conjunction with other health care professionals ensuring that all patient care within the multi-disciplinary team is based on research and best practice.
- Act as a constant source of clinical and theoretical knowledge for all grades and disciplines of staff as well as patients and their significant others, providing support and clinical advice in specialist areas, based on evidenced based research.
- Possess proficient typing, IT and computer skills. To use audio/visual

equipment to record and impart information and research.

- Prepare and deliver presentations and participate in workshops on a local, regional and national level, to ensure the communication of good practice.
- Work with the MDT to further develop appropriate clinical pathways and care approaches. To disseminate learning and good practice gained to other team members.
- Design, coordinate and undertake collaborative audit, research and development into SACT and related practices.
- Planning, delivering and implementing programmes of education and training for trainee ACP's, nurses, medical and other disciplines and continue to be involved in their ongoing support.
- To undertake/ participate in research/ audit and publish findings.
- To support Trust research and development plans

Professional Responsibility

- To recognise and work within own competence and professional code of conduct
- To ensure that one's own practice is kept updated, using an acceptable model of clinical supervision.
- To take every opportunity to expand one's practice in line with the Professional codes for their discipline. Identify personal career development pathway as part of formal appraisal system.
- Through supervision and mentorship to identify personal learning needs, participate in personal continuing education and other activities to promote one's own personal growth.
- To develop clinical knowledge and professional skills through relevant training.
- To adhere to occupational health guidelines at all times.
- To be able to work on own initiative, independently and as a team.
- To be able to read and interpret extensive policy documentation; sometimes of a clinical nature requiring periods of intense concentration.

Communication

- To communicate with enthusiasm and conviction; motivating, inspiring and encouraging.

- To utilise and demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment.
- To communicate effectively with patients and carers recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- To anticipate barriers to communication.
- To communicate effectively often about complex, sensitive and potentially distressing information with patients with carers.
- Creates a trusting partnership with patients and/or relatives in order to communicate and explain complex medical issues including new diagnoses and agree a management /treatment plan.
- To ensure awareness of sources of support and guidance such as PALS and provide information in an acceptable format to all patients recognising and referring any difficulties and referring where appropriate.
- To be responsible for the delivery of a detailed, accurate and potentially complex clinical handover to other specialities and General Practitioner's. To produce detailed and accurate written information within the medical notes regarding all clinical assessments, investigations completed and requested and treatments administered
- To maintain confidentiality as required by professional, local and national policy, but acknowledge situations where there can be a breach of confidentiality.
- To be able to recognise and defuse potentially aggressive and violent individuals/situations in line with local policy and legal frameworks

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at insert Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

For senior/clinical managers the following statement must also be included

The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

Safeguarding children, young people and vulnerable adults

Insert Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

Take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

Co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

Immediately report to their manager any shortcomings in health and safety procedures and practice.

Report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

Use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder must be able to:

- work within unpleasant clinical working conditions (for example exposure to body fluids)
- concentrate in an intense and sometimes noisy environment for prolonged periods with potential interruptions
- cope with potentially violent and threatening situations
- cope with frequent exposure to distressing and emotional circumstances

- fulfil Trust health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Job description reviewed ; draft May 2021

PERSON SPECIFICATION

Job Title: Advanced Clinical Practitioner
Directorate/Department: Oncology

Band: 7

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		I
Training & Qualifications	Current Professional registration within area of practice Post registration qualification or training relevant to speciality Qualified to enrol on MSc in Advanced Clinical Practice BLS Provider	Registered Independent Non-Medical Prescriber (may achieve as module on MSc) Mentor/assessor qualification (may achieve as module on MSc) Evidence of teaching, supervision & assessment skills Attendance at the leadership and development and improvement programme (4.5 days) (D)	A, I
Experience	Post registration experience	Substantial post registration relevant experience SACT course	A, I
Communication and relationship skills	Demonstrate negotiating and influencing skills Able to work independently and within a team Assertiveness skills and the ability to deal with interpersonal conflict	Able to present and receive complex information to a multi-professional team Evidence of multidisciplinary teaching	A, I

	<p>Ability to adapt communication to a wide variety of patient abilities/needs</p> <p>Accept constructive feedback and teaching from a variety of sources.</p>		
Analytical and Judgement skills	<p>Deal effectively with clinical issues within defined procedures and guidelines</p> <p>Participation in research or audit projects</p>	<p>Ability to respond to, prioritise and analyse complex health conditions and ensure effective interventions are actioned in a timely manner.</p> <p>Able to work with undifferentiated and undiagnosed healthcare problems.</p> <p>Active change initiator</p>	A, I
Planning and organisation skills	<p>Willingness to adapt to departmental and patient need.</p> <p>Self-motivated</p> <p>Efficient time and deadline management</p> <p>Ability to schedule academic workload and work commitments</p> <p>Able to identify learning opportunities</p> <p>Able to organise own learning and development</p>	<p>Ability to provide education, complete research and audit</p>	A, I
Physical skills	<p>Able to undertake required clinical duties/procedures'</p> <p>Ability to manoeuvre patients and perform clinical examinations as required</p> <p>Ability to undertake computer and other equipment skills.</p>		A, I
Other requirements specific to the role (e.g. be able to drive or work shifts	<p>Demonstrate flexibility in working patterns and practices</p> <p>Ability to support, colleagues, patients and relatives in sometimes distressing circumstances</p>		A, I