

## Job Description

<b>Role Title</b>	Lead Nurse – Lancashire and South Cumbria Centralised Virtual Triage for Suspected Skin Cancer
<b>Eligibility</b>	Registered healthcare professional currently practicing in a partner organisation
<b>Term of Office</b>	Two years fixed term
<b>Responsible to</b>	Skin Cancer Lead Consultant and Directorate Manager for OMFS
<b>Professionally Accountable to</b>	Clinical and Care Professional Cancer ICB Lead and Medical Director, Lancashire and South Cumbria ICB
<b>Salary</b>	£50952 to £57349 a year per annum
<b>Working Pattern</b>	Flexible working pattern, Full time and Part time roles will be considered
<b>Job Location</b>	This is a home-based role, although there will be some travel required in and across the L&SC footprint.
<b>Notice period</b>	3 months

### Role Purpose

The Lancashire and South Cumbria (L&SC) Cancer Alliance are focused and driven in implementing recommendations made within the NHS Long Term Plan and Healthier Lancashire and South Cumbria Strategy.

There were 3 million dermatology outpatient appointments in England during 2019-20, with dermatology services receiving more urgent referrals for suspected cancer than any other specialty, with over 23,000 Suspected Skin Cancer Referrals received by Trusts in L&SC, placing huge logistical challenges on service delivery.

To support service pressures placed on the four NHS Hospital Trusts within L & SC, the cancer alliance has embarked on an ambitious plan to implement a Centralised Virtual Triage (CVT) for most Suspected Skin Cancer Referrals (previously 2WW). The introduction of the CVT, will relieve demands on senior medical staff, unnecessary cases being removed from clinics resulting in increased capacity for complex patients, better market access and ultimately Trust benefits. It assists in compliance to key drivers such as the full roll-out of Teledermoscopy and system-wide dermoscopy in Community Diagnostic Centres., supporting a more proficient patient service and allows us to invest in and develop our workforce to deliver care in a timely manner, being both reliable and patient focused.

An exciting opportunity has arisen for a dynamic and forward-thinking experienced registered nurse who has extensive knowledge within and is passionate about improving the Skin Cancer Pathway for patients in L&SC. The Senior CVT Skin Cancer Lead Nurse is a pivotal clinical role, they will oversee the development, implementation, and embedding of the CVT for most Suspected Skin Cancer referrals in L&SC.

The post holder will work within agreed protocols and guidelines, being clinically responsible for the development and implementation of the CVT, working within the extensive cancer team to ensure that the right processes, training, and support are in place.

This person will be able to demonstrate:

- Provision of clinical expertise and advice to a range of stakeholders on skin cancer pathways.

- Leadership and expert practice of Teledermoscopy pathways, including experience in undertaking the clinical review of dermatoscopic images following local and national guidance.
- Experience in developing training packages for elements of Suspected Skin Cancer Pathways, including developing clinical competencies for the virtual clinical review of dermatoscopic images.
- Have experience in leading quality improvement (QI)/improvement initiatives, experience in the use of QI, and be able to work alongside clinical, non-clinical staff and patients in the drive for improvement.
- Exhibit a strong presence with junior members of a multi-disciplinary team, developing a knowledge-rich and inquiry culture that facilitates training and learning opportunities across the system.
- Demonstrate a track record of developing quality patient-focused services at local and national levels. You should have experience in designing, implementing, and evaluating clinically led research, as you will be expected to initiate research/quality improvement projects on various aspects of the role.

### **Main responsibilities**

The following are the key requirements identified for this role and the approaches needed for them.

### **Role Specific Responsibilities**

#### **CLINICAL LEADERSHIP:**

- To provide leadership for change and service improvement within Suspected Skin Cancer Pathways.
- To advance the development and practice of cancer nursing in line with national recommendations and standards where available for Suspected Skin Cancer.
- To collaborate with Allied Healthcare Professionals and Consultants, ensuring the advancement of cancer care and support through a combined approach.
- To liaise closely with the other Clinical and non-clinical workforce within Lancashire and South Cumbria to implement the Virtual Centralised Triage for Suspected Skin Cancer.
- To have understanding and insight of the implemented digital platform and liaise with company staff to ensure safe and timely patient care
- To maintain clinical competence and credibility, acting as a role model for best practice, ensuring that nursing care is provided to a high standard, in response to changing services and patient needs.
- To work alongside the Clinical Lead for Skin as the Trust leads for Suspected Skin Cancer Transformation to implement recommendations.
- Ensure strong professional leadership, working with the members of the MDT including Skin consultants, ACP's and Clinical Nurse Specialists to support high standards of care.
- To ensure patients, carers and their families are empowered and educated in respect of self-care and sustainable lifestyle changes.
- To work horizontally within the Lancashire and South Cumbria advising and supporting senior nursing colleagues on the delivery of local cancer services.
- The main duties and responsibilities described above are not exhaustive and the post holder can expect to take on other responsibilities or specific tasks as required. Further, over time it is likely the remit and requirements of the role will evolve, and the post holder will be expected to adjust their working approach and style to accommodate these. As a new post within the organisation, to reflect the above, it is expected that this job description

would be reviewed regularly, by agreement, initially at 6 monthly intervals (by the Clinical and Care Professional Lead (South Cumbria) and the Clinical and Care Professional Cancer ICB Lead).

- To maintain clinical competence and credibility, acting as a role model for best practice, ensuring that nursing care is provided to a high standard, in response to changing services and patient needs.
- To advance the development and practice of cancer nursing in line with national recommendations and standards where available.
- Critically evaluate research and audit findings, using these to support clinical decision making and enhance quality of care within the Dermatology service.

## **COMMUNICATION**

- Ensure communication and working relationships are effective and underpin staff involvement in all complexities and levels of decision making.
- Generate and share knowledge and expertise with all members of the multi-professional team, utilising any new knowledge feedback to inform and change practice.
- Provision of verbal and written advice and support to the Clinical Lead for Cancer, Clinical Lead for Skin, Assistant Director of Nursing for Cancer Services and Directorate Manager for Cancer and for Head & Neck OMFS as requested on complex cancer issues.
- Ensure communication and working relationships are effective and underpin staff involvement in all complexities and levels of decision making.
- Foster a common sense or purpose and shared values in pursuit of defined objectives.
- To forge effective links with primary, secondary and tertiary care to ensure effective communication.

## **ORGANISATIONAL RESPONSIBILITIES**

- Lead initiatives to aid retention and workforce planning for the Virtual Centralised Triage Suspected Skin Cancer staff.
- Participate in personal Annual Personal Development Review
- Participate in the annual review for this post and support other team members in their annual review.
- Participate as a full member of the Skin cancer team, supporting planning, developments and operational delivery, including support to achievement of cancer performance targets.
- To take a lead in the investigation and resolution of complaints and adverse clinical incidents within cancer services, ensuring that appropriate action is taken to learn from events .

## **PERSONAL, PROFESSIONAL AND PEOPLE DEVELOPMENT**

- Pursue personal lifelong learning by participating in clinical supervision, annual personal development review, professional development activities and registration with the NMC.
- Work in partnership to make effective use of learning opportunities actively promoting the workplace as a learning environment.
- Enable others to develop and apply their knowledge and skills in practice providing timely feedback.
- Generate and share knowledge and expertise with all members of the multi-professional team, utilising any new knowledge feedback to inform and change practice.

- To ensure the recognition and value of the nursing contribution and encourage a culture of professional academic publications within the cancer nursing team
- Contribute to the ongoing development of the collaborative provision of dermatology education for nurses at diploma, degree and masters level.

Clinical Risk;

- Risk assess new Advanced Practitioner role.
- Participate in the Trusts Quality and Risk Management strategy.
- Facilitate and monitor standards of patient care.
- Adherence to Trust Policies and Procedures
- The Advanced Practitioner must acknowledge any limitations in their knowledge and skills and must not perform clinical activities they do not feel skilled or competent to perform. They will develop professional judgment as to know when and when not to undertake procedures.

## **EMPLOYMENT ACTS AND CODES OF PRACTICE**

All employees are required to comply with employment legislation and codes of good practice.

### **Equality and Diversity**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

### **Infection Control**

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

### **Risk Management**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

### **Safeguarding**

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

### **Data Protection Act**

- All members of staff are bound by the requirements of the Data Protection Act 1998.
- Rules, Regulations, Policies, Standing Orders and Financial Instructions
- All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

- Research and Development Projects
- Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.
- Development Review
- Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

## **Training**

Post holders are required to attend any relevant and mandatory training for the post.

## **Outside Employment / Outside Interests**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

## **Review of Job Description**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

## **STANDARDS OF CONDUCT**

Conduct duties with regard to values underpinning the Trust's Vision "to be a great Trust providing the best possible healthcare to the people of East Lancashire":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

#### ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME: .....

(PRINT)

SIGNED: .....

DATE: .....

All members of the Trust have a mandatory obligation to be aware of and abide by the following:

#### **Risk Management**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk

assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

#### **Records Management/Data Protection Act**

As an employee of the Trust, you have a legal responsibility for all records, including patient health, financial, personal and administrative, that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, video tapes, x-ray images etc. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

#### **Health and Safety Requirements**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

#### **Confidentiality and Information Security**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust whether patient records or Trust information. This duty lasts indefinitely and will continue if you are no longer employed by the Trust.

All the information which identified individuals in whatever form, paper, picture, electronic data, images or voice, is covered by the Data Protection Act 1988 and should be managed in accordance with this legislation.

#### **Trust Policies**

The Trust operates a range of policies, Human Resources, Clinical Practice etc. All Trust employees must observe and adhere to the provisions outlined in these policies.

### **Research**

The Trust manages all research in accordance with the requirements of the Clinical Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

### **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are required to treat all patients, customers, visitors and work colleagues with dignity and respect irrespective of their background.

### **Child Protection**

All employees have a responsibility for safeguarding and promoting the welfare of children. Further guidance can be sought from your Line Manager.

### **Infection Control**

All employees have a personal responsibility for adhering to the control of infection policy. Further guidance can be sought from your Line Manager.

### **Knowledge and Skills Framework/Personal Development Review**

For your post you will receive a KSF job outline detailing knowledge and skills needed to undertake your role. You will be required to undertake an annual personal development review (PDR) which will give you the opportunity to discuss with your manager your progress in relation to your job outline.

Once progression has been agreed you will normally progress to the next incremental point on the pay band 12 months after appointment to this post and to subsequent points every 12 months thereafter, subject to meeting the criteria for progression when you pass through the second gateway point.

### **STANDARDS OF CONDUCT**

Ensure that personal actions and conduct comply with the Trust Policies and Procedures e.g. Health and Safety, Tobacco Control Policy, equal opportunities, confidentiality, the Data Protection Act (1998), Moving and Handling Regulations.

Attend training courses as required e.g. induction, moving and handling, fire lectures etc.

Conduct duties with regard to values underpinning the Trust's Vision:

- If its about me, involve me
- Working together in partnership
- Aspiring to excellence
- Ongoing improvement of our service

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy and is a 'smokefree' zone.





- IT literate. E
- Ability to network across organisations. E
- Ability to influence and motivate others. E
- Negotiating skills and ability to resolve conflict. E
- Ability to make decisions and be accountable for them. E
- Able to demonstrate a broad but in-depth knowledge of health policy in relation to Dermatology nursing practice E
- Detailed knowledge of Dermatology issues and their impact on service delivery. E
- Able to challenge current practice in a non-threatening manner
- Able to co-ordinate the completion of a number of projects simultaneously E
- Ability to prioritise and meet deadlines. E
- Ability to compile, analyse and disseminate complex information. E

**Personal Qualities & attributes**

- Highly motivated E
- Positive attitude E
- Assertiveness E
- Enthusiasm E
- Objectivity E
- Approachable E
- Reliable E
- Committed E
- Calm. E