

Macmillan Breast Cancer Clinical Nurse Specialist job description and person specification

Department: Cancer Services

Division: Womens, Childrens and Clinical Services

Responsible to: Macmillan Senior Breast Clinical Nurse Specialist

Accountable to: Macmillan Trust Lead Nurse Cancer & Palliative Care

Band: Band 7

Hours: 37.5 hours/week

Location*: Northwick Park/Ealing/Central Middlesex Hospital

*To meet the needs of the Trust's services you will be required to work at different locations to your normal place of work.

Our vision and values

Our vision is quality **at our HEART**.

Quality...

Delivering quality means consistently meeting requirements and exceeding expectations.

We strive to deliver quality in everything we do – from the clinical care we provide and the employment opportunities we offer, to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

...at our HEART

By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

♥ **Honesty:** we're truthful, we're open, and we speak up

♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding

♥ **Accountability:** we're professional, we strive for excellence, and we improve

♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy

♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values, and objectives at lnwh.nhs.uk/OWF.

Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners, and our communities' clarity about what we will do.

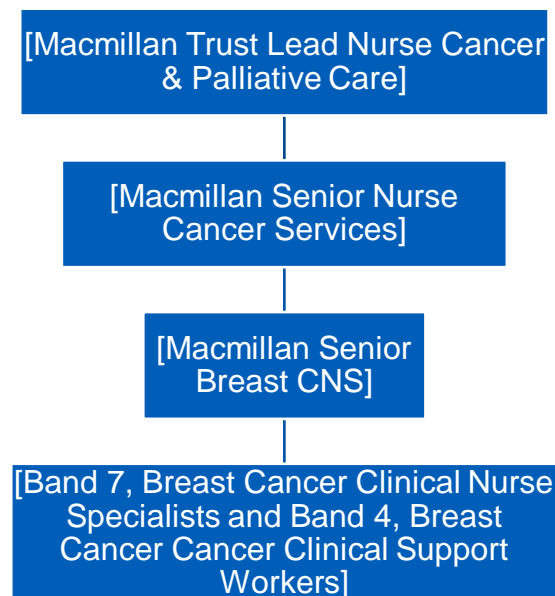
- We will provide high-quality, timely and equitable care in a sustainable way.
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers.
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services.
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities.

You can read more about our vision, values, and objectives at lnwh.nhs.uk/OWF.

Job Summary

The post holder will provide specialist, high quality, expert nursing care and support for patients and their carers with Breast cancer diagnosis. You will deliver evidence based individualised patient care according to patient's changing health care needs, including using holistic needs assessment and responsive care planning (HNA). You will be required to work autonomously and developing collaborative relationships with others across and within professional boundaries. You will work collaboratively to develop patient pathways and be responsible for the continuous review and development of the nursing service. The post holder provides expert knowledge and advice in own specialist area, ensuring maintenance of clinical excellence underpinned by evidence-based practice. Working with the Multidisciplinary Team and Cancer Management Team you will ensure that your cancer service complies with the national standards for safety and quality, which are assessed through National Cancer Peer Review Process and actively contribute with work plans resulting from Peer Review assessment.

Structure



Key responsibilities

- To perform an effective key role within the MDT to deliver cancer waiting times targets and pathways communication.
- To act as a specialist resource for patients and the clinical team by providing comprehensive advice, information, teaching and training both within LNWH and externally.
- Update own clinical and specialist knowledge. Contribute to audit processes. Undertake, where appropriate, nursing research with published outcomes.
- Promote excellence in clinical practice, and the setting of quality standards within specialty.
- Active involvement in the development of the service locally and nationally.
- Clinical Excellence.

Clinical

- Places quality at the heart of practice by delivering evidence based individualised patient care according to patient's changing health care needs, through holistic needs assessment, (HNA).
- Uses specialist knowledge and provides specialist advice to ensure effective continuity of care delivery to patients.

- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge.
- Acts as a Keyworker for a clinical caseload, working to coordinate care and provide easy access for ongoing support for patients and carers.
- Uses advanced communication skills in all aspects of patient assessment, care, and support.
- Assesses people's information needs and provides relevant information to meet those needs.
- Enables people to access, identify, appraise, and interpret information to facilitate patient choice.
- Provides clinical expertise, specialist advice and support across service boundaries.
- Can influence the patient care pathway, refers to other professionals and sign-posts patients to other agencies as appropriate.
- Actively integrates theory and practice.
- In conjunction with the clinical team, undertakes (risk) stratification for patients having cancer follow up. Promotes self-management through education and guided support.
- Uses creative reasoning, experience, and vision to advance care and influence patient outcomes.
- Demonstrates continuous evaluation of practice and make changes where appropriate.
- Ensures the provision of care is in accordance with London Northwest Healthcare NHS Trust's policies & procedures.

Managerial/Leadership

- Support and work closely with the MDT chairs and MDT coordinators (MDTC) to ensure the MDT requirements are accurate and robustly managed within specified timeframes in accordance with local and national policy.
- Support proficient pathway management including robust communication (internal and external); clinical data collection; cancer data reporting/cancer waiting time's compliance; cancer pathway management.
- Participate in preparation and delivery of Cancer Peer Review process.
- Promotes a culture that supports patient centred care and patient empowerment.
- Acts as a role model demonstrating high standards of care and providing clinical leadership to others.
- Collates and interprets quantitative and qualitative data to provide evidence of productivity, outcomes, and quality. Can utilise data to support business cases and reports as appropriate.
- Contributes to the identification of service goals and appreciate how these link with performance targets and quality indicators.
- Supports the implementation and monitoring of adherence to relevant site-specific clinical guidelines for cancer nursing practice.
- Works collaboratively with the clinical lead for the service and contributes to the identification of service objectives, annual report and annual work plan for the service.
- Actively participates in multi-professional meetings, acting as the patient advocate and representing nursing and patient views.
- Actively engages with the cancer management team, the RM Partners West London Cancer Alliance, and other partners as appropriate to continuously raise the profile

of cancer nursing and promote patient centred services for patients affected by cancer.

- Work closely with the other Clinical Nurse Specialists within the Cancer Nursing Team and provide cross cover if /when necessary.
- Supports the wider Trust nursing agenda through representation on committees / working groups as appropriate.

Training & Education

- 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.
- Influences the training and development of others (MDT, nursing roles, etc.), supports generic staff to care for patients with cancer.
- Provides specialist education and training to other professionals involved in patient care.
- Be appraised at least annually and contribute to own personal development plan (PDP).
- When appropriate act as a mentor for newly appointed Clinical Nurse Specialists.

Service Improvement

- Supports the nursing contribution to service development, ensuring the pursuit of excellence in care.
- Develops new skills in response to emerging knowledge and techniques.
- Works across professional boundaries using creative reasoning and problem-solving to facilitate new ways of working to influence improvements in the patient care pathway.
- Instigates and manages change within a complex environment. Is able to evaluate the impact of change and any impact on the patient care pathway.
- Promotes patient and public experience feedback through local initiatives to drive Innovation and change.
- To maintain accurate data relating to the clinical service ensuring strict confidentiality, compiling statistical data to profile the service and inform its future strategic development.

Research & Audit

- Influences and participates in development of policy and clinical guidelines internally and externally.
- Promotes the service and clinical excellence by publishing and presenting innovations, audit, and research locally and nationally.
- Participates in National Audit for specialist group.

Additional responsibilities

Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.

The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.

You must always comply with the Trust's data protection policy, and you agree that you will only access the systems, databases or networks to which you have been given authorisation.

The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.

You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

Information security

All staff must adhere to the requirements of the Trust's information security policy, which covers the deployment and use of all the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the policy may result in disciplinary action and could also result in a criminal offence.

Health and Safety at Work Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty, and apply to all Trust premises, also whilst working in the community or on any other Trust business.

Equal opportunities and equalities legislation

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

Patient and public involvement

Section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

Risk management

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Corporate/clinical governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

Infection control and hospital-acquired infection

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's infection prevention and control policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of healthcare associated infections including MRSA. All staff have the following key responsibilities:

- staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact
- staff members have a duty to attend infection control training provided for them by the Trust
- staff members who develop an infection that may be transmissible to patients have a duty to contact occupational health.

Safeguarding children and vulnerable adults

Everyone has a personal and a professional responsibility to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns.

Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk.

The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust, you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Staff commitment to patient care

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

Health records

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.

For further information refer to Records Management Code of Practice via gov.uk.

NHS constitution and code of conduct for managers

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b

of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

Person specification

Job title: Macmillan Breast Clinical Nurse Specialist

Division/department: Womens, Childrens and Clinical Services

Requirement	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> • First level nursing registration • Currently registered with NMC • First level degree in related subject or evidence of working towards • Post registration qualification appropriate to cancer speciality • Evidence of relevant continued professional development relevant to the clinical area 	<ul style="list-style-type: none"> • Recognised teaching qualification or working towards • Working towards Master's level qualification • Advanced communication skills qualification • Level 2 psychology skills certificate
Knowledge and experience	<ul style="list-style-type: none"> • Relevant post registration experience at band 6 or above in oncology or tumour site related clinical area. • Previous experience in a post involving clinical and managerial responsibilities. • Previous experience of teaching and developing teaching materials • Demonstrate evidence of highly developed clinical practice 	<ul style="list-style-type: none"> • Previous experience of working as a clinical nurse specialist • Experience of audit and research • Ability to lead and influence change • Ability to deal with complex clinical scenarios • Evidence of advanced communications skills • Experience of Breast surgery • Experience of running nurse-led clinics.

Requirement	Essential	Desirable
Skills, abilities, and personal attributes	<ul style="list-style-type: none"> • IT literate • Robust organisation and negotiation skills • Leadership and motivational skills • Ability to work autonomously and as part of a team. • Flexible attitude to working and open to developing new ways of working. • Exemplar communication skills both verbal and written with well-developed listening ability both face to face and over the telephone. • Ability to form professional interpersonal relationships. • Polite • Ability to cope with stressful situations. 	<ul style="list-style-type: none"> • Teaching/assessment and presentation skills
HEART values	<p>Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.</p> <p>Demonstrate commitment to place Quality at our HEART</p>	
Physical Qualities	<p>Has the physical ability to perform the full range of duties.</p> <p>Ability to work and travel across trust estate.</p>	

Person specifications should be kept to a maximum of 25 bullet points

Job description and person specification drafted / amended by

- Name: Joan Klein & Philippa Hand
- Designation: Macmillan Trust Lead Nurse Cancer & Palliative Care, & Macmillan Senior Nurse Cancer Services
- Date: 20/12/2023

Job description and person specification agreement

Job holder's name: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Line manager's name: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)