

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Trainee Surgical Nurse Specialist in Skin Surgery
Band:	Band 5 Development Post/Band 6 depending on experience
Directorate:	Medical Services Group
Department:	Dermatology
Base:	Somerset Wide
Responsible to:	Lead Skin Cancer Nurse
JD updated:	February 2024

Department Core Purpose

This is a developmental role designed for specialised training with the aim to achieve relevant competences in minor skin surgery. The period of training will be planned in succession and will include one main core competence such as surgical skills in skin minor-op. These competencies will support the post holder to be able to provide surgical nurse specialist provision to an already established and co-ordinated service for dermatology and skin cancer patients referred to Somerset NHS Foundation Trust and include covering the Somerset wide service. At the completion of the training period the post-holder will also support the wider team with the provision of specialist nursing advice, support and provide information to patients with suspected skin cancer and under oncology (in-patient and out-patient) and their carers /loved ones.

The post-holder will act as a source of expertise advice and knowledge for patients, carers and healthcare professionals and will work within the multi-disciplinary team in the provision of optimal care through the start of the patients' care pathway. The post holder will also support the nursing team with the skin cancer patient's journey. They will also be required to work across multiple sites.

The post holder will become a specialist in this area of care, with knowledge of skin surgical procedures and skin lesions recognition. Will work in conjunction with the Dermatology Consultants, Plastic Surgeons, and oncologists to develop and maintain the delivery of best practice in the care and surgical management of patients from referral for a biopsy or diagnosis onwards and throughout their care pathway.



Job Purpose:

MAIN DUTIES AND RESPONSIBILITIES

General

- Comply with risk assessment, health and safety legislation, including the use and decontamination of clinical equipment, information governance and quality assurance measures.
- Have a good working understanding of the Dermatology and Plastic Department and Trust strategy and individual involvement in helping to achieve its aims.
- Work with senior colleagues ensuring that high standards are maintained within the organisation and be actively involved in the wider contribution of dermatology service improvement, including training and education.
- Train to understand the service needs external to the organisation and where appropriate to ensure a smooth transition of patient care and service provision.
- Develop awareness of national policies, eg NICE guidance, giving support in the development of protocols/care pathways and monitor their effectiveness. Membership of appropriate BDNG, RCN forums will be expected.
- Assist with the undertaking of surveys, audit and research, promoting clinically effective nursing and monitoring compliance with evidence-based practice.
- Achieve and maintain the identified specialist competencies of a Surgical Nurse Specialist through IPR and Professional Development Planning, incorporating clinical supervision and mandatory training.
- When necessary, supervise the work of Junior Nurses, Health Care Assistants and Students in clinical areas.
- Act within Trust guidelines, policies and procedures and the NMC codes of conduct, seeking advice on non-routine matters from line managers or lead clinical nurse specialist and consultant colleagues.
- Ensure compliance with the NMC post registration education and re-registration standards.
- Assist with the investigation and response taken following formal and informal complaints.
- Ensure own knowledge is kept up to date to ensure provision of evidence-based care. This may result in the need for further study to obtain the necessary underpinning theoretical or practical skills.
- Able to manage own workload effectively and respond well to observational support.
- Working with dermatology and plastic surgery in the support of the suspected cancer and confirmed cancer pathways ensuring all standards of care and national targets are attained.



Clinical

- Under guidance from the lead skin cancer nurse, skin CNS's and Consultants, continually develop the skills to provide specialist nursing advice and support to patients including their families on their skin cancer pathway from diagnosis to oncology treatment.
- Supporting patients referred for diagnoses biopsies or suspected with skin cancer and their family/carers during their care and surgical treatment.
- Train to exercise judgement in assessing wide ranging and complex patient problems. Agree solutions, ensure and promote options to enable the delivery of optimum patient care under instruction and guidance from consultants and senior nurses.
- Gain an understanding of local anaesthetic, skin surgical procedures and side effects.
- Will be actively involved in training and completion of specialised competences (this might also involve specific academic courses) to be able to be run nurse led clinics for minor skin surgery such punch biopsy, curettage and cautery and excision.
- Be present at skin cancer Multidisciplinary Team (MDT) meeting and support actioning outcomes.
- To work as the patient advocate, to help negotiate the patient journey and ensure optimum care is provided to each patient.
- Adopt and maintain a flexible approach to patient care, recognising the changing needs of patients throughout their pathway.
- Protect, improve and preserve patients' health by adherence to infection control policies and best practice at all times and monitoring of compliance
- Act swiftly to resolve any concerns raised by patients/relatives.

Communication and maintaining relationships

- Maintain effective communication with all patients, carers and members of the Healthcare team.
- Assist the Consultant in managing contentious, sensitive and delicate issues with patients, their relatives and staff to undertake the role of patients advocate when appropriate.
- To receive and provide patients and their families with highly sensitive and complex information using advanced communication skills.
- To ensure that all patients and as appropriate families are aware of all treatment options.
- Liaising with other departments and specialities within the Hospital and communicate this information to the nursing team.
- To ensure effective communication with members of the specialist MDT based at other hospitals, to ensure optimum provision of patient outcomes and experiences.
- Ensure accurate and timely care records, both written and electronic.



OTHER DUTIES – STANDARD STATEMENTS

Control of Infection

In order to comply with the Health Act 2006 (Code of Practice for the Prevention and Control of Health Care Associated Infections) it is the responsibility of every employee to prevent and control the spread of infection following the Trust's infection control policies. These are available on the intranet in the document library under clinical policies and guidelines, infection control. If, as a routine part of your job, you do not have access to the intranet please discuss with your line manager how you can access this information to ensure that you are familiar with your responsibilities.

Confidentiality

Information relating to patients records, diagnosis and/or treatment of patients, employee records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority. Breaches of confidentiality will result in disciplinary action being taken.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all employees to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Equal Opportunities and Diversity

The Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All employees hold personal responsibility for the application of this Policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all employees have a responsibility to highlight any potentially discriminatory practice to their line manager, Human Resources Department or trade union/professional associations.

All managers are responsible for ensuring that they positively promote equality of opportunity in service delivery and employment. Furthermore all Managers are responsible for ensuring that they pro-actively manage all reports made to them regarding potentially discriminatory practices and should take advice from the Human Resources department regarding the policy and procedures to use to manage such procedures.

Copies of the Equal Opportunities Policy are available from the Human Resources Department or via the Trust Intranet.

Protection of Vulnerable Adults and Children



The Trust is committed to ensuring vulnerable adults and children are protected and come to no harm. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection of vulnerable adults and safeguarding children, and must adhere to them at all times



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



Person Specification

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u>		
Current NMC Registered Nurse	E	A
<u>QUALIFICATIONS & TRAINING</u>		
Evidence of Professional development and trainings	E	A/I
<u>KNOWLEDGE</u>		
Knowledge of developments in the nursing profession	E	A/I
Understanding of clinical governance and ability to implement at a local level	E	
Knowledge of skin cancer or other cancer specialities	D	
<u>EXPERIENCE</u>		
Experience of 2-3 years as a RN band 5	E	A/I
Experience in Dermatology or surgical areas	D	
<u>SKILLS & ABILITIES</u>		
Excellent written, verbal and presentation skills	E	A/I
Excellent interpersonal skills	E	
IT skills	E	
Ability to organise and prioritise individual work	E	
Ability to work on own initiative in a self-reliant manner as well as working as part of a multidisciplinary team	E	
<u>COMMUNICATION SKILLS</u>		
Able to demonstrate a good standard of English language	E	
Excellent communication skills including ability to listen, to discuss and to inform	E	
<u>PLANNING & ORGANISING SKILLS</u>		
Able to take an overview and prioritise effectively	E	
	E	



Honest		
PHYSICAL SKILLS		
Motivation and enthusiasm	E	
Flexibility in traveling and cover the absence of other team members	E	
Self-motivated, reliable and dedicated	E	
OTHER		
<ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients 	E	
<ul style="list-style-type: none"> • Ability to drive and hold a full driving licence 	E	
SUPPORTING BEHAVIOURS		
<p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.</p> <ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		X	
Working in physically cramped conditions		X	
Lifting weights, equipment or patients with mechanical aids	X		There might be a need to move patients with the use of mechanical aids
Lifting or weights / equipment without mechanical aids		X	
Moving patients without mechanical aids		X	
Making repetitive movements		X	
Climbing or crawling		X	
Manipulating objects		X	
Manual digging		X	
Running		X	
Standing / sitting with limited scope for movements for long periods of time	X		Desk working, telephone activity, performing skin surgery
Kneeling, crouching, twisting, bending or stretching	X		
Standing / walking for substantial periods of time	X		
Heavy duty cleaning		X	
Pushing / pulling trolleys or similar		X	
Working at heights		X	
Restraint ie: jobs requiring training / certification in physical interventions		X	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	X		Only in emergency situations, occasionally
Carry out formal student / trainee assessments	X		Will carry out assessment and supervision of student nurses
Carry out clinical / social care interventions	X		Nurse led biopsies
Analyse statistics	X		Collect and report simple statistics
Operate equipment / machinery	X		Use the relevant equipment for skin surgery and dermoscopy



Give evidence in a court / tribunal / formal hearings	X		Potentially if case is called a nurse can be expected to give evidence. This is very rare.
Attend meetings (describe role)	X		Meetings will be held on regular basis which the post holder will require attendance
Carry out screening tests / microscope work		X	
Prepare detailed reports	X		Help with documentation for Peer review
Check documents	X		Expected to check patient's information in medical notes and check the therapeutic prescriptions
Drive a vehicle	X		May need to drive to other hospitals/sites
Carry out calculations	X		
Carry out clinical diagnosis		X	
Carry out non-clinical fault finding		X	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	X		Breaking bad news, discussed patients treatment under oncology
Giving unwelcome news to patients / clients / carers / staff	X		Present when patients receiving bad news
Caring for the terminally ill		X	
Dealing with difficult situations / circumstances	X		Managing drug reactions
Designated to provide emotional support to front line staff		X	
Communicating life changing events	X		Aftercare following skin surgery
Dealing with people with challenging behaviour		X	
Arriving at the scene of a serious incident		X	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		X	
Excessive temperatures		X	
Unpleasant smells or odours	X		
Noxious fumes	X		Hyfreator fumes
Excessive noise &/or vibration		X	
Use of VDU more or less continuously	X		
Unpleasant substances / non household waste	X		



Infectious Material / Foul linen	X		
Body fluids, faeces, vomit	X		
Dust / Dirt		X	
Humidity			
Contaminated equipment or work areas	X		
Driving / being driven in Normal situations	X		
Driving / being driven in Emergency situations		X	
Fleas or Lice		X	
Exposure to dangerous chemicals / substances in / not in containers	X		
Exposure to Aggressive Verbal behaviour	X		
Exposure to Aggressive Physical behaviour		X	

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

