



## Job Description

<b>Job Title:</b>	Breast Cancer Clinical Nurse Specialist
<b>Band:</b>	7
<b>Hours:</b>	27 hours
<b>Base:</b>	Bedford Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
<b>Reporting to:</b>	Macmillan Lead Nurse Cancer & Palliative Care
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES:





## JOB SUMMARY:

- Provision of specialist, high quality, expert nursing care and support for patients and their carers with a diagnosis of breast cancer.
- Deliver evidence based individualised patient care according to patient's changing health care needs, through holistic needs assessment, (HNA).
- To work autonomously and seek collaborative relationships with others across and within professional boundaries.
- To develop patient pathways and be responsible for developing the nursing service.
- To provide expert knowledge and advice in own specialist area, ensuring maintenance of clinical excellence underpinned by evidence-based practice.
- Work with the Multidisciplinary team and Cancer Management Team to ensure that the breast cancer service complies with the national standards for safety and quality, which are assessed through the National Cancer Quality Surveillance Review Process and actively contribute with work plans resulting from this assessment.

## 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 the Trust and externally.
- Update own clinical and specialist knowledge. Contribute in 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.

## MAIN DUTIES:

### 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 and their families with breast cancer from diagnosis ,treatment, survivorship, recurrence and palliative care
- 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.
- Provide level 2 psychological and emotional support, advice, counselling, information and education to all breast care patients, their partners and families



during diagnosis, treatment and recovery periods. To be responsible for referring onto level 3 psychological support when appropriate.

- To undertake nurse led follow up clinics.
- Autonomously provide specialist breast care nursing skills to assess patients physical, psychological and social needs
- In accordance with local protocols, order and interpret investigative procedures in a clinically effective and cost efficient manner to support patient diagnosis and ongoing treatment.
- Support the delivery of a nurse-led breast prosthesis fitting service
- 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.
- Is able to 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 in line with National and Cancer Alliance .
- 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 Bedford Hospital NHS Trust's policies & procedures and in line with EOE Cancer Alliance & National Guidance.

### **Managerial/Leadership**

- Support and work closely with the MDT chair and MDT coordinator (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 Quality Surveillance 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 data to provide evidence of productivity, outcomes and quality. Is able to utilise data to support business cases and reports as appropriate.
- Contributes to the identification of service goals and appreciates 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 views.
- Actively engages with the cancer management team 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.

## **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 and the revalidation process.
- Influences the training and development of others (MDT, nursing roles, etc.), in particular 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.



## GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As 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.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

## PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

## STANDARDS:

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

## INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)



You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

## PRIVACY STATEMENT:

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. 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 and special category data. The Trust will comply with its obligations under the General Data Protection Regulations 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 relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times 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 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.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

## PROMOTING EQUALITY:



The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

## SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

**Note:** Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.



## ASSISTANCE WITH TRUST PROCESSES:

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.