



# BREAST CLINICAL NURSE SPECIALIST

## 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 Clinical Nurse Specialist</b>
<b>Band</b>	<b>Band 5</b>
<b>Directorate</b>	<b>Service Delivery Directorate</b>
<b>Accountable to</b>	<b>Advanced Nurse Practitioner</b>
<b>DBS Required?</b>	<b>Yes, Enhanced</b>

## JOB OVERVIEW

- To be responsible for assessing individual care needs and developing, implementing, and evaluating plans of care for all symptomatic breast patients in accordance with agreed policies and professional guidelines
- To provide nursing support to the symptomatic Breast Team
- To participate in and monitor quality assurance procedures to maintain the breast service in line with national targets and standards.
- To work flexibly to meet the needs of the service

# Main Duties and Responsibilities

- Responsible for the assessment, planning, delivery and evaluation of individualised patient care, working in partnership with patients, their carers and the multi-disciplinary team to ensure the patients physical, spiritual and emotional needs are met.
- Formulate and deliver high quality patient care without direct supervision, seeking guidance on actions that are outside agreed defined standards.
- Recognise particular needs in patients which require the intervention of others and ensure that timely referrals are made or escalation procedures enacted as appropriate
- Ensure patient safety is maintained at all times. Record and report adverse and potentially adverse events and assist with investigations of such events, ensuring learning is shared with the wider team.
- Record information about patients in a safe, accurate and consistent manner using appropriate tools and techniques, including electronic and written formats as close to point of care as possible.
- Access and use patient clinical diagnostic information to inform clinical decisions.
- Use decision support tools and techniques to support the delivery of safe and effective care.
- Make appropriate and timely referrals to members of multi-disciplinary team and external agencies to ensure patients on-going physical, spiritual, emotional and social needs are met.
- Support patients to adopt health promotion strategies that encourage them to live healthily and apply principles of self-care, utilising evidence based electronic and other information resources as appropriate.
- Work alongside consultants, doctors and clinic staff in all necessary clinics, providing support and advice to patients upon diagnosis.
- Attend multidisciplinary meetings and deal with all tasks arising from decisions made at MDT such as telephoning the patients, arranging investigations, changing outpatient appointments etc.
- Liaise with our support groups.
- To see patients without supervision to carry out wound checks, symptom control, treat seroma's, give IM injections following training.
- To answer the Breast Care Nurses telephone and deal with queries arising.
- To learn and become a proficient user of the Somerset Cancer Registry.
- To assist with administration tasks e.g. faxing, emailing, photocopying, patient information etc., when required

# Organisational

- To assist the qualified nursing team, in organising and planning the service and patient priorities, readjusting plans as situations change / arise.



## Systems and Equipment

- To be proficient at using all hospital IT software packages, e.g. SEMA, Clinical Portal etc
- To gain competent skills to enter data accurately and efficiently into the Somerset Cancer Registry

## Decisions, judgements and freedom to act

- To follow Scheduled care group policies, procedures, guidelines and protocols at all times.
- Work is mostly unsupervised and reviewed on a regular basis.
- To respond positively to service change and development, and with the team members identify areas for future development

## Communication and relationships

- To document Breast intervention in Breast records and medical notes as appropriate.
- Use a range of verbal and non-verbal communication skills to communicate effectively with patients.
- To demonstrate effective listening skills.
- To use information gained to communicate with members of the multi-disciplinary team regarding patient issues, respecting the confidentiality of patient information disclosed.
- To be aware of referral mechanisms to outside agencies both verbal and written and to carry out these tasks when required. The focus will include patient information in order to continue seamless patient care, referrals to Macmillan and to the Lymphedema service

## Communication and relationships

<b>Proud to Care</b>	<ul style="list-style-type: none"><li>• I will strive to provide a quality service at every stage of the patient journey</li><li>• I will deliver the service and care I would expect to receive myself</li></ul>
<b>Make it Happen</b>	<ul style="list-style-type: none"><li>• I will take responsibility for making positive and proactive changes that will benefit patients and staff</li><li>• I will keep an open mind to new ideas, make the most of opportunities and accept when change is necessary</li></ul>
<b>We Value Respect</b>	<ul style="list-style-type: none"><li>• I will listen carefully to what patients tell me, I will act on it and I will keep the patient informed</li><li>• I will respect the role of everyone and their contribution to the Trust</li></ul>

<b>Together we achieve</b>	<ul style="list-style-type: none"> <li>• I will continually look for ways to improve how we work and the services we deliver and assist in making improvements happen</li> <li>• I will use feedback to identify improvement opportunities</li> </ul>
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## Physical, Mental and Emotional demands of the job

- To develop and maintain the ability to manage with and prioritise patient care.
- To continually develop own competencies within the competency framework for the role.



## 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>• Registered Nurse</li> <li>• Relevant diploma or equivalent experience.</li> <li>• Literacy &amp; Numeracy Level 2 or equivalent (GCSE A – C).</li> <li>• Appropriate level of verbal and written English language skills as determined by formal assessment (if English is not first language).</li> </ul>	<ul style="list-style-type: none"> <li>• Breast care qualification.</li> <li>• Counselling qualification.</li> <li>• Advanced communication skills qualification</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Experience of working in an acute healthcare environment.</li> <li>• Evidence of continuing professional development</li> <li>• Knowledge of current professional issues related to breast care</li> <li>• Excellent communication and interpersonal skills</li> <li>• Good organisational skills; able to plan own work but also work effectively within a team.</li> <li>• Ability to prioritise and make sound decisions, sometimes under pressure</li> <li>• Ability to use a range of I.T. applications, e.g. Word, Outlook and web-based applications.</li> <li>• Evidence of on-going professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Post qualification experience of working in an acute NHS Trust.</li> <li>• Experience of working within the breast speciality, e.g. in-patient ward or out-patient clinic.</li> <li>• Understanding of use of audit in a clinical setting.</li> <li>• Knowledge of breast disease and its management</li> </ul>



## SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Surgical Experience</li> <li>• Wound Management</li> </ul>	

## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Patient-focussed</li> <li>• Demonstrates compassion</li> <li>• Self-motivated, pro-active and resourceful</li> <li>• Acts as positive role model for others</li> <li>• Confident and assertive</li> <li>• Innovative, exploring new practices and ways of working</li> <li>• Able to work flexibly to provide necessary cover to meet changing demands of the breast service</li> <li>• Ability to work at all hospital sites as required</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