

JOB DESCRIPTION

JOB TITLE:	Macmillan Cancer CNS Development Lead (CDL) Post	
DIVISION:	Medical Oncology	
SALARY BAND:	Band 8b	
RESPONSIBLE TO:	Consultant Lead Cancer Nurse	
ACCOUNTABLE TO:	Divisional Nurse Director	
HOURS PER WEEK:	37.5 24 months fixed term	
LOCATION:	Royal Free London	
MANAGES:	Directly:	Nil
	Indirectly:	NIL

JOB SUMMARY:

JOB ROLE SUMMARY

This is a newly created pilot role funded by Macmillan and NHS England – Workforce Transformation and Education Directorate (WT&ED), designed by London Lead Cancer Nurses and London Cancer Clinical Nurse Specialists (CNS) to help overcome the current cancer nursing workforce challenges. This is a highly autonomous senior Cancer CNS role providing system level planning, cross-organisational working and leadership for the Cancer CNS Workforce.

The post holder will lead local implementation of a high-profile project and will be responsible for the delivery of the CNS Development Lead Pilot Project in the Integrated Care System (ICS) and contribute to the strategic management and development of the project. Working closely with Trust Lead Cancer Nurses and fellow CDL colleagues you will inspire and improve the development of the next generation of Cancer CNS Workforce across the Capital.

The post holder will be responsible for service development, which will involve scoping and mapping of the existing Cancer CNS workforce capabilities within the ICS footprint, using a project management function to deliver the pilot and to ensure the success of the project and the role. The CDL postholder will play a lead influential role to ensure each Trust Senior People Officer and Directors of Nursing adopt cancer nurse career investments, including incorporating nationally recognised cancer nurse core key performance indicators (KPIs) and competencies into healthcare profiles and secure sustainable funding to enable access to core training opportunities.

The post holder will provide assurance to the Pilot Project Team that robust systems of governance are in place and a high-quality service is being developed and delivered. The post holder will define current processes, facilitate local discussions, and advise the Pilot Project Team as to how best practice might be adopted in the definition of future processes, document those processes as they are agreed and oversee their delivery.

This pilot places a high value on diversity and fairness accordingly a key function of this role will be to encourage, engage and support aspiring CNS from internationally educated backgrounds into CNS roles. You will be responsible for developing and delivering outreach activities within your ICS in line with policy to increase the diversity of Cancer CNS workforce in London to be more representative of the patient population communities. Work with Macmillan and Cancer Alliance Workforce Leads to promote equitable access, recognise and mitigate any inequalities including access for protected characteristics, providing reports to stakeholders on Equality, Diversity, and Inclusion findings.

The CDL postholder will accelerate the development of newly appointed CNSs to become confident, autonomous professionals with a skill set fit for purpose for 21st century healthcare and beyond to meet patient and service requirements. You will deliver educational and professional leadership, coaching and mentoring to designated CNSs across multiple trusts within the cluster to ensure that nurses are supported to meet the thresholds within the capabilities framework as set out in by ACCEND. The accelerated development of CNSs will combat the impact of CNSs retiring, leaving the service for promotions etc.

You will work alongside CNSs in their daily practice supporting and challenging knowledge and behaviors to promote CNS Nursing model and the delivery of quality assured personalised care. You will provide motivation to establish new and novel clinical practice supported by audit and research/best evidence-based practice working within the Trust's clinical Governance framework.

Key working relationships

Triumvirate working of CDL, Project Team, ICS/ Lead Cancer Nurse

Trust Lead Cancer Nurses

Cancer CNSs

Aspirant CNSs

Ward managers and staff

Matrons

Trust Lead Chemotherapy Nurses

PDNs

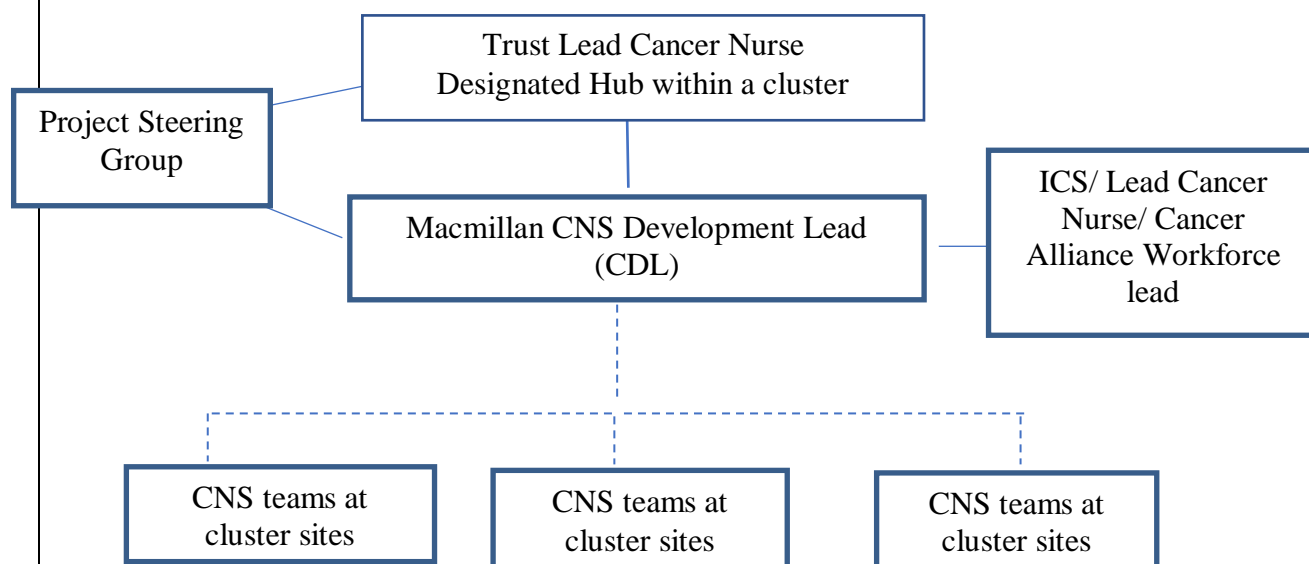
Education leads

Workforce Leads

Macmillan Partnership Lead

Project Team, Macmillan, NHS England - WT&ED, and Cancer Alliances

Organisational chart:



MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

positively 🌱 welcoming actively 🌟 respectful clearly 🌸 communicating visibly 🌟 reassuring

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

Key results area:

KEY RESPONSIBILITIES:

- To work at Integrated care systems (ICS) level to lead, manage and support the delivery of CDL Pilot Project within a complex environment.
- Responsible for the visibility of leadership, knowledge of pilot and specific issues within the portfolio and for upholding and role modelling the values, behaviours and standards expected of all employees in the host and partner organisations.
- To be the local senior operational manager responsible for the pilot ensuring the quality, performance, productivity, financial and contracting requirements are met, in line with the requirements of the service agreement
- Implementation and leadership of the national ACCEND capability framework at hub and cluster sites for both newly appointed cancer CNSs and promotion for the use of the framework for aspiring CNSs across the ICS.
- Significantly contribute to the effective auditing of the service delivery to deliver high quality, efficient service for cancer patients, their families and carers.
- Lead planning, reviewing and reporting on financial, performance and quality assurance plans for local implementation of the pilot.
- To lead the CNS recruitment promotion, retention, and promotion of the Cancer CNS workforce through outreach projects.
- To utilise advanced-level clinical leadership and influencing skills to collaborate working relationships to ensure each of the MDT Clinical Leads is fully signed-up to the vision of Personalised Cancer Care moving forwards.
- To prepare reports and track progress of CNS workforce development against the ACCEND capability framework and provide updates of agreed goals and milestones for the Project.
- Scoping and mapping of the existing Cancer CNS workforce capabilities to deliver personalised care and develop tailored development plans and resources for each CNS using a Training Needs Analysis.
- To influence and negotiate with all key stakeholders to ensure the appropriate support and resources are accessible for the future and existing CNS workforce.
- To lead on and influence collaborative working relationships to ensure each Trust Senior People Officer and Directors of Nursing adopt cancer nurse career investments; including incorporating nationally recognised cancer nurse core skills and competencies into healthcare profiles and secure sustainable funding to enable access to core training opportunities.
- Working in collaboration with CNS line managers to identify and address education and development gaps for staff as documented in personal development plans from appraisals and one to one meeting across the alliance footprint.
- To facilitate an environment in which CNSs to develop the skills and knowledge to meet the personalised care agenda to support patients live well with and beyond a cancer diagnosis.
- Working with National, London Region, ICS, and Trust stakeholders to influence and advise on long-term, strategic plans with a significant impact on the recruitment, development and retention of the Cancer Nurse Workforce that will support the improvement of Cancer CNS performance and service delivery in a range of service areas across Cluster groups.

- Plan and manage the implementation of the pilot project to modernise services and to improve facilities and working practices to meet organisational and service delivery plans.
- To lead and support CNSs in the delivery of high-quality nursing care for cancer patients, improving their experience and satisfaction in the service and care they receive as evidenced in NCPES, Local Patient satisfaction surveys and other national surveys.
- To implement and facilitate a programme to support CNSs to develop essential skills to support resilience and workforce retention e.g., selfcare, time management, realistic expectations of self.
- To report on the progress and development of the programme once implemented, to ensure continued improvement in the skills of the CNS workforce and recruitment/retention.
- Interpreting and implementing national policy, frameworks and plans to support Higher Education Institutions promote careers in cancer nursing.
- To produce long-term strategic plans on the future of the CNS workforce and how to effectively manage the supply and demand of the role.
- Ensure projects, services and initiatives are delivered on time, to quality standards and in a cost-effective manner, adjusting plans as required.
- Participate in the delivery of a robust planning cycle to define the activity levels, capacity, systems and processes required to achieve all standards.

Main tasks and responsibilities

Education/Staff Development

- 1.1. To work in accordance with the NMC: The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives
- 1.2. To provide clinical and educational leadership that inspires, motivates, and empowers CNSs to deliver quality patient care.
- 1.3. Support staff in the provision of regular local and relevant teaching and training sessions including provision of 'buddied' clinical time to facilitate on the job learning.
- 1.4. Develop and maintain diverse nurse development opportunities to meet the needs of the whole nursing workforce. To promote equal access and recognise and mitigate any inequalities including access for protected characteristics
- 1.5. Assist in the provision of training programmes for nurses to expand their clinical skills
Develop and implement training programmes for nurses to expand their clinical skills in accordance with the Trust's standards and ACCEnD capabilities framework.
- 1.6. To work with CNSs, gaining continual evaluation of their progress against ACCEND capabilities framework, particularly focusing on areas for development and support to retain Cancer CNSs new in post (within the first 12 months of employment)
- 1.7. Supervise, assist with, and advise on the effective management of performance of designated staff
- 1.8. Tailor a programme of orientation for new nursing staff members and arrange an ongoing programme of training for CNSs to identify training and development needs within cancer nursing in accordance with local and national policies
- 1.9. To have an authoritative presence, and provide a visible, accessible presence in clinical areas acting as a person someone to whom CNSs can turn to for advice and support
- 1.10. Lead and supervise nursing practice to deliver patient care in accordance with local and national policies and procedures.
- 1.11. Support the team in utilising Quality Improvement methodology to support nursing service improvements

- 1.12. Support the compilation of training needs analysis at designated sites and work with Cancer Alliance partners and Trust Learning & Development Managers to secure commissioned access to training
- 1.13. Support collaborative working across and between Trusts within the region. Nurture key relationships and maintain networks internally and externally, including national networks

2. General responsibilities

- 2.1. To always function as an ambassador and clinical expert for Macmillan
- 2.2. To assist in the recruitment and development of Cancer CNSs providing support to ensure best practice and improve the quality of care for patients.
- 2.3. To ensure the allocation of study leave is in keeping with local study leave policy
- 2.4. To promote a learning and development culture which will attract and retain staff and delivery of quality service
- 2.5. Champion safeguarding issues across the organisation which meets the needs of vulnerable people including those with mental health problems, learning disability and those issues involving mental capacity.
- 2.6. Support effective team working and promote good working relationships and collaborative working within the cancer service.
- 2.7. Promote and encourage the practice of self-care and wellbeing amongst CNS teams
- 2.8. Work within allocated budgets for the nurse education including internal and external grants and funding streams. Through partner relationships search out opportunities for investment.
- 2.9. Produce reports and updates on education for Boards, Committees and external agencies as required i.e., Macmillan, HEE.

3. Management

- 3.1. Ensure that Human Resources Policies and Procedures are followed escalating any performance concerns to the appropriate line manager
- 3.2. Contribute to the recruitment, selection and appointment of new staff supporting induction and settling into new role
- 3.3. Always communicate effectively and maintain a harmonious working environment.
- 3.4. Conduct oneself in accordance with the NMC Code of Professional Conduct and Trust policies
- 3.5. Undertake responsibility for tasks delegated

4. Communication

- 4.1. Build relationships with senior clinical and managerial leaders across the ICS and within Trusts to support the programme.
- 4.2. Maintain an effective communication to ensure that all stakeholders are fully informed and engaged in the project
- 4.3. Communication may be verbal, electronic, written or by giving presentations as well as attending and contributing to meetings.
- 4.4. Report to and work with the Project Steering Board supporting the evaluation of this pilot project
- 4.5. Ensure communication engages with all staff groups.

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Financial Management

- To abide by the terms and conditions of the Trust's standing orders.
- To be responsible for monitoring and overseeing the financial position regarding the delivery of initiatives.
- To identify further cost improvements and revenue generation opportunities, escalating those to relevant Trust staff.

Information

- To support the production of accurate information on the Project working closely with the Trust Information team and external contractors where necessary.

Policy and Service Re-design

- Work closely with clinical teams to help develop and enhance cancer pathways ensuring that improving the patient experience is the driving force for change.
- Take a lead role to ensure appropriate compliance and adherence to relevant policies, Post holder will be expected to contribute the development of policies when required.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and nonclinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and The Health and Social Care Act 2008: Code of Practice for the prevention and control of healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g., link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/ herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such an away as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the Trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

