



## BREAST CARE NURSE

## INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.





# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



# OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

# OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

## A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

*Hayley Flavell*

HAYLEY FLAVELL  
DIRECTOR OF NURSING

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Breast Care Nurse</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Clinical Support Services</b>
<b>Accountable to</b>	<b>Lead Superintendent Radiographer, Breast Imaging</b>
<b>DBS Required?</b>	<b>Yes</b>

## JOB OVERVIEW

This is a support post to the Breast Care Service and covers the role of the BCN in both the screening and symptomatic environment. The ability to deal with complex and difficult emotional situations is vital.

The post holder will work with other Breast Care Nurses, supporting breast screening clients throughout the screening and assessment processes. Clear communication of reasons for recall to assessment within a holistic care assessment in a sensitive and empathic manner is essential.

As a member of the symptomatic specialist nursing team working with the Breast Nurse Practitioner, to provide support to patients, and their families, who are referred on a breast cancer pathway.

Ensure there is continuity of specialised nursing support for individual screening clients, symptomatic

patients and their family / carer at key and significant stages in their pathway and to ensure care is co-ordinated.

## Main duties and responsibilities of the post holder

### 1.0

#### Clinical practice

- Following referrals for Breast Screening Assessment or to the Symptomatic Breast Service, ensure patients are fully informed and supported throughout their one-stop investigations.
- Undertake post-biopsy wound check, provide written aftercare instructions and ensure all clients leave the department with an appropriate follow-up appointment.
- Ensure all clients leave the department with an understanding of the onward process, including additional procedures, and potential diagnosis, answering any queries and providing contact details for further help if required.
- To discuss potential for inclusion in clinical trials if appropriate.
- Attendance at weekly MDT meetings, recording clinical outcomes of breast biopsies and procedures.
- Liaising with clerical staff to ensure any further procedures are actioned.
- To contact patients with benign outcomes to discuss individual results, advise accordingly and answer any queries.
- To inform screening clients of a cancer diagnosis in exceptional circumstances, e.g. when unable to attend results clinic or at the instigation of the client.
- Undertake a holistic assessment at key stages in the patient pathway, co-coordinating care and referring to other disciplines as necessary.
- Following disclosure of a cancer diagnosis:-
  - Be available to patients when discussions with medical staff may lead to patients having to make choices concerning treatment / clinical management options.
  - Undertake key worker role providing advice, support and information and co-ordination of care pathway.
  - Ensure compliance with Manual of Cancer Standards that individual patients with a cancer diagnosis have:-
    - Opportunity of a record of key consultations regarding diagnosis, treatment or prognosis, and ensure this is recorded in case notes.
    - The offer of a key worker as a point of contact for patients, relatives and visitors to the Breast Care Multidisciplinary team.
    - Received written patient information and that a record of these is documented in patients case notes.
    - Co-ordinate transitions of care to ensure patients receive seamless care.
    - Contribute to the Breast MDT discussion regarding individual patients - acting as patient



advocate.

- Ensure patients receive information and support at key stages of the patient pathway – this will include information of a highly emotive or distressing nature about diagnosis, treatment and prognoses, information regarding benefits advice and national / local patient support groups.
- Provide emotional and psychological support at key stages in the patient pathway signposting / referring for level 3 and 4 psychological support as necessary.

## 2.0

### Communication

- As first point of contact for Breast Screening Assessment clients, to carefully explain the reason for recall and try to allay anxiety caused.
- To report any significant information to the Consultant leading the clinic and / or the Radiographers as appropriate prior to their contact with the client.
- Communicate sensitive information concerning diagnosis and treatment options and survival outcomes to patients and their relatives.
- Recognise own limitations of knowledge and experience and seek advice from a senior colleague as appropriate.
- In collaboration with Breast Care Nurse colleagues, ensure communication channels are in place to facilitate the flow of information within the Breast Care team.
- In collaboration with Breast Care Nurse Colleagues, agree effective channels and systems of communication to ensure all patients are kept informed in a timely and appropriate manner.

## 3.0

### Education

- Support Breast CNS colleagues to:-
- Continuously develop the knowledge and skill of staff to ensure the delivery of care to Breast Cancer patients is of the highest standards.
- Continuously develop and provide a wide range of educational forums and tools for the Multi-Disciplinary Team making a significant contribution to ensure that the teaching environment is exemplary.
- Provide and facilitate learning opportunities for student nurses on CNS placement.
- In collaboration with senior Breast CNS's, develop a personal development plan which is commensurate with developing Breast Cancer Service as well as personal development needs.
- Participate in Health Promotion for Breast Screening

## 4.0

### Management

- Support Lead Superintendent Radiographer, Director of Breast Screening, and Breast Care

Nurse colleagues in:-

- Preparing for MDT meetings, recording on Somerset any relevant clinical information for the rest of the multi-disciplinary team.
- Communicating MDT decisions to patients, referring clinician (if not a member of the LSMDT) and other key relevant health care professionals.
- Actioning MDT decisions to progress patient care.
- Liaising with MDT cancer pathway co-ordinator to ensure cancer wait time targets are achieved and sustained.
- Organise time effectively to ensure effective management of workload.

5.0

#### Research and Audit

Ensure accurate and current patient documentation which is explicit in terms of diagnosis, interventions, care delivery, evaluation and outcomes.

- Support the Breast CNS's in establishing systems for assessing users' views on the quality of services provided and for involving patients, relatives and their representatives the planning and development of services.
- Physical, Mental and Emotional demands of the post
- The post includes physical aspects such as:-
- Occasional collection of patient case notes.
- IT data input.
- Occasional moving and handling of patients with reduced mobility.
- Assisting patients / clients to dress / undress.
- Checking and redressing of biopsy wounds.
- Cross site working.
- The post holder:-
- Will require good sensory skills to enhance communication.
- Will be expected to respond to unpredictable work patterns and interruptions - these may occur due to individual patient needs.
- Will support the wider Breast multi-disciplinary team in meeting Government Cancer targets in both the screening and symptomatic setting.
- The nature of the post exposes the post holder to frequent episodes of patients / relatives / staff distress. This can occur regularly at any point of the patient / client journey at disclosure of distressing and emotive information about diagnosis, treatment and prognosis by the Consultant to the patient / carer of family.
- Other
- To undertake any other such duties that may be agreed with the Breast Care and Surgical Management team.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Degree or on degree pathway in Nursing Studies or willing to undertake</li> <li>• Breast Care Nursing qualification or willingness to undertake</li> <li>• Advanced Communications training or willingness to undertake</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Mentorship in Practice (ENB 998 or equivalent)</li> <li>• Experience of research and development</li> <li>• Evidence of implementing research based practice</li> <li>• Presentation skills</li> </ul>

# SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• First level nurse</li> <li>• Significant and relevant post-registration experience</li> <li>• Good communication skills both written and spoken</li> <li>• Able to demonstrate commitment to high quality patient care</li> <li>• Knowledge and understanding of nursing/clinical audit</li> <li>• Clear understanding of the Specialist Nurse role</li> <li>• Experience in management of ward/department</li> <li>• Ability to motivate and lead junior staff</li> <li>• Experience in a nursing leadership role</li> <li>• Prioritisation of workload</li> <li>• Understanding current breast cancer issues – local/national</li> <li>• Ability to work across professional and organisational boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Significant experience in breast care surgical nursing</li> <li>• Relevant experience to cancer nursing i.e. Care of the Dying Patient</li> <li>• Able to set and monitor standards</li> <li>• Post qualification experience of working in an acute NHS Trust</li> <li>• Experience in implementing change</li> <li>• Leadership course</li> <li>• Knowledge of corporate and clinical governance</li> </ul>



## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Able to work within a rapidly changing environment</li><li>• Confident in dealing with consultant medical staff</li><li>• Flexible attitude</li><li>• Self-aware</li><li>• Innovative</li><li>• Diplomatic</li><li>• Assertive</li><li>• Team player</li><li>• Able to work independently</li></ul>	

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.







## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital