



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from Chief Executive Officer Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Peritoneal Malignancy Clinical Nurse Specialist
Department	Peritoneal Malignancy Institute
Division	Surgery
Salary Band	Band 6
Accountable To	Lead Peritoneal Malignancy Clinical Nurse Specialist
JOB SUMMARY	
<p>The Peritoneal Malignancy Institute Basingstoke is a national treatment centre where patients with peritoneal malignancy can be treated with cytoreduction and Heated Intraperitoneal Chemotherapy (HIPEC). The service is based at Hampshire Hospitals NHS Foundation Trust on the Basingstoke site.</p> <p>The Peritoneal Malignancy Institute is one of the highest volume international centres and one of only two centres in England providing treatment for Pseudomyxoma peritonei. The service therefore provides advice and treatment for patients across England, Wales, Scotland and Ireland.</p> <p>As a member of the Clinical Nurse Specialist team you will develop strong relationships with your patients and their carers, offering high level care and expert advice to support them through their diagnosis, treatment and recovery. You will have a key role within the MDT, coordinating the patient pathway, providing specialist input into the MDT and new referral meetings and acting as a keyworker for patients. You will develop skills to enable you to provide expert advice to local teams offering support, information and advice to enhance collaborative working on a national basis.</p>	
KEY RESULT AREAS/RESPONSIBILITIES	
<p>The post holder will:</p> <ul style="list-style-type: none"> Assess and treat own caseload of patients, managing the pathway from referral onwards Deliver education within the organisation and to external agencies as required Liaise with local referral centres to maintain the patient pathway Assist with the development and review of peritoneal malignancy information leaflets Ensure national cancer strategies are recognised and instigated appropriately 	

- Develop the post holders network of peer support, nationally and internationally, to support best patient care
- Support the organisation, promotion and delivery of the annual patient wellbeing event
- Review SOP's, policies and procedures applicable to the peritoneal malignancy CNS service.
- Undertake nurse-led telephone assessments for patients following CRS and HIPEC
- Manage own caseload of patients within the care pathway and advocate for patients in a keyworker role
- Lead on the highly complex patient assessment, where factors may be conflicting, requiring high level analysis and interpretation skills and the comparison of a range of options to achieve effective treatment or discharge planning
- To develop clinically reasoned treatment, action and discharge plans and to undertake and evaluate treatment.
- To act as a member of local MDT

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

Professional Practice

- To adhere to Code of Conduct/Professional Standards of your Profession eg NMC.
- To be responsible for creating and maintaining a clinical environment in which care and compassion is consistently demonstrated, ensuring patient centred care, privacy and dignity is practiced at all times.
- To adhere to the trust and local Child Protection and Safeguarding Policy at all times
- To maintain, develop and record your own continuing professional development, including booking and attending all statutory, mandatory and Trust or speciality specific training.
- To participate in clinical supervision, mentorship and education for all staff and students both at HHFT and other centres across the UK.
- To implement, contribute and maintain trust policies, to propose and implement changes to local policies relevant to the patient/client care in peritoneal malignancy, working within your scope of practice, professional standards and guidance.

Expert clinical practice

- Freedom to Act
- To be professionally and legally responsible and accountable as an autonomous practitioner for all aspects of the practitioner's own professional activities.

- To interpret the Health Service and trust policies for the organisation regarding peritoneal malignancy, define and clarify the content for policies for use by nursing staff.
- To engage with and participate in departmental meetings across the MDT

Responsibility for patient/client care

- To develop and deliver effective, highly specialist programmes of care, recording, documenting and maintaining these within trust policies
- Provide highly specialist clinical advice within the Trust and to departments in other Trusts, regarding peritoneal malignancy
- Effective team working to ensure quality and safety of patient care and experience
- To actively participate in the SMDT process, acting as the patient advocate in complex cases
- To maintain database records relevant to the care pathway
- To undertake nurse-led telephone follow-up clinics according to the relevant policies and procedures and to communicate and escalate any concerns raised.
- To provide expert advice to patients, relatives and other teams to ensure patient care is optimised across the care pathway.

Responsibility for policy and service development

- To assist with the development and implementation of policies or service changes for working practices or procedures for peritoneal malignancy. To be aware that these changes may have an impact on other areas or services
- To involve multi-professional staff and patients/carers in all aspects of service improvement, working alongside line management to ensure wider aspects of strategic direction are included
- To adhere to the trust and local Child Protection and Safeguarding Policy at all times
- To ensure that all patients in your area are given the appropriate information and advice on their health needs in line with trust standards
- To deliver innovative ideas for health promotion and actively encourage patients to engage in their own health needs
- To have highly specialised knowledge of peritoneal malignancy across a range of work practices
- Acts as a role model demonstrating high standards of care and providing clinical leadership to others
- Actively engages with other specialist centres to contribute expertise and experience and supports service development

COMMUNICATION

- To be personally competent to assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment
- To communicate highly complex and highly sensitive information in an understandable form to seriously ill patients, carers and other staff, including imparting unwelcome news and ensuring

understanding of their condition. e.g patients who have a sensory deficit, are dysphasic, deaf, blind or have difficulty accepting the diagnosis and act as a patients advocate e.g. vulnerable adults

- To develop effective communication mechanisms, using skills of negotiation, developed persuasion and empathy to enable timely and effective communication with own staff, the wider MDT team and other agencies
- To develop personal capability to optimally support staff who may be in distress or requiring support and then to address highly complex or contentious issues which may be affecting their performance
- To ensure that you and your team appropriately regard the individual customs, values and spiritual beliefs of patients and staff
- To inspire, empower and motivate the entire team to constantly strive to improve care and experience for patients and staff
- To be able to present complex concepts to large groups

PLANNING AND ORGANISATION

- To delegate tasks effectively within the clinical team and support the team to optimise skill mix, flexibility and responsiveness of the team whilst retaining the professional responsibility of appropriate delegation
- To deal with any issues of professional behaviour or attitudes, quality or safety in the moment
- To ensure that you and your team carry out the full investigation of accidents, incidents and complaints, both written and verbal in following through the trust policy, action the results and close the investigation in a timely manner
- To build flexible teams around the patient's needs, leading and co-ordinating multi-professional inter-agency groups to achieve service improvements and optimise outcomes for patients.
- To ensure all care delivered empowers patients to recover their independence at the earliest opportunity
- To ensure that you and your team maintain contemporaneous, accurate and evaluative patient records with clinically reasoned action plans and evidence that these plans have been enacted, evaluated and revised if necessary

BUDGETARY AND RESOURCE MANAGEMENT

- To be aware of the budgetary controls within your service
- To be responsible and accountable for the timely and effective use of clinical resources within your area
- To ensure safe and effective use of equipment through staff training, appropriate maintenance and repair.

STAFF MANAGEMENT

-
-

Examples of text

Day to day Supervision:

- *Regularly responsible for the professional /clinical supervision of a number of staff or students.*
- *Delegating or allocating work and checking for quality and timely completion*
- *Refer concerns to line manager e.g. performance, attendance or conduct*

Day to day Management:

- *Regularly responsible for reviewing work performance, progress, work allocation and checking for quality and timely completion, undertaking appraisal reviews, acting as a panel member for recruitment and selection, undertake the initial stages of staff management by applying HR policies e.g. grievance, conduct and capability.*

Line Manager:

- *Responsibility for direct reporting staff for the delivery/management of all or most of the following: Appraisals, sickness absence, capability, conduct and grievance matters, recruitment and selection decisions; departmental workload and allocation (i.e. allocation and reallocation of blocks of work or responsibilities for areas of activities not just allocation of tasks to individuals); formal stages of the application of a range of HR policies.*

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To have a highly developed specialist knowledge of peritoneal malignancy across a range of work practices
- To be aware of the evidence base, current national and international developments within peritoneal malignancy and regarding cytoreductive surgery and HIPEC and to utilise this knowledge and best practice in actively leading the development of clinical services
- To maintain a broad, high level clinical skill set within the team to ensure high quality and compassionate care for all patients presenting to the clinical area
- To be personally competent to lead and train others to support the development of clinical competency within the specialist clinical area
- To participate in the development and delivery of appropriate aspects of clinical skills training, working collaboratively with clinical specialist colleagues and supported by the Education team
- To undertake/participate in local training needs analysis and workforce planning for your service to inform the trust education and workforce strategy and encourage staff to propose improvements
- To maintain an effective learning environment for all staff, students and the wider multi-professional team, including specialist nurses and doctors

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

Person Specification

Job Title:	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Professional UK registration e.g. NMC, HPC Degree level education or equivalent knowledge and skills gained through any combination of alternative study, or employment experience Formal training &/or experience in mentorship Able to demonstrate a good command of the English Language both written and verbal Post registration qualifications in field of expertise or equivalent knowledge and skills gained through any combination of alternative study, employment or voluntary work. 	<ul style="list-style-type: none"> Leadership and management qualification or equivalent knowledge and skills gained through any combination of alternative study, employment or voluntary work. Advanced communication skills training
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Evidence of continued professional development clearly recorded for professional profile Evidence of significant post registration clinical work experience to degree level Evidence of participating in significant changes or service developments that promote good practice Awareness of local and national agenda within speciality. Experience of project management for policy development or large scale projects Understanding of health environment policies and legislation including clinical, HR, E&D, Governance Experience of change management 	<ul style="list-style-type: none"> Evidence of implementing a change to promote good practice Evidence of the ability to deliver formal and informal learning sessions to all groups of professionals Experience of working within cancer care Experience and understanding of national cancer care strategies

<ul style="list-style-type: none"> Understanding of Health Environment policies and legislation including Clinical, HR, E&D, Governance 	
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> To demonstrate the required behaviour in keeping with the Trust values Organisational and on-going planning skills including own workload and of others in an unpredictable environment Understanding of effective clinical governance including implications, quality and audit Applies a good understanding of Equality & Diversity in all areas of work Evidence of clinical skills across the relevant speciality Ability to work within a multidisciplinary team across an organisation Accurate record keeping 	<ul style="list-style-type: none"> Advanced communication skills including; to communicate complex, sensitive or confidential information in an appropriate manner; to liaise effectively; to understand and disseminate multifaceted information. Customer Service experience i.e. dealing with complaints, to manage any barriers to information
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> Ability to travel to other sites in Hampshire and the UK on an ad hoc basis. Potential for national and international travel for conferences To be flexible in working approach and hours 	

Post holders signature: Date:

Managers' signature: Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Climate Action and Sustainability

- Green Plan: Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- Carbon emissions: Use the most sustainable and lowest carbon ways of working.
- Sustainability: Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- Procurement: Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- Digital: Maximize the use of digital solutions and reduce use of paper, where possible.
- Care Pathways: Streamline care pathways and reduce patient travel, where clinically appropriate.
- Adaptation: Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)