

## Job Description

<b>Post</b>	UGI Cancer Clinical Nurse Specialist
<b>Band</b>	7
<b>Department</b>	General Surgery
<b>Responsible to</b>	Matron General Surgery
<b>Professionally Accountable to</b>	Surgical Associate Director of Nursing
<b>Date written</b>	08/04/24
<b>Written by</b>	Liz Summers Cancer Lead Nurse; Kelly Gurney Matron General Surgery

## Job Summary

The post holder will be a core member of the Upper GI Cancer Multidisciplinary Team, responsible for the provision of high quality, patient centred care; ensuring patients/carers living with UGI cancer have access to expert information, advice and support from the point of suspicion of cancer.

The post holder will act as the main point of contact, using advance communication skills to co-ordinate the patients' pathway, liaising with members of the MDT, other healthcare professionals across primary secondary care and the voluntary sector to ensure a seamless service for patients and their families.

The post holder will be responsible for implementing the key elements of personalised care ensuring patients are offered a HNA/care planning at keys stages of the pathway in line with national directives and support the delivery of End of Treatment Summaries after each episode of treatment.

The post holder will work as part of the Upper GI CNS team providing cover to ensure continuity of care across the Macmillan Upper GI CNS service

## Key Working Relationships

Clinicians  
Clinical Nurse Specialists  
Matron  
Cancer Lead Nurse  
Allied Healthcare Professionals  
Primary Care  
Administrative staff  
Managers  
Macmillan Personalized Care Transformation Lead  
Macmillan Information Centre

## Organisational Structure



Compassion



Accountability



Respect



Integrity



Courage

# ADN General Surgery Matron General Surgery

## Main Duties and Responsibilities

To undertake a comprehensive holistic assessment of patient's needs (HNA) at key stages during the illness experience from the point of diagnosis in line with National directives

To agree a plan of care in consultation with the patient/family, ensuring a written copy is available for the patient.

To attend the weekly cancer multidisciplinary team meeting, contributing to the discussion, providing expert nursing opinion on the patient's assessment and care

To screen patients for psychological distress using a recognised tool

To provide Level 2 psychological support for patients and their carers, referring patient with complex needs to the Macmillan Clinical Psychologist.

To provide specialist support for patients and their families, ensuring their physical, psychological, social, emotional and spiritual needs are identified and met.

To lead on complex communication issues and co-ordinate the patient's pathway acting as the main point of contact or responsible for nominating a main point of contact for the patient depending on their individual needs.

To identify and met patient/carers specialist informational needs utilising the local Macmillan Information Centre, referring patients to the dedicated Cancer You Tube Channel to support self-management strategies.

Supports the development of patient focussed education, including specialist information and advice to self-manage ongoing consequences of treatment.

To identify and address the palliative care needs of patients and their families, referring patients with complex needs to the Specialist Palliative Care Team

To identify AMBER patents working with the multidisciplinary team to agree ceiling of intervention.

To identify the patient's Preferred Place of Care at the appropriate point in the illness experience, communicating very sensitive information to patients/carers ensuring they have the opportunity to discuss their choice of where they wish to die where possible.

Support the generation of an "End of Treatment Summary" for patients following each modality of treatment, ensuring their ongoing needs are identified and addressed.

To respond to EAU alerts for patients with UGI cancer providing specialist information and support, co-ordinating their pathway from the point of admission

To lead the development of specialist Health & Wellbeing events for patients living with UGI cancer, ensuring they are tailored to meet their individual needs

To use advance communication skills to support patients in the development of an Advance Care Plan, identifying their preferences and wishes

To initiate proactive telephone support for patients in the palliative stage of their disease, identifying new or progression of symptoms providing specialist advice and support

To promote a culture that supports and enables self-management.

Utilise patient/carer experience feedback to drive innovation and change.

Promote self-management, risk stratifying patients into who can self-manage following education, those who will need guided support to self-mange and those who will require ongoing face-to-face support in order to support people to live with cancer.

To adhere to the NMC Code of Professional Conduct and other national regulations

To participate in the formal review process and plan future personal development and competencies to be achieved, actively engaging with the learning and development opportunities offered by Macmillan.

To act as a specialist resource for healthcare professionals relating to UGI cancer, providing expert nursing advice and support

To support patients at new diagnosis cancer clinic in Nene Park Outpatients alongside the Leicester surgeon and specialist dietician

To follow up patients following UGI surgeries in a nurse led clinic as per national and local guidelines

To promote collaborative working relationships and effective communication between all members of the Upper GI cancer multidisciplinary team and across different boundaries of care

To act as a role model demonstrating high standards of holistic care, providing clinical leadership in UGI cancer.

To support the development of the Band 6 Macmillan GI Nurse/Support Worker, contributing to the appraisal process and objective setting

To become acquainted with the local and regional pathways for patients with UGI cancer including knowledge of contact points for referral and advice.

To demonstrate advance practice in planning, implementing and evaluating nursing care, documenting the outcomes of consultations in the hospital notes and on the Somerset database.

In all aspects of work, challenge and demonstrate an ability to work across organisational and professional boundaries.

To identify own personal development needs to work at specialist level and take appropriate action to ensure that these are met

To maintain a personal professional profile, demonstrating clear evidence for nursing revalidation

Demonstrate skills in conflict resolution and negotiation skills when dealing with difficult or challenging situations

To be actively involved in the self-assessment against National Quality Standards related to UGI cancer, taking an active part in the NHS England Quality Surveillance Program

To ensure the specialist nursing service is development in line with National directives related to cancer care.

To collect activity data to demonstrate the effectiveness of the specialist nursing service.

To participate in service reviews, completing a SWAT analysis to highlight the effectiveness/challenges of the nurse specialist service

To actively seek feedback from patients/carers to inform service developments

To lead the development of policies and clinical guidelines to enhance the specialist nursing service in line with national directives

To promote the specialist nursing service through conferences and written papers

To influence decisions regarding service delivery through participation in local, regional and national meetings

To evaluate the effectiveness of the nurse specialist service, implementing change to enhance the patient/carer experience

To identify areas of practice this may be expanded to promote optimal care and the best outcomes for patients

Develop specialist nurse led clinics, performing and undertaking a holistic review of the patients following surgery & oncology treatment to support self-management strategies and early identification of recurrence of disease.

To request relevant tests/investigations

To act as an independent nurse prescriber

To initiate and be actively involved in nursing research/audit

To promote best practice ensuring care in evidence based

To demonstrate knowledge of the clinical trials available for UGI cancer patients

### Statutory and Miscellaneous

- Takes responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns of if registration lapses or expires (all registered staff).
- This post involves access to patients and their data include children and/or adults at risk, as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary for the post holder to apply for and be in receipt of a satisfactory **Enhanced DBS check**.
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient confidentiality at all times, including adherence to the Data Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- This post is subject to the terms and conditions of employment of Northampton General Hospital NHS Trust.
- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder. Appropriate notice of such changes will be given.

### Confidentiality, Data Protection and Data Quality

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- Uphold its principles; and
- Adhere to Trust policies and to maintain strict confidentiality at all times.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained, where appropriate.

### Safeguarding Children and Adults at Risk

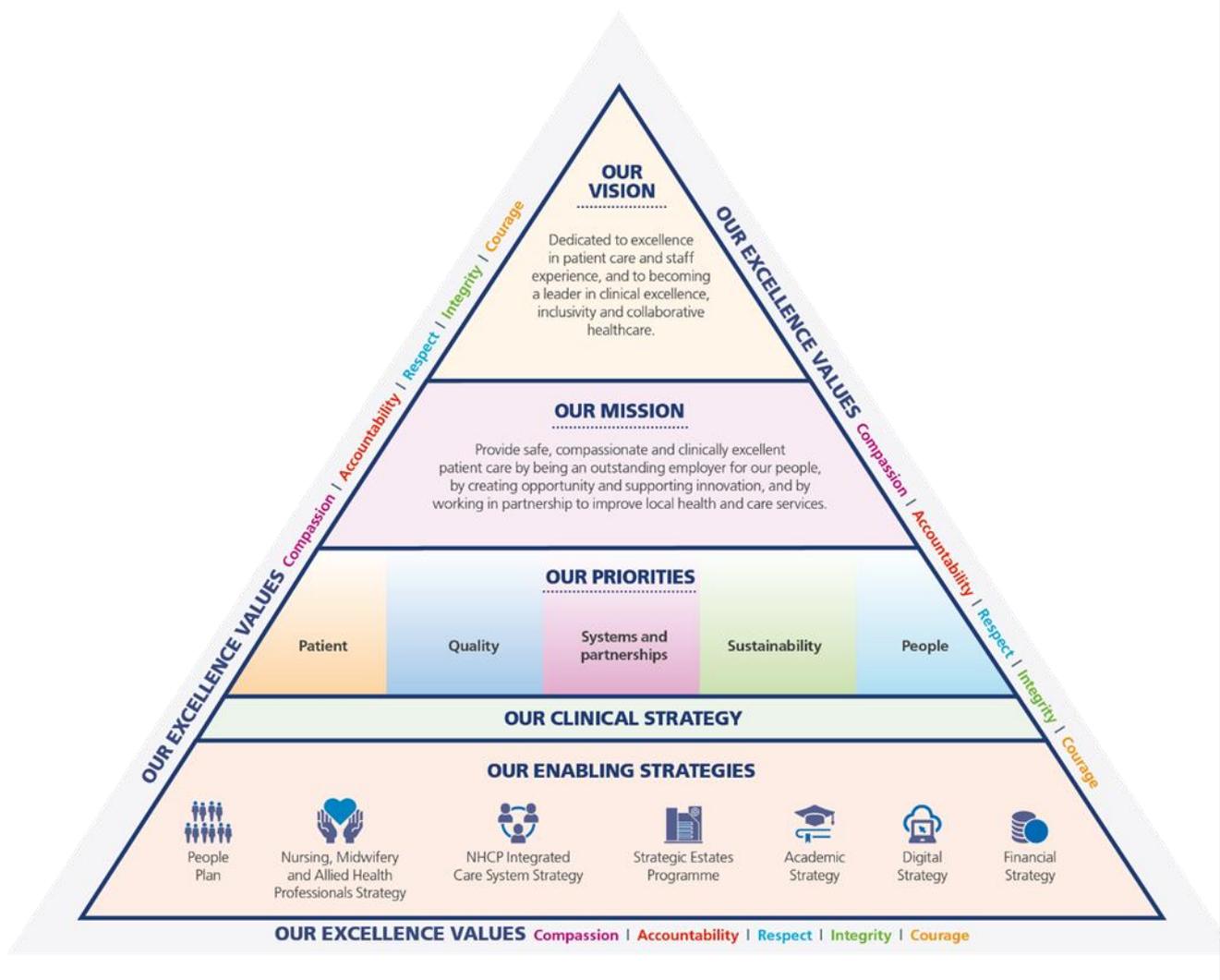
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact with during your work. To fulfil these duties you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

## Our Vision and Values

Northampton General Hospital NHS Trust and Kettering General Hospital NHS Foundation Trust are both part of the University Hospitals of Northamptonshire Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team, leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information:

- [Northampton General Hospital NHS Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)
- [Kettering General Hospital](#)



## Our Excellence Values



▶ Compassion

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other peoples shoes.



▶ Accountability

We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.



▶ Respect

We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.



▶ Integrity

We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.



▶ Courage

We dare to take on difficult challenges and try out new thinks. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

Shortlisting Criteria	Essential	Desirable
<b>Educations, Training and Qualifications</b>		
RN Level 1	x	
Educated to degree level or equivalent level of education, training or experience.	x	
Evidence of continued professional development	x	
A recognised teaching qualification	x	
Level 2 Psychological Support Training or willingness to undertake	x	
Advanced communication skills training or equivalent level of education or training	x	
Relevant master's degree	x	
Registered independent nurse prescriber or willingness to undertake		x
IRMER course or willingness to undertake		x
<b>Knowledge and Experience</b>		
In-depth knowledge and experience in caring for patients living with UGI cancer	x	
In-depth knowledge and experience in the core domains of personalised care	x	
Previous experience of working as a Clinical Nurse Specialist		x
Experience of multi-professional working	x	
Leadership & Management	x	
Knowledge of the National Frameworks related to UGI cancer	x	
Experience of leading research/audit	x	
Ability to exercise initiative & implement change	x	
Ability to develop policies, protocols & guidelines	x	
<b>Skills</b>		

Excellent communication skills	X	
Advanced Assessment Skills	X	
Ability to work autonomously & as part of a multidisciplinary team	X	
Effective organisation and time management skills	X	
Ability to exercise initiative & implement change	X	
Problem solving skills	X	
Effective negotiation and interpersonal skills	X	
Analytical and IT skills	X	
Ability to develop policies, protocols & guidelines	X	
Effective report writing skills		X
Physical effort – work across the Trust supporting patients living with Upper GI cancer. Need to attend meetings outside the Trust		
<b>Key Competencies/Personal Qualities and Attributes</b>		
Passionate and committed to bring our Dedicated to Excellence values to life, improving the way we work with each other, particularly focusing on empowerment, equality diversity and inclusion of our staff, patients and service users	X	
Diplomatic, calm & objective	X	
Assertive and confident, yet approachable	X	
Innovative, flexible, enthusiastic & motivated	X	