

# Cancer Nursing Practice Development Nurse Band 7

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

## Job Description

**Job title:** Cancer Nursing Practice Development Nurse

**Grade:** Band 7

**Department:** Faculty of Education (Cancer Services)

**Responsible to:** Lead Cancer Nurse

**Professionally  
accountable to:** Chief Nurse

**Hours:** 37.5 hours

## Job Description

To take responsibility for developing and delivering a cancer nursing workforce review.

The review will include:

- All cancer tumour site pathways (including oncology).
- An evaluation of cancer nursing career pathways, skill mix and capacity and demand requirements across the tumour site and oncology pathways.
- Recommendations for pathway/workforce redesign to support a more sustainable approach to cancer nursing, including the recruitment and retention of the cancer nursing workforce, in alignment with the national ACCEnD programme, the wider trust and system nursing strategies and national/regional guidance.
- A training/education needs analysis for the support of these roles, aligned to the competency framework being developed by the national ACCEnD programme.
- Collaborative working with senior nursing/workforce colleagues to identify, design and increase the number of clinical placements for TNAs/student nurses/HCAs in cancer nursing and the supervising assessor capacity to support these.
- Dedicated support for the implementation of these recommendations within the trust and across the system.

This role will provide:

- Change leadership and service redesign expertise to support the design of the review and implementation of the recommendations from this review.
- Facilitated coaching support for the cancer nursing community to raise awareness of the opportunities of providing more personalised care for people affected by cancer and for career development/advanced practice
- Collaborative working and development of shared methodologies for all of the above to develop a system approach.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate the QEH values of Wellness, Fairness and Kindness and demonstrate behaviours that support and encourage an inclusive culture.

# Main Duties & Responsibilities

## Leadership:

- Use specialist knowledge and experience of best practice in service improvement and project planning
- Build collaborative relationships in which to challenge, influence and empower clinical leaders and clinical nurse specialist teams to deliver more effective, innovative and high-quality services
- Develop effective communication channels with stakeholders to negotiate and influence change
- Set up a steering group with clear governance and reporting responsibilities
- Prioritise own workload and manage time effectively
- Active participation and reporting at meetings and other reviews internally and externally
- Active engagement with patient representatives to support the development of a person-centred approach grounded in improving patient/carer experience of care

## Service Delivery and Improvement:

- Review clinical incidents or complaints relating to the impact of cancer nursing services on the care of patients to inform the workforce recommendations.
- Identify the need for service development to improve clinical effectiveness and efficiency of cancer nursing.
- Implement, monitor and review new models of working within cancer nursing that sustain high standards of safe, high quality patient care and ensure the efficient organisation, making best use of capacity to meet the demand with cost effective utilisation of staff.
- Ensure statistical information is collated when required for capacity and demand analysis and ongoing service utilisation
- Contribute to the delivery of national targets and recommendations, reporting milestones, achievements, risk factors and develop recommendations for implementation.

## Financial and Performance Management:

- Share and communicate cancer performance indicators relating to the cancer nursing workforce and work collaboratively with colleagues to develop strategies and act where required to address variance.
- Work collaboratively with colleagues to develop robust business planning, taking into consideration divisional budgetary and cost improvement plans
- Ensure the effective use of resources.

## Risk Management and Governance:

- Ensure effective governance and oversight is maintained throughout the project.
- Work collaboratively with colleagues to ensure that effective governance arrangements and performance management systems are followed.
- Work collaboratively with colleagues to ensure that risks identified are included as appropriate on the organisational risk register and are progressed appropriately to reduce the risk profile.
- Work collaboratively with colleagues to address key themes from complaints and incidents appropriately to ensure that corporate learning is achieved.

## Corporate:

- Actively contribute to the Cancer Forum and other Trust meetings as appropriate, ensuring a focus in supporting development of the nursing workforce
- Use specialist knowledge and experience to assist strategic workforce issues across cancer services, and ensure that decisions taken are in the Trust's best interests
- Work with colleagues to improve performance through realistic, cross referenced and measurable objectives
- Ensure that national frameworks, NMC, NICE and other relevant guidance is incorporated where relevant.

- Support patient experience/feedback to improve cancer services and outcomes
- Actively ensure the safeguarding and health and wellbeing of all patients, families and staff in relation to workforce planning.

### Key Relationships:

- Cancer Forum and Cancer Clinical Delivery Groups, Divisional leadership teams, Lead Cancer Nurse, Macmillan Survivorship Lead/equivalent role, Members of the Cancer Multidisciplinary Teams including Clinical Nurse Specialists and Consultants, departmental leads, Cancer Manager and Cancer Clinical Lead.
- External: Other NHS Trusts & health care providers, Macmillan Partnership Leads and Macmillan GPs, Integrated Care System and Cancer Alliance stakeholders.

### Line Management/Financial Management Responsibilities:

1. The postholder will be line managed by the Head of Educational Faculty
2. The postholder will work under the supervision of the Lead Cancer Nurse but be expected to work autonomously in managing their portfolio / work streams.
3. The postholder will provide clinical and supervisory support to the clinical teams, using coaching and leadership skills.
4. The postholder will work within the financial envelope of the project and being mindful of speciality budgets.
5. The postholder will make recommendations through the Trust's business case process to deliver on any project outcomes.

### Specific Additional Responsibilities:

1. To work collaboratively across the Norfolk and Waveney ICS for a collective approach to the cancer workforce.
2. To work with system partners across Human Resources, Practice Development and Education, and Health Education England.

### **Governance and Statutory Requirements**

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

### **Equal Opportunities and Diversity**

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

### **Health and Safety & Risk Management**

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times.

All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

### Infection Control

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

### Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

*All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.*

*As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.*

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

### Safeguarding Children/ Vulnerable Adults

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

### Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**



Person specification				
Criteria	Essential/ Desirable	Means of assessment		
		A	I	Q
Qualifications/training and professional development				
Registered Nurse on the appropriate part of the NMC register	E	X		
BSc/Nurse Practitioner Degree/Equivalent Experience	E	X		
Master's degree or equivalent experience	D	X		
Supervisor and assessor training or equivalent and maintains regular updates	E	x	X	
Evidence of ongoing professional development and post registration studies in a clinical portfolio	E	X		
Leadership qualification/ Module	D	X		
Post-graduate certificate in Education or equivalent	D	x		
Experience				
Registered Nurse with extensive post-registration experience	E	X	X	
Relevant, significant experience at Band 6	E	X	X	
The ability to discuss and critically review government targets and the strategies in place to meet them	E		X	
Some experience in formal teaching programmes	D	X	X	
Some experience of leading a team	D	X	X	
Some experience of policies and guideline development	D	X	X	
Some experience of project/change management to improve and implement service redesign	E	X	X	
Some experience of working with patients, carers and stakeholders to improve clinical and service quality	E	X	X	
Skills, abilities, and knowledge				
Excellent communication and interpersonal skills	E		X	
Must be able to use initiative to prioritise and organise workload	E		X	
Must display ability to produce clear written documentation	E		X	
Relevant IT skills	E	X	X	
Must be able to work under pressure	E		X	
Experience of helping others to develop their skills	E	X	X	
Presentation skills	E		X	
Knowledge of up-to-date issues in Oncology and Haematology cancer care and the NHS	E		X	
Knowledge of up-to-date issues in nurse education/training	E		X	
Experience of implementing change	E		X	

Coaching/Facilitator skills	D		X	
Able to rapidly assimilate a range of complex information and make judgments using analytical skills	D		X	
Understanding of personalised, holistic approaches to cancer care and workforce delivery	D		X	
<b>Aptitude</b>				
Highly motivated and dynamic	E		X	
Ability to work autonomously	E		X	
Effective role model, demonstrating QEH values of kindness, wellness and fairness	E	X	X	
line	E	X	X	