

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone

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- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning• Make time for training and development and support research so people always receive the highest standards of care.

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|------------------------|---|
| JOB TITLE | Advanced Nurse Practitioner in Head and Neck and sarcoma. |
| DIRECTORATE | Corporate |
| DEPARTMENT | Macmillan services |
| BAND | 8a |
| RESPONSIBLE TO | Lead Cancer Nurse |
| ACCOUNTABLE TO | Director of Nursing – Corporate |
| RESPONSIBLE FOR | N/A |

Job Purpose

The role of the ANP is to support the Sarcoma, and Head and neck Cancer pathways. This post requires development of a newly established Sarcoma service within the trust, Croydon is one of the London Spoke to support Sarcoma.

The ANP will triage all patients coming in with a suspected cancer pathway, request diagnostics and support MDT, you will be the key contact supporting patients with cancer and support with onward referrals to tertiary centres.

To provide specialist nursing support and expertise and leadership in the newly established sarcoma service. This will include autonomous practice, assessment and treatment of patients and developing new areas of practice ensuring all quality standards are met. This will include



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establishing a new spoke service for Sarcoma across South West London (Royal Marsden cancer alliance) and liaising closely with specialist tertiary referral centres. You will work closely with lead surgeon for sarcoma, interventional radiology, Lead cancer nurse with appropriate administrative support to ensure patients meet national Faster Diagnosis standards (FDS).

We currently have an established head and neck service with a Consult and a CNS in post, the ANP will have oversight of the head and neck service and will support the development of the head and neck nurse service. The ANP will have experience in Cancer Nursing, confident in carrying out clinical assessments, interpretation of diagnostic results and good advanced communication skills and management skills.

Main duties & Responsibilities

- Delivering evidence based nursing care, through exercising a high degree of professional autonomy, demonstrating ability to make sound decisions based on knowledge and experience.
- Assessing individuals holistically using a range of assessment methods and reach valid reliable and comprehensive patient and client centred conclusions, which manage risk and are context and culture appropriate.
- Provide patient assessment and treatment and specialist investigations in nurse-led clinics, as part of the specialist MDT providing specialist investigations.
- Communicate with patients and clients to empower them to make informed choices about health and actively promote their health and well-being.
- Plan and manage complex programmes of care, through working in partnership with clinical teams and which involve other practitioners
- In partnership with patients and other professionals, make ethically based decisions which are in the interests of patients in the absence of precedents and guidelines.
- Provide specialist advice, knowledge and support to clinical teams across the Trust.
- Order appropriate diagnostic investigations in line with trust policies.
- Work as an independent prescriber in line with Trust policy and register.

To provide:

- Leadership
- Innovation
- Mastery
- Excellence (clinical)

Management and Leadership:

- Acts as a role model demonstrating high standards of care and providing clinical leadership to others.
- Promotes a culture that supports self-management.
- Provides specialist education and training to other professionals involved in patient care.
- Work across professional and organizational boundaries and sustain new partnerships and networks.
- Review and update relevant documentation, policies and guidelines to ensure quality and consistency of information.
- Lead team in establishing and maintaining effective communication channels internally and with external stakeholders, patients and carers.
- Participate in professional nursing initiatives as appropriate.
- Acts as a role model for excellent advanced communication skills and expertise.
- Demonstrates skills in conflict resolution and competent negotiation skills when dealing with difficult or challenging situations.
- Provide reports of the service and new developments.
- Accountable for all aspects of allocated budget.

Innovation:

- Develops new skills in response to emerging knowledge and techniques.
- Works across professional boundaries using creative reasoning and problem-solving
- Instigates and manages change within a complex environment.
- Influences the development of others through education and training.
- Promotes patient and public experience feedback through local initiatives to drive innovation and change.

Excellence (clinical):

- Puts quality at the heart of practice by delivering evidence based individualised and personalised care through holistic needs assessment, planning and evaluation of care and all care interventions.
- Actively integrates theory and practice
- Acts as a Key Worker for a clinical caseload, working to coordinate care and provide easy access for ongoing support for patients.
- Assesses people's information needs and provides relevant information to meet those needs.
- Enables people to access, identify, appraise and interpret information, to determine their own future.
- Provides clinical expertise, specialist advice and support across service boundaries.
- Leads the nursing contribution to service development, ensuring the pursuit of excellence in care.
- Defines a clear care pathway, refers to other professionals and sign-posts to other agencies as appropriate.

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- Promotes the service and clinical excellence by publishing and presenting innovations, audit and research locally and nationally.
- Influences and develops policy and clinical guidelines internally and externally.
- Promotes self-management, undertaking risk stratification to determine those who can self-manage, following education, those who will need guided support to self manage and those who will require on-going, face to face support.

Mastery

- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge.
- Uses creative reasoning, experience and vision to advance care.
- Demonstrates continuous evaluation of practice and make changes where appropriate.
- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework and actively engages with learning and development opportunities offered by Macmillan.

General:

1. To work in accordance with the Trust's Here for You standards to consistently demonstrate the behaviours required to fulfil the promises we have made to the people of Croydon. These promises, developed with our patients, carers and staff help us deliver the pledges in the NHS Constitution and our own corporate objectives.

The postholder is required to carry out his/her role in accordance with the organisation "here for you" promises, standards and behaviours, ensuring that colleagues and the people we serve feel **cared for**, feel **in safe hands**, feel **confident** in their treatment, feel we **value their time**, and feel that our service continues to **improve** all the time.

2. To ensure that Croydon Healthcare Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.

6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the Nursing & Midwifery Council Code of Professional Conduct and Scope of Professional Practice.

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10. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

All staff are expected to demonstrate a considerate and respectful attitude.

You are the difference –Staff Pledges

I will always introduce myself to patients and other staff “Hello my name is”

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan. This job description has been updated and agreed by:

Current post holder:.....

Date:

Line Manager:.....

Date.....

Methods of Assessment - Application form (A) Interview (I) Presentation (P)

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