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### **Job Description**

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**Job Title:** Specialist Nurse Practitioner – Aylesford Unit

**Grade:** Band 7

**Reports To:** Nurse Consultant – Cancer Services

**Accountable To:** Nurse Consultant – Cancer Services

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#### **Job Purpose:**

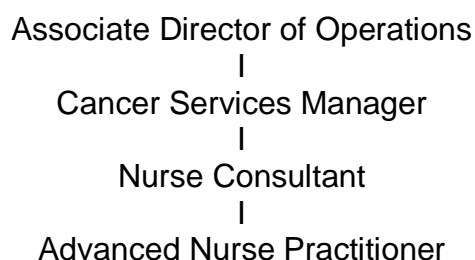
To provide expert care, advice and support to patients receiving treatment on an inpatient, day case and out-patient basis, and to their families, and act as a resource for other staff. As a clinical leader, the post holder will lead on the implementation of the service objectives.

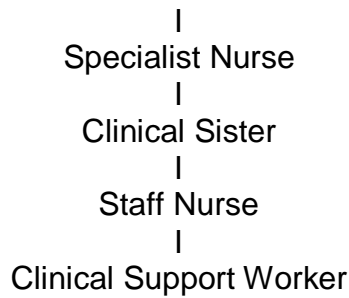
The main emphasis of this role is clinical and includes the development and leadership of a nurse led service including nurse-led clinics and chemotherapy services to provide for the needs of patients and their families.

This is an innovative post aimed at developing future cancer leaders. The post holder will rotate between 4 key posts (minimum of 18 months in each area):

- Unit Manager
  - Lead Education and Development Nurse
  - Lead Chemotherapy Nurse
  - Lead Acute Oncology Nurse
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#### **Organisation Chart:**





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### **Key Result Areas:**

#### **Clinical Responsibilities**

- The post holder will provide direct, specialised care and advice to patients within a defined case load, using specialist nursing skills and ensuring that care and support to patients and families is sensitive to their needs for courtesy, dignity and privacy.
  - To act as a patients' advocate and to give advice regarding treatment options in order that patients are able to give informed consent. To take informed consent from patients and their families.
  - To work in collaboration with all members of the multi-disciplinary team in order to ensure the provision of a quality service for patients and their families.
  - To collaborate with multi-disciplinary team and produce a quality framework for the purpose of auditing and evaluating cancer and chemotherapy services.
  - To support the day case treatment suite clinically and professionally on a daily basis. Providing clinical advice and support to staff and monitoring the patients attending the unit.
  - To participate in nurse led chemotherapy and emergency clinics
  - To work with the Acute Oncology Team to support inpatients, outpatients and the day case treatment suite clinically and professionally on a daily basis. Providing clinical advice and support to staff and monitoring the patients attending the unit. To participate in the acute oncology nurse rota including weekends and bank holidays
  - To check and/or administer chemotherapy, as appropriate, according to the relevant Trust policies and procedures including close monitoring of the patient pre/post and during chemotherapy treatment.
  - Perform cannulation, venepuncture, and venesections on patients.
  - Undertake emergency assessment of the unwell patient with cancer e.g.
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acute neutropenic sepsis providing the appropriate management and supportive therapies.

- As a Nurse Independent Prescriber prescribe chemotherapy and supportive drugs for patients attending the Aylesford Unit or Rigby Unit.
- Participate in the PICC placement service for cancer patients. Act as a resource regarding CVAD's to staff and patients across the Trust.

### **Managerial Responsibilities**

- To evaluate existing services within the unit, identifying gaps in this clinical service and making recommendations on improvements and their implementation in order of priority.
- In collaboration with Nurse Consultant and other team members regularly review established policies relating to current clinical practice develop new policies as necessary based upon current research findings and ensure effective implementation.
- To facilitate access to support services for patients, carers and staff.
- To develop and maintain links with the cancer centre ensuring a seamless passage of care for patients requiring intensive cancer treatment.
- To provide statistical data regarding caseload and activity.
- To recommend to the Nurse Consultant ways in which current clinical practice could be improved upon and advice upon likely future developments which will have implications on the existing resources within the department
- Maintain awareness of, and ensure that all members of the team comply with, Trust, local and national policies, procedures, and guidelines.
- Assess existing information systems and advise of potential areas of improvement with the intention of securing and maintaining information on cancer related activity.

### **Management of Resources**

- Ensure effective and efficient use of resources.
  - Use and deploy resources to achieve optimum value for money without detriment to patient care.
  - Assist the Nurse Consultant in identifying resource implications associated with service improvements and changes in clinical practices.
  - Observe a personal duty of care when using equipment and resources.
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- Promote and demonstrate research-based practice, initiate research projects and encourage and support staff who wish to be actively involved in service development
- To undertake research and development plus clinical audit in relation to all areas of responsibility.
- To ensure implementation of national acute oncology measures in Lead Chemotherapy Nurse/ Lead Acute Oncology Nurse role

### **Governance**

- Ensure Trust Policies and Procedures are implemented and adhered to developing new guidelines as and when necessary.
- Liaise with other members of the multi-disciplinary team to ensure seamless patient care is provided through the development of protocols and pathways, identifying and initiating these as required.

### **Key Specialist Responsibilities**

#### **Unit Manager**

- Responsible for the overall management of the Treatment Suite
- To establish, develop, maintain, monitor and facilitate the delivery of services within the Aylesford unit, ensuring services provided meet organisational objectives, divisional service strategies and quality accounts.
- Responsible for the overall development and on-going management of the Aylesford Unit, ensuring that available resources are optimised to achieve strategic changes and improvements in services and operational systems in conjunction with the delivery of evidence-based, patient centered quality care.
- Responsible for recruitment, retention, performance review and monitoring of staff absence
- Responsible for health and safety within the Aylesford Unit /Rigby Unit including clinical incidents, risk assessments and COSHH

#### **Lead Education and Development Nurse**

- To work with the Nurse Consultant in developing a comprehensive education strategy in relation to chemotherapy. Lead nurse trainer for chemotherapy.
  - To develop teams, individuals and self to enhance performance, ensuring
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that staff training needs to meet organisational objectives are pursued through the principles of IPR and PDP and knowledge & skills framework, in accordance with Trust policies and procedures.

- To assess the skills and training needs of staff and, in collaboration with the multi-disciplinary team, identify priority areas and develop and maintain educational programmes in order to deliver expert and specialist care for patients and carers.

### **Lead Chemotherapy Nurse**

- Work with the Head of Chemotherapy and lead chemotherapy clinicians in developing a safe, robust clinical chemotherapy service
- Operation lead of the clinical chemotherapy service

### **Lead Acute Oncology Nurse**

- Work with the Head of Acute Oncology and Lead Acute Oncology Clinicians in developing a safe, robust acute oncology service
- Operation lead of the acute oncology service
- To undertake a specialist role in the management of cancer of unknown primary patients

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### **General Items:**

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer

care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

### **For Band 6 and above**

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

**This job description is subject to review at any time in consultation with the post holder.**