

# Colorectal Cancer Clinical Nurse Specialist Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

## Why Our Trust?

### Terms and conditions

**Post - Macmillan Colorectal Cancer Clinical Nurse Specialist**

**Division – Surgery**

**Band – 7**

**Salary - £43,742 to £50,056**

**Location – UHBW, Bristol & Weston General Hospital sites**

**Hours of work – 32 Hours**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

### Job Purpose

The post holder will work as an integral member of the Multidisciplinary Team within University Hospitals Bristol NHS Foundation Trust and across the community. The post holder will acknowledge and provide the overall responsibility for the provision of specialist nursing advice and support to patients and families, in-patient and out-patient, throughout their care pathway.

The post holder will utilize skills of clinical expertise, leadership, education and management to ensure a seamless service for patients, carers and staff. They will provide advice, support and information from the time of diagnosis and through out curative, palliative and terminal phases.

They will work closely with the multidisciplinary team in hospital and the community to ensure a co-ordinated quality service and will be actively involved in education, audit and research.

The post holder will be expected to exercise a high degree of personal and professional autonomy and make critical judgements to satisfy the expectations and demands of the role; whilst working within the guidelines of agreed clinical protocols. It is essential that you are currently Registered Nurses with the NMC and you will be required to have extensive post registration experience in surgical/ oncology care.

### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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## Main Duties and Responsibilities

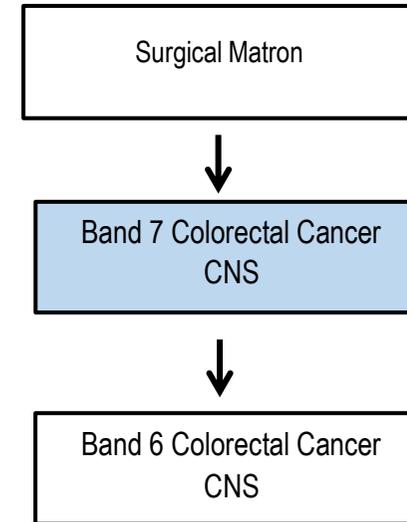
### Leadership:

- Acts as a role model demonstrating high standards of care and providing clinical leadership to others
- Promotes a culture that supports self-management
- Provides specialist education and training to other professionals involved in patient care.
- Planning the provision of day to day departmental tasks
- To keep accurate and up to date patient records.
- Maintain accurate and concise records that produce statistical data for the purpose of evaluation and development of the service. Collates quantitative and qualitative data to provide evidence of productivity, outcomes and quality, through audit and research and provides the Trust and Macmillan with an Annual report demonstrating evidence.
- Participates in Trust and Macmillan Service Reviews in order to drive service improvements.
- To practice in accordance with current policies and procedures of University Hospital Bristol and Weston NHS Trust.
- Leads on the implementation and monitoring of adherence to relevant clinical guidelines
- Actively participates in multi-disciplinary meetings, acting as patient advocate and representing the nursing views.
- Ensures that patient / carers / family affected by cancer are aware that they are interacting with a Macmillan Professional and know the full range of resources and services available through Macmillan.
- To actively contribute to trust wide and divisional clinical nurse specialist (CNS) work e.g. CNS away days, annual job plan reviews, and annual reports.

### Innovation:

- Develops new skills in response to emerging knowledge and techniques
- Works across professional boundaries using creative reasoning and problem-solving
- Instigates and manages change within complex environment.

## Organisational Structure



## Key Relationships

- Colorectal consultants
- Oncologists
- Senior nursing team
- Research team
- Colorectal MDT

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- Promotes patient and public experience feedback through local initiatives to drive innovation and change.

## Professional Development and Education Responsibilities

- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge.
- To participate and develop the planning and delivery of formal and informal education programmes for patients, carers and all staff.
- To participate in education forums locally.
- To participate in individual performance review annually.
- To ensure that professional knowledge and practice is constantly updated and shared
- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework, and actively engages with learning and development opportunities offered by Macmillan.

## Excellence (clinical):

- Puts quality at the heart of practice by delivering evidence based individualised and holistic care through assessment, planning and evaluation of care and all care interventions.
- To develop and share expertise within the multidisciplinary team, advocating for the service and the patients.
- To develop the requisite skills to act as a resource / Key Worker in the care of patients, ensuring an optimum level of service at all times.
- To prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols and legislation (Non-medical prescriber or under Patient Group Directions -PGDs), and within scope of practice.
- To work as a patient advocate, to help negotiate the patient journey and ensure optimum care is provided.
- Provide holistic assessment at various stages of the patient pathway ensuring patient is seen and cared for as a whole individual.
- Defines a clear care pathway, refers to other professionals and sign-posts to other agencies as appropriate
- Leads the nursing contribution to service development, ensuring the pursuit of excellence in

care.

- Demonstrate excellent communication skills to include a non-judgemental attitude to all ages, cultures, sexualities and genders, recognising their unspoken needs and exercising counselling skills as appropriate.
- Demonstrate a professional pride in your department, colleagues, and the care you provide.
- Work cohesively with all members of the multidisciplinary team and promote effective liaison with the team in ensuring that the very best services to patients are provided at all times.

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Personal Profile - (E) = Essential (D) = Desirable

## Knowledge and Experience

- Appropriate post registration experience in nursing- E
- Evidence of continued professional development – E
- Advanced communications course or prepared to work towards - E
- Proven commitment and experience, evidence in teaching – E
- Experience of undertaking research or audit projects – E
- Evidence of commitment to research based practice or evidence of project work undertaken- E
- Experience as preceptor / mentor – E
- Experience of teaching – E
- In-depth specialist experience – E
- Leadership and Management experience – E
- Experience of multi professional working –E
- Ability to lead and influence change – E
- Previous experience of working as a clinical nurse specialist – D
- Surgical / oncological experience - E
- Understanding of Macmillan Cancer support and its role across the UK – E
- Ability to deal with complex and difficult situations - E

## Skills and Abilities

- Organisation and Management skills – E
- Teaching – E
- Ability to work effectively under pressure – E
- Ability to problem solve – E
- Flexibility, adaptability to meet needs of a changing service – E
- Ability to work autonomously and as part of a team – E
- Ability to cope with emotional issues presented in the course of work, and to support others – E
- Knowledge of national and local specialty specific issues – E
- IT skills including use of email and Microsoft office packages – E
- Act as a role model and as a mentor/assessor – E
- Innovative and participates with practice and policy change
- Awareness of professional responsibilities to self and others – E
- Commitment to the development and provision of high quality nursing care – E
- Excellent interpersonal and communication skills - E
- Awareness of current national changes in nursing / NHS – E

## Aptitudes

- Supportive - E
- Respectful - E
- Innovative – E
- Collaborative – E

## Public Sector Language Competency

- Be able to speak fluent English to an appropriate standard - E

## Qualifications and Training

- RGN 1<sup>st</sup> level –E
- Current NMC Registration –E
- First level degree in nursing or health related subject - E
- Relevant accredited post registration qualification at level 3 – E
- Clinical Examination course or willingness to undertake – D
- Management Qualification - D
- Evidence of masters level academic study – D
- NMP (Prescribing Qualification) or happy to work towards - E
- PACR & PADRAP or work towards - E

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## Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

## Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

## Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

## Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

## Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

## Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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