

# Advance Nurse Practitioner SACT

**Department:** Cancer Services

**Division:** Womens, Childrens and Clinical Services

**Responsible to:** Consultant Nurse SACT

**Accountable to:** Macmillan Trust Lead Nurse Cancer & Palliative Care

**Band:** Band 8a

**Hours:** 37.5

**Location\*:** Northwick Park Hospital In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

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# 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 to the employment 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](https://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.

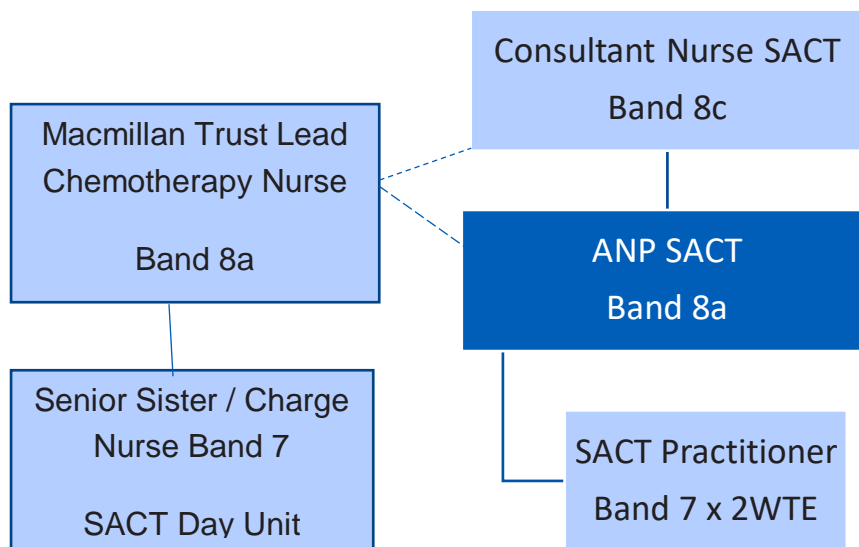
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## Job Summary

The post holder will support new ways of working that emphasise a more efficient, effective, and patient-focused service. The post holder will practice autonomously as an advanced practitioner within the Systemic Anti-Cancer Treatment (SACT) service to provide patient-centred clinical care, encompassing the skills of advanced clinical assessment, examination, diagnosis, and treatment within an agreed scope of practice throughout the department. The post holder will demonstrate a high level of expertise within the SACT service, providing advice, education and support to staff, patients, their families, and carers. They will contribute to the on-going development of clinical practice and standards of care within the service, including the development of policies, procedures, protocols, and guidelines in collaboration with multidisciplinary colleagues. They will act as a highly specialised role model and leader for all members of staff and play a major role in the continuous development of the services within the Trust.

The post holder will work as an advanced autonomous practitioner working both independently and alongside other health care professionals to assess, investigate, diagnose, and treat patients attending the Chemotherapy Day Unit with specific conditions utilising advanced levels of clinical judgment and diagnostic reasoning. You will demonstrate ability to work autonomously at a high level across all pillars of advanced practice.

## Structure



## Key responsibilities

### Communication

- Communicates effectively as a member of the multi-disciplinary team.
- Refers when necessary to General Practitioners, Specialist teams, Accident and Emergency and other Secondary Care services.
- Alongside the extended specialist teams gives support, advice, and leadership.
- Liaises with Administration and Clerical staff regarding patient information.
- Liaises with other trust employees for all manner of business, clinical supervision, continuing professional development, clinical governance issues, meetings, and development of the service.
- Communicate with patients, relatives and colleagues using a range of communication skills including verbal, written, and interpersonal and computer.

### Clinical Skills

- Undertakes clinical nursing practice at an advanced level as an autonomous practitioner using expert knowledge and clinical skills to deliver holistic care to patients.
- Assess, investigate, diagnose, treat and refer/discharge patients attending with a variety of specific pathway conditions with input from a medical practitioner as required whilst practising within the scope of professional practice.
- Demonstrates competence in focused and comprehensive history taking and clinical examination techniques.
- Carry out clinical procedures, e.g., cannulation, blood sampling, and other procedures relevant to specialty.

- The ANP will order investigations (e.g., X Rays, blood tests) and interpret results and escalate concerns and abnormalities as appropriate to the SpR/Consultant
- As an independent nurse prescriber, you will work within the trust guidelines for non-medical prescribers.
- Works as an integrated member of the Multidisciplinary team.
- Will act as nurse-in-charge on a rotational basis in the day-to-day operational running of the unit ensuring safe, effective, and high-quality care is maintained.
- Works within clinical protocols, professional guidelines, and Codes of conduct.
- Adapts to change within the working situation managing unscheduled emergency situations e.g., Basic life support, Anaphylaxis, seriously ill patients and collapsed patients.
- Performs safe moving and handling techniques.
- Promote improving the health of the individual through providing advice and education.
- Co-ordinate and ensure safe transfer of patients to other departments and wards.
- Give clinical advice and safety netting to patients and relatives on discharge from the Unit.

### **Organisational Skills**

- Able to adapt to change in the workplace being involved in new developments in the delivery of care and other projects associated with the role.
- Ensure faulty equipment is reported and repaired and adequate for use.
- Ensure store supplies are adequately ordered and maintained.
- Participate in clinical governance, clinical audit, and clinical risk assessment, setting and monitoring standards of care.
- Implement standards of care through participating in developing group protocols.
- Implement any recommendations that arise out of national and local audit of services.
- Attend regular meetings to include departmental, staff and service development.
- Involved in staff development training sessions to enhance the delivery of care and improve the service.
- Comply with trust policy and procedures.

### **Professional**

- Complies with the Nursing and Midwifery professional code of conduct and works within the scope of professional practice.
- Involved in best practice guidelines and benchmarking to deliver a high standard of patient centred care.
- Maintain effective communication and liaison with other service users/carers/voluntary agencies to support the development of integrated working.
- Ensure practice and implementation of care is evidence based by adhering to local and national guidance.
- Maintain confidentiality of information regarding patients.
- Ensure accurate and concise information is documented.

- Liaise with other service leads to ensure effective communication and good working relationships.
- Maintains professional development in Moving and Handling, Basic Life Support, Fire Safety, Health and Safety, Information Governance, Prevent, Safeguarding Adults/Children, Medicines Management and Conflict Resolution.
- Identify and/or participate in strategies of risk assessments to avoid or prevent clinical incidents and near misses incorporated in the clinical governance framework.
- Keep up to date with developments in line with the latest research relating to area of practice.
- Able to create and promote a supportive learning environment that embraces a culture of evidence and research-based practice.
- Demonstrate the ability to critically evaluate current research, apply to practice and disseminate findings at a local level and national level.
- Initiate and lead clinical governance, research, and quality improvement initiatives synthesising recent research evidence and supporting other professionals to develop clinical practice.
- Influence and lead on development of policies, protocols, care pathways and guidelines based on evidence-based research.

### **Leadership/ Management**

- Attend and participate in clinical meetings, cascading acquired knowledge to enhance skills and competencies for the team within Chemotherapy Day Unit.
- Ensure Mandatory training up to date.
- Delegate tasks and activities to a range of team members, recognizing their development needs, ensuring that all staff have the appropriate coaching to take on projects. Ensure that all projects are facilitated, and outcomes are evaluated. This will impact on succession plans.
- Provide regular meetings and annual PDP for staff under your direct supervision in line with the KSF. Ensure that they do the same and that an annual thematic analysis for their area takes place.
- Acts as a resource for other disciplines.
- Acts as a support network for other nursing colleagues.
- Be aware of and participate in meeting the Key Performance Indicators for the Trust.

### **Training and Educational**

- Continually keeps up to date with current evidence-based practice.
- Involved in continuous practice development through arrangement of clinical in-house training days and takes part through teaching and sharing of knowledge.
- Supports and guides junior staff and provides mentorship for nursing staff within the Chemotherapy Day Unit
- Within resources attend conferences, forums, and networks to share best practice.
- Will participate in the recruitment and development of staff to ensure patient care is of high quality.

# 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 always apply 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 always note 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:** ANP SACT Band 8a

**Division/department:** Womens, Childrens and Clinical Services

Requirement	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>Registered Nurse on the NMC Register.</li> <li>MSc ANP / ACP</li> <li>Recognised Chemotherapy qualification.</li> <li>Specialist post registration qualification in oncology</li> <li>Independent Non-Medical Prescriber</li> </ul>	<ul style="list-style-type: none"> <li>IRMER qualification</li> <li>Advanced communications skills training</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>Experience of working as Nurse Practitioner at band 7 in chemotherapy setting</li> <li>Experience of assessing patients prior to receiving SACT in a solid tumour setting.</li> <li>Extensive contemporaneous post registration experience in chemotherapy day case setting</li> <li>Recent chemotherapy administration experience</li> <li>Involvement in projects/issues related to advanced nursing practice.</li> <li>Teaching and assessing in clinical practice experience</li> <li>Proven leadership and management skills &amp; experience</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of practically applied knowledge and skills attained through MSc study</li> </ul>

Requirement	Essential	Desirable
Skills, abilities, and attributes	<ul style="list-style-type: none"> <li>• Excellent communication/interpersonal skills.</li> <li>• Excellent organisational skills.</li> <li>• Ability to identify and manage critical issues and multiple priorities.</li> <li>• Evidence of ability to motivate self and others.</li> <li>• Innovative and able to take part in and react positively to changes in practice or work environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in health promotion/Education.</li> <li>• Research experience</li> </ul>
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>	

