



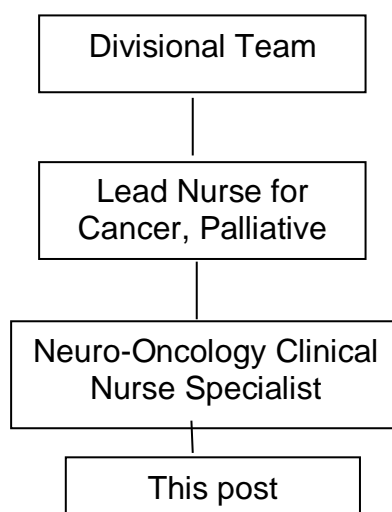
Job Description

1. Job Details	
Job title:	Neuro-Oncology Associate Clinical Nurse Specialist
Current Job grade:	Band 6
Reports to (Title):	Neuro-Oncology Clinical Nurse Specialist
CMT:	Clinical Support Services
Department/Ward:	Cancer Services
Location/Site:	Trustwide

2. Job Purpose
<ul style="list-style-type: none">• To assess patients, plan, implement and evaluate care, offer specialist advice and support to patients and loved ones from pre-diagnosis (where required), diagnosis, throughout treatment, palliative and terminal stages or survival in collaboration with tertiary and other centres for neuro oncology patients and benign brain tumours• Consult with patients, their family and the multi-professional team to undertake assessment of patient need and devise and evaluate complex care plans with support from neuro-oncology clinical nurse specialist• Provide and receive complex, sensitive information• Demonstrates leadership through clinical expertise, delivering high standards of personalised care by acting as a key worker, identifying needs through a holistic needs assessment, and co-creating a Care and Support Plan with people living with cancer• Leads by example, acting as a clinical expert and professional resource contributing to the delivery of specialist education and training to other professionals involved in patient care; promotes best practice, supports and coaches less experienced colleagues and non-cancer specialists to achieve high quality, personalised care for people living with cancer• Works in collaboration with services across the cancer pathway, to implement plans and to monitor their effectiveness in improving delivery and meeting the needs of people living with cancer• To promote joint working and collaborative practices with colleagues, patients, carers, other health and social care professionals and statutory, voluntary and independent organisations to ensure optimum patient management and the timely, smooth transition of patient care whether primary, secondary or tertiary care• To contribute to National Cancer Initiatives at a local level• To be involved with and with support from neuro-oncology clinical nurse specialist undertake and champion audits, research and service development• To provide professional specialist leadership and effective management of resources ensuring high standards of nursing care are delivered to all patients within the speciality / service• Produces patient information <p>If Macmillan post additionally:</p> <ul style="list-style-type: none">• Provides a recognisable Macmillan experience by ensuring people living with cancer are aware they are interacting with a Macmillan Professional, and know the full range of resources and services available through Macmillan, navigating and coordinating where necessary

- Supports Macmillan in demonstrating the impact of the post, contributing to progress reviews and regularly capturing and returning outcome and performance metrics

3. Organisation Chart



4. Duties

4.1 Clinical

- Using and applying technical knowledge of cancer and treatment to oversee and coordinate services, personalise 'the cancer pathway' for individual patients and to meet the complex information and support needs of patients and their families acting as the key worker
- Acting as the key accessible professional for the multidisciplinary team, undertaking proactive case management and using clinical acumen to reduce the risk to patients from disease or treatments, supported by the neuro-oncology clinical nurse specialist as required
- Provides clinical expertise, specialist advice and support across service boundaries and in collaboration with the multidisciplinary team
- To maintain clinical competencies as appropriate to speciality
- Create a climate in which patients and carers are empowered to make informed choices about their health and treatment options
- Using empathy, knowledge and experience to assess and alleviate the psychosocial suffering of cancer including referring to other agencies or disciplines as appropriate
- Provides support and specialist advice in the management of complex symptoms relating to the patient's disease, liaising with other professionals and agencies as required
- Supports news of diagnosis, treatments, relapse, terminal illness, bereavement and communicates very sensitive condition related information to patients, relatives/carers
- Promotes evidence based practice with measurable standards and outcomes to enhance care, reduce morbidity and improve quality of life for patients
- Maintains and records accurate documentation of all interactions between patients, relatives/carers, colleagues and other workers involved. All records are legal documents and, as such, remain the property of the Trust and are subject to data protection.
- Recognises ethical dilemmas relating to care and where required serves as the patients advocate.
- Play a pivotal role in risk reduction, early detection and health promotion in cancer care

4.2 Managerial leadership/co-ordination

- With the support of neuro-oncology clinical nurse specialist work to deliver specialist clinical care appropriate to the needs of the patients based on principles that are research based and which enhance the quality of patient care
- Promote a culture that supports self-management of the ongoing consequences of treatment
- To participate in evaluation of the service to assist with service development, participate in progress reviews
- Promote a culture of innovation and change to meet the needs of the service
- Ensure communication is developed and maintained between providers and health care settings to promote optimum patient management and the seamless, timely and effective transfer of patient care
- Establish and maintain collaborative working relationships with key stakeholders and promote effective team working across the speciality and wider arena as appropriate
- Comment on the setting of standards, protocols, policies and procedures, in line with the corporate and clinical governance agenda and health and safety policies
- Provide statistical returns and other requested information for managers as required
- Line management of other members of the team as required
- Be accountable for own professional actions
- Communicate and co-operating with all departments, wards and relevant professionals
- Support with the development of the services across Lincolnshire
- Contribute to the multidisciplinary team decision making process
- Participate in the investigation and resolution of complaints

4.3 Education/Educator

- Maintain and demonstrate clinical and professional knowledge.
- Develops a personal development plan and an environment and culture which supports and encourages personal and professional development of the wider workforce
- Participate in peer review to maintain standards of the service and the cycle of continuous quality improvement
- Participate in local and national networking meetings and groups
- Providing and participate in clinical supervision
- Actively promote the service both locally and nationally
- Act as a resource for those seeking knowledge and experience
- Develop and train other members of the multi-disciplinary team
- Work collaboratively with the University/Education staff to ensure good learning outcomes for students
- Teach and advise patients and their families on how to manage their condition or support the multidisciplinary team to do so

4.4 Researcher/Innovator

- Maintains awareness and plays an active role in research relative to speciality, utilising, disseminating research findings in practice
- Participate in clinical audits and research projects relevant to practice

5. Physical and Mental Skills

- The post holder will have excellent communication and relationship skills for communicating highly complex and sensitive information with patients and relatives for negotiating, motivating and persuading the many other professionals they will communicate with.
- The post holder will have excellent planning, organisation, coordinating and adjusting skills to plan and

organise complex specialist nursing service provision, education and training, research and development activities meetings and other non-clinical work.

- The post holder will have a high level of specialist knowledge in the management of cancer/speciality acquired through experience and degree level study, and is able to provide evidence of continued professional development
- The post holder will have organisational and policy knowledge required to work with/across a range of different areas
- The post holder will have skills for assessing and interpreting complex situations which require the analysis and judgement of a range of options
- The post holder will have developed physical skills for keyboard, driving, presentation skills and for the use of some clinical tools/equipment
- The post holder will be highly motivated, able to plan and prioritise own workload where the work pattern is unpredictable, be flexible, able to work autonomously and escalate to neuro-oncology clinical nurse specialist as required
- The post holder will support change management
- Ability to concentrate throughout the day whilst continually prioritising the delivering a high standard of nursing care.
- Ability to support delivering training to nursing and medical staff
- Ability to teach patients, relatives/carers and health professionals with varying degrees of knowledge on a day to day basis.
- Updating patient records both manually and on the computer; Data-based system
- All in accordance with person specification.

6. Responsibilities of the Post Holder

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

Patient centred	I am fully committed to providing the very highest standards of care to our patients
Safety	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
Compassion	I show a genuine concern for my patients and my colleagues

	I communicate well with others, listening and showing an interest in what they have to say
	I am positive, approachable and friendly
Respect	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
Excellence	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

7. Freedom to Act

The post holder will be accountable for their own actions, utilising initiative, acting autonomously within their designated area of care but working within Trust policies and procedures.

8. Physical, Mental and Emotional Effort Required

- The post holder will use a combination of sitting, standing, walking and driving with little physical effort but can often be in a restricted position for a substantial period.
- The post holder will require frequent concentration and will need to respond to unpredictable/rapidly changing events and meet deadlines.
- The post holder will have frequent exposure to highly distressing/highly complex emotional circumstances and will have to communicate with a number of agencies.
- Occasionally manoeuvring patients from chair to couch.
- Daily concentration on patient assessment and evaluation
- Daily management of clinic schedules.
- Dealing with patients who are facing life changing outcomes, treatment and new skills on a daily basis
- Regularly dealing with telephone enquiries from at times very angry, worried and frightened patients and relatives

9. Outline of Working Conditions

The post holder will work in a variety of settings with occasional exposure to unpleasant working conditions.

You will be required to work Trustwide and travel as necessary.

Work is mostly office, ward and clinic based. It involves direct patient contact as well as administrative tasks. The post holder will be required to work alongside the neuro-oncology clinical nurse specialists to manage a caseload.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

Personal Specification
Post of Neuro-Oncology Clinical Nurse Specialist - Band 6

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	Registered General Nurse First Level degree or equivalent Specialist qualification in cancer care or willingness to work towards Advanced Communication Skills Training Course, equivalent experience or willingness to undertake Level 2 Psychological Support Training or willingness to undertake Evidence of continued professional development	Application form	Counselling Course History taking and clinical assessment course / competencies Formal leadership and management training Teaching & assessing qualification or equivalent	
Previous Experience (Nature & Level)	Relevant post registration experience in oncology Experience and knowledge within oncology (SACT experience) Experience of teaching Experience of multi-professional working Evidence of good communication skills	Application form Interview References	Previous experience working as a clinical nurse specialist Line management experience Leadership and management experience Demonstrating ability to lead and influence change Experience of audit and research For Macmillan posts: understanding of Macmillan cancer support and its role across the UK	
Evidence of Particular: - Knowledge - Skills - Aptitudes	Demonstrate excellent organisation and negotiation skills Effective communication Demonstrated ability to deal with complex and difficult emotional situations Flexible attitude to working Exemplar written communication Skills IT competent Awareness and Knowledge of the dignity in care agenda. Ability to evidence/demonstrate key values and behaviours in line with the	Application form Interview References	Extended clinical skills SACT competency Demonstrated ability to motivate self and others	

	Trust framework: <ul style="list-style-type: none"> ➤ Patient Centred ➤ Safety ➤ Compassion ➤ Respect and ➤ Excellence 			
Specific Requirements	Demonstrate knowledge and understanding of the current national cancer policy and world-class cancer outcomes, and ability to apply this to improve patient experience Demonstrate ability to prioritise and manage own workload Recognition of own limitations Assertive, confident and approachable Able to travel between sites Willingness to cover CNS colleagues during periods of absence	Application form Interview		