

Post:	Macmillan Skin Cancer Specialist Nurse
Band	7
Responsible to:	Lead Nurse
Accountable to:	Lead Nurse
Key relationships:	<p>Patients and families - (Adults). Clinical Nurse Leader/Modem Matron, Senior and junior nurses within the department. Education Leads, Consultant and junior medical staff, Support and ancillary staff including nursing students. Community Nursing Services, GP's and Social Services.</p> <p>Clinical Governance team and teams of nursing specialists based in the hospital and outside the hospital setting.</p> <p>All members of the multi-disciplinary team to ensure a co-ordinated service is provided.</p>

Summary of Role:

The post holder will work primarily within Dermatology OPD within the Skin Cancer service. S/he will work alongside the Consultants, diagnosing actual and potential skin cancers, and reviewing patients following diagnosis with skin cancer; inform the patients of their diagnosis, and support and monitor the patient group throughout their journey on to oncology and plastic surgery centres. S/he will attend and present cases at the Skin Cancer Multidisciplinary Team meetings, and ensure onward referrals are made and review patients in skin surveillance clinics. S/he will also undertake minor surgery lists as per job plan.

The post holder is responsible for ensuring immediate care to skin cancer patients and will work within the Dermatology service. The post holder will assess, plan implement and evaluate the care for these patients and be able to make informed decisions within their own area. S/he will provide direct patient care and have detailed clinical knowledge of the specialist area. The post holder will work with the Lead Nurse to ensure that high standards of quality of care are delivered & maintained. The post holder will act as a positive role model within the Dermatology department for staff, patients and carers. The post holder will co-manage the dermatology department.

Post holders will be expected to participate fully in their personal development and review process in order to achieve the knowledge and skills identified in the appraisal outlines for this post.

Main Duties and Responsibilities:

- Be responsible for the delivery of clinical expertise in skin cancer, acting as a visible practitioner in the Dermatology Outpatients Department, supporting colleagues, the service and the development of policies within the specialty.
- Collates and records quantitative and qualitative data to provide evidence of productivity, outcomes and quality, through audit and research and provides Macmillan with an Annual Report demonstrating the evidence.
- Participates in Macmillan Service Reviews to drive service improvement.
- Makes sure that people affected by cancer are aware that they are interacting with a Macmillan Professional and know about the full range of resources and services available through Macmillan.
- Actively engages with Macmillan Cancer Support to contribute expertise and experience and supports the Macmillan Strategy.
- 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.
- Collaborate with other Skin Cancer Specialist Nurses and health care professionals from both this and other organisations, in the delivery of high standards of effective health care within best practice Skin Cancer guidelines.
- Act as a resource of specialist knowledge and clinical expertise, to ensure care delivered to patients with skin cancer is appropriate and optimum, enabling early recognition of cancers and ensuring the appropriate treatment/management plan is instituted as per the Local Skin Cancer Multidisciplinary Team discussion.
- A supportive resource for staff, advising on national, local and Trust policy and procedures and guidelines, ensuring that clinical governance is embedded in practice.
- Be accountable for own actions in accordance with The Code. Will contribute towards corporate objectives and act within local, Trust and statutory guidelines and policies at all times.
- Demonstrate awareness of national and local legislation regarding treatment of skin cancer.
- Have excellent communication skills which enable the delivery of a high quality service and ensure that unexpected events are managed in a timely manner in order to reach the desired resolution. Have the ability to communicate with all members of the multidisciplinary team, both locally and within the Cancer Network.

- Participate in relevant skin cancer audit and tracking of patients on the skin cancer pathway.
- Support patients, carers and staff during difficult situations arising within the clinical area, e.g. breaking bad news, or an unexpected event.
- Participate in the writing of protocols, guidelines, documentation and patient information required for service development and review.
- Training will be provided to participate in the delivery and development of nurse-led clinics-, completing own minor surgery lists as a Dermatology Nurse Surgeon, nurse-led results clinic, mole-mapping and skin surveillance monitoring, and working in the joint renal transplant/dermatology clinic once per month with specialist Consultant..
- Participate in the provision of education sessions for colleagues as required.
- Contribute to clinical governance processes including adverse incident reporting/investigation and management of complaints.
- Ensure competence in the correct use of all equipment used in the clinical setting in accordance with instructions and department procedures and report any faults as necessary.
- Utilise IT systems to record patient data in both an accurate and timely manner.
- To promote health education to patients within the skin cancer service, to prevent further incidences of cancer development.
- Act as a professional role model, through commitment to the integration into practice of Trust policies and procedures and works to maintain the Trust's Vision and Values..
- Act as a mentor and ensure that mentorship updates are attended annually.
- Maintain own continuing professional development in accordance with CPD requirements, contributing to the formation of own objectives and personal development plan, in order to meet revalidation requirements.
- Works as an Independent Non-Medical Nurse Prescriber within her specialist role. Training will be provided if qualification not yet gained.
- Alongside the existing Dermatology Nurse Manager, develop orientation programmes for new starters and offer one-to-one sessions to student nurses on placement.
- Maintains 3 yearly Revalidation as per NMC guidance and ensures this is completed within the required dates.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder,

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to always maintain confidentiality in all aspects of their work.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

Smoking Control Policy

The Trust operates a no-smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree not to smoke within the hospital or its grounds.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed

Date:

(Employee):

Date

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Signed (Manager):