

Job Description



South Tees Hospitals
NHS Foundation Trust

Role Details	
Job Title	Breast Cancer Nurse Specialist
Band	A4C Band 7
Department/Service	General Surgery Directorate
Organisational Relationships:	
Responsible to:	Matron/Service manager
Accountable to:	Chief Nurse / Lead Nurse for Cancer and Palliative Care
Professionally Accountable to:	Lead Nurse for Cancer and Palliative Care / Matron
Responsible for:	Clinical Support Sister Cancer care Coordinator
Organisational Chart:	
<pre>graph TD; A[Lead Nurse for Cancer and Palliative Care] --> B[Matron / Service Manager]; B --> C[Breast Cancer Nurse Specialist]; C --> D[Cancer Care Co-ordinators]; style C stroke-width:4px</pre>	

Job Summary/ Role:

- The post holder will be a senior qualified nurse with an extensive nursing experience within the field of cancer nursing. They will have a record of career long learning and education and they will require highly developed leadership, interpersonal relationship, and communication skills.
- To ensure the provision of equitable specialist nursing care for patients referred to the breast care nursing team. This will be achieved through the delivery of an evidence-based service for those patients diagnosed with breast cancer.
- To provide senior clinical support and provide expert nursing advice for all staff caring for breast cancer patients.
- The post holder will be expected to work in partnership with other organisations, professionals and specialties and refer on appropriately e.g. specialist palliative care, primary care, social services
- The post holder will plan a systematic approach to assessing the management of patient care in consultation with the MDTs and other organisations to address the individual needs of and involving patients and their carer's in disease management, whilst encouraging patient participation in care and service development
- To participate/facilitate research projects and initiate and participate in clinical audit of the service in order to demonstrate clinically effective practice.
- To provide formal and informal educational programmes for all levels of staff
- To establish, support and continue to maintain nurse led support to patients with breast cancer including the delivery of nurse led cancer follow up

The role of the specialist Nurse is multifaceted incorporating such key functions as policy and standards development, education, research, and professional development. The ultimate aim is the provision of a cost effective, efficient quality service that meets the needs of the patient caseload/client group.

Key Relationships:

- Provide clinical expertise to primary/secondary care staff regarding the care of patients in this specialist group, acting as a resource for health care professionals, patients and carer's
- Provide expert advice to specialist nursing groups within the Trust and participate in Network Nursing Forums
- In order to maximize the patient's quality of care it is essential that a close working relationship is formed with the other specialist teams to ensure that up to date advice is available and onward referral is appropriate and timely
- To work with the current breast cancer nursing team to maintain an integrated nurse led service for all patients and deliver a team approach.
- Network with specialist nurses within the Northern Cancer Network developing standardised patient information and sharing best practice.

Work in partnership with the Northern Cancer Network and attend expert advisory groups and cancer nursing forums. The role of the specialist nurse in breast care is multifaceted, incorporating key functions such as policy and standard development, education, research, and professional development

Core Functions:

Administrative Responsibilities

- Demonstrate the ability to use Information Technology to support practice
- Prepare appropriate written information consistent with best practice and Trust guidance to ensure understanding.
- Demonstrates accountability for assessing, planning, implementing and evaluating patient care on a daily basis.
- Manage own caseload effectively , prioritising and using time management skills to ensure information is timely and accurate
- Records accurate health care and treatment records using electronic patient systems.
- Support processes for the timely management of patients through diagnostic, treatment and follow-up.

Clinical Responsibilities

- The post holder will manage a clinical caseload and client group within the breast cancer setting from diagnosis throughout the treatment trajectory to death or discharge.
- Plan specialist nursing provision for continuity of care referring and admitting patients as necessary.
- Establish and participate in MDT clinics to facilitate the co-ordination of patient care.
- Present and discuss patients with the MDT as necessary
- Co-ordinate the patients care trajectory, liaising with all members of the MDT to ensure appropriate and timely investigation, treatment and support.
- Lead nurse led follow-up clinics for identified cohort of patients
- Provide ongoing support service for both patients and carers
- Act as a key worker for all patients with breast cancer ensuring that all patients carers and appropriate community colleagues e.g. GP/district nursing services are well informed about their disease and its management providing accurate and timely information.
- Provide clinical expertise to primary/secondary care staff regarding the care of patients in this specialist group, acting as a resource for health care professionals, patients and carers
- To communicate diagnosis and treatment options for patients with breast cancer
- To provide telephone access for patients and carers to allow ongoing support and to facilitate access for information and advice
- Work with colleagues to develop patient information within the specialty acting as an advocate on behalf of both service users and carers when necessary
- Provide physical, psychological and emotional support for breast cancer patients and carers from diagnosis through treatment to follow up
- Promote awareness regarding health promotion and prevention, this on occasions may include partnership working with Primary Care colleagues to establish support and maintain nurse led clinics to support patients
- Develop specialist protocols for the regular monitoring management and follow up of patients with breast cancer

	<ul style="list-style-type: none"> • Discuss with the patient the outcome of consultation, initiate appropriate investigations and treatments necessary and monitor possible outcomes, including delivery of bad news when necessary • Comply with infection prevention policies and attend any appropriate training requirements in line with the Trusts responsibility to comply with government directives • To facilitate the development of clinical practice amongst staff caring for patients with breast cancer so that needs of patients are met in a timely and sensitive manner, underpinning of specialist expertise with evidence based theory and research findings • Maintaining professional development whilst as an autonomous practitioner adhere to recognised standards (NMC) for specialist nurses • Maintain accountability and responsibility for autonomous practice in all areas of work including excellent documentation and recording of information maintaining excellent standards • Adhere to NICE, local and Trust guidelines in all areas of professional duties • Undertake training courses to develop maintain and increase knowledge, skill and expertise whilst reflecting service and Trust aims • Participate in regular, regional and national specialist meetings of nursing, cancer and joint bodies to maintain and advance current practice • Attend educational and business meetings in order to share expertise in developing service, clinical supervision and updating on patient management • Utilise evidence based knowledge within practice based development • Support and promote an integrated approach to quality, seeking always to improve patient care
Management and Leadership Responsibilities	<ul style="list-style-type: none"> • In collaboration with the team, facilitate the continual development of breast cancer services in order that an innovative service is developed and maintained • Demonstrate clinically effective practice and leadership • Maintain an accurate and effective process for referral and acceptance of patients to and from other agencies

	<ul style="list-style-type: none"> • Initiate and participate in audit and the evaluation of all aspects of the service as an ongoing process • To support and promote an integrated approach to quality, seeking always to improve patient care • Facilitate/participate in research projects and demonstrate evidence-based practice • To expand and develop the role to meet the changing needs of patients working within the parameters of the Code of Professional Practice, Trust and NMC guidelines • Maintain individual professional development in line with accepted standards for specialist nurses, NMC guidelines and to engage actively with revalidation • To contribute towards the Trusts business plan objectives
Policy and Service Development	<ul style="list-style-type: none"> • Champion and lead quality improvement initiatives across your immediate team and within your service, contributing to the Trust Quality Improvement programme. • Expand and develop the role to meet the changing needs of patients working within the parameters of the code of professional practice, Trust and NMC guidelines • In collaboration with the wider team facilitate the continual development of a breast cancer service in order that an innovative service is developed and maintained • Develop with the MDT, standards and protocols for care and have involvement in subsequent auditing of these procedures • Establish an accurate and effective process for referral and acceptance of patients to and from other agencies
Research and Audit Responsibilities	<ul style="list-style-type: none"> • Recognise the importance of the role of clinical audit in developing practice • Participate in the ward /clinical area clinical audit programme • To participate/facilitate research projects in order to demonstrate clinically effective practice • Initiate and participate in audit and the evaluation of all aspects of the service as an ongoing process • Participate in clinical trials for breast cancer
Managing Resources Responsibilities	<ul style="list-style-type: none"> • Demonstrate the efficient and effective use of resources in the delivery of care

	<ul style="list-style-type: none"> • To implement new initiatives where possible to run a cost effective service, demonstrating specialist knowledge and high standards of nursing care whilst working within available resources
Education and Training	<ul style="list-style-type: none"> • To facilitate the development of clinical practice amongst staff caring for breast cancer patients so that needs of the patients are met in a timely and sensitive manner, underpinning specialist practice with evidence based theory and research findings • Maintain individual professional development whilst as an autonomous practitioner adhere to recognized standards (NMC) for specialist nurses • Maintain accountability and responsibility for autonomous practice in all areas of work, including excellent documentation and recording of information maintaining excellent standards • Adhere to NICE, local and Trust guidelines in all areas of professional duties • Undertake appropriate training and education to maintain and increase knowledge, skill and expertise whilst reflecting service and Trust aims. Maintain an ongoing programme of personal development, at degree or masters level to sustain and develop underpinning theory and knowledge • Participate in regular regional and national specialist meetings of nursing, cancer and joint bodies to maintain and advance current practice • Continue training and reflection to develop self in non-nursing environment to ensure continual improvement of self and service • In developing others ensure education provided is promoted adequately and reflects current best practice. • Lead the development and education of staff regarding breast cancer. This may involve teaching at academic institutions or within Primary Care.
<p><i>The job description and duties may be subject to future review as the needs of the service change.</i></p>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> • Expert level of knowledge of cancer management and care of those undergoing cancer treatments • Knowledge of strategic issues which influence area of practice at a local, regional and national level • Knowledge of audit and research processes and its application • Knowledge of the Clinical Governance agenda and NHS Plan • Knowledge about the development of the specialist nurse role in a modern NHS • Understanding of the need for strong commitment to high standards of patient care and the active involvement of users in the development of the service • Ability to work in a complex environment across the whole cancer pathway • Advanced interpersonal/communication skills including self-awareness • Analytical skills • Complex problem solving and assessment skills • Computer and IT skills • Ability to lead and develop staff/service as part of a team to optimise resources • Ability to design and deliver education, training and development • Ability to manage self effectively • Leadership and influencing skills 	<ul style="list-style-type: none"> • Expert knowledge of breast cancer care • Advanced computer literacy skills • Advanced knowledge of audit and research with evidence of application 	<p>Application form Interview</p>

<ul style="list-style-type: none"> • Ability to work as team player and independently to maximise service delivery • Professional Credibility • Assertiveness skills 		
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> • NMC level 1 registration • 1st degree • Specialist qualification in cancer care • Mentoring in Practice Qualification • Advanced communications skills course or willing to undertake • Clinical Skills qualification (Level 6 or 7) or willing to undertake 	<ul style="list-style-type: none"> • Masters Degree • Counselling course or certificate • Psychology Level 2 training • Breast Care Qualification • Attendance at the leadership and development and improvement programme (4.5 days) 	Application form Interview
EXPERIENCE		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> • Significant post registration experience • Substantial experience which should be at a senior grade within a cancer setting • Experience in managing change • Current teaching experience • Experience of implementing protocols and guidelines • Understanding and experience of service improvement • Experience of working within a busy clinical environment and within multidisciplinary teams. • Evidence of continuing professional development • Evidence of further study within field of expertise or a willingness to undertake 	<ul style="list-style-type: none"> • Experience of developing protocols and guidelines • Experience of working towards Quality Measures • Experience of working in the breast care or related specialties 	Application form

<p>further training where appropriate</p> <ul style="list-style-type: none"> • Experience in supporting and managing care of cancer patients 		
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> • Demonstrates a positive image of the nursing profession • Caring and compassionate attitude to patients and colleagues • High level of personal motivation • Courage to raise concerns and challenge practice • Commitment to the development of self and others. Willingness to undertake further training and development • Flexible approach to working hours to meet the needs of the service • Ability to travel independently, as required for the particular nursing role • Personal resilience for a demanding and competing workload • Ability to manage stressful situations, challenge decisions and work autonomously 		<p>Application form Interview</p>

General Requirements:

Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

HR Use Only

Job Reference No:



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PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos	X			X		Occasional requirement to move/lift general office equipment and materials to meetings
Lifting weights/objectives above 15 kilos		X				
Using equipment to lift, push or pull patients/objects	X			X		Occasional requirement as part of clinical care of in clinics/community
Lifting heavy containers or equipment		X				
Running in an emergency		X				
Driving alone/with passengers/with goods	X				X	Potential requirement to travel to community locations
Invasive surgical procedures		X				
Working at height or in a confined space		X				
Concentration to assess patients/analyse information	X				X	Frequent requirement assess and support patients
Response to emergency situations	X		X			Supporting clinical needs of patients
To change plans and appointments/meetings depending on the needs of this role	X				X	Frequent requirement to amend plans and act relatively to changing demands and circumstances as the contract and analytics lead

Clinical interventions	X				X	Frequent requirement to perform clinical interventions as part of clinical care
Informing patients/family/carers of unwelcome news		X				
Caring for terminally ill patients		X				
Dealing with difficult family situations	X		X			On occasion will need to support patients and family members with difficult situations
Caring for/working with patients with severely challenging behaviour		X				
Typing up of formal minutes/case conferences		X				
Clinical/hands on patient/client care	X				X	Frequent review patients in a clinical setting
Contacts with uncontained blood/bodily fluids		X				
Exposure to verbal aggression	X			X		On occasion aggressive patients may attend the clinic
Exposure to physical aggression	X		X			Patients may exhibit physical aggression
Exposure to unpleasant working conditions dust/dirt/fleas		X				
Exposure to harmful chemicals/radiation	X				X	Chemical associated with diagnostic tests need to be managed/handled safely
Attending the scene of an emergency		X				
Food preparation and handling		X				
Working on a computer for majority of work		X				
Use of road transport		X				

