

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

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| Job Title: | Macmillan Associate Breast Clinical Nurse Specialist |
| Band: | 6 |
| Hours of Work: | 37.5hrs |
| Job location: | Breast Unit, North Manchester General Hospital and Royal Oldham Hospital |
| Reports to: | Lead Nurse / Macmillan Breast ANP and Lead Nurse-Macmillan Breast CNS' |
| Responsibilities: | <ul style="list-style-type: none">- At all times ensure that the needs of the patient are placed at the centre of care delivery, where appropriate acting as a 'key worker'- To improve the patient experience throughout the patient journey- To work with the breast specialist nursing service and enable others to;<ul style="list-style-type: none">a) Act as a role modelb) Act as a supervisor to othersc) Act as a mentor to others- Undertake and contribute to nursing audits and nursing research- To be accountable for effective management of all resources needed to deliver comprehensive compassionate care within the team. This will include measurement of patient outcomes in line with local and national measures. |

Accountable to: Lead Nurse / Macmillan Breast ANP

Essential qualifications/experience:

- Registered General Nurse
- First level degree in related subject, undertaking a degree pathway or willing to undertake
- Post-basic qualification in breast cancer or relevant subject-working towards or willingness to undertake
- Strong evidence of continual professional development
- Completed formal advanced communication skills training or prepared to work towards
- Recognised teaching qualification or prepared to work towards
- Principles and Practice of Breast Care Nursing undertaken or a willingness to undertake

- Relevant post registration experience at Band 5 or above in breast or closely related specialty
- Experience of teaching/assessment and presentation skills.
- Knowledge and awareness of the advances of the breast cancer pathway
- Experience of multi-professional working in breast or closely related specialty
- Leadership experience
- Evidence of ability to lead and influence change
- Excellent time management skills and the ability to prioritise workload effectively
- Excellent organisational skills in managing own workload
- Excellent interpersonal skills and the ability to work effectively as a team member
- Excellent communication skills, enabling tact and diplomacy when relaying sensitive information.
- Ability to work quickly and accurately under pressure, using own initiative in relaying complex medical information.
- Ability to adhere to patient confidentiality at all times
- Practical knowledge of medical terminology
- Adaptable and flexible to meet the needs of the service to include continuing education and professional development via personal development plans
- Able to demonstrate an interest in the breast specialty
- Recognition of own limitations
- Must be able to travel between sites
- Understanding of Macmillan Cancer Support and its role across the UK
- Knowledge of benign breast diseases
- Working in a clinical environment

JOB SUMMARY:

The post holder will work within the team to help facilitate and develop breast cancer services within Manchester Foundation Trust by acting as an ambassador for the breast clinical nurse specialists (BCNS) team. They will provide professional, clinical and innovative care delivery within a multi-professional team.

The Macmillan Breast Clinical Nurse Specialist will work as an integral member of the multi-disciplinary team to provide expert advice and support for patients with suspected or confirmed breast cancer, benign breast problems as well as patients undergoing gender reassignment. They will provide specialist nursing knowledge and expertise in the management of patients, liaising with colleagues across care settings to ensure specialist assessment, providing holistic packages of care and ensuring patients receive prompt and evidence-based care.

The post holder will devise and deliver programmes of specialist education and training to healthcare professionals, patients and carers. They will work to develop the breast service in collaboration with health care colleagues.

The Breast Care Nursing Service

The Macmillan Breast CNS' hold various nurse-led clinics such as arranging to see patients to discuss their treatment options in detail which significantly decreases the time that the Consultant spends when signing the consent form and ensures that the patient is fully informed, thus decreasing possible litigation claims. The nurses also explain complex oncological treatments, perform comprehensive wound assessments and management and hold telephone consultations with patients, again reducing the need for out-patient appointments or GP visits. In addition, they undertake treatment summaries as well as telephone triage clinics.

All of these contacts are recorded on the Trust's new Hive IT system.

Other aspects of the role include covering various clinics which include one-stop clinics, follow-up clinics, reconstruction clinics, oncology and gender reassignment clinics; the aim of which is to support patients, identifying and addressing individual patient's needs. Additionally, a proportion of their time is spent attending the multidisciplinary team meetings - this is a quality assurance requirement ensuring patient advocacy.

The nurses work as part of the multidisciplinary team which includes consultants, radiography staff, oncologists and pathology staff.

Operational / Management

- Acts as a role model demonstrating high standards of care and providing clinical leadership to others.
- Is aware of the recruitment process for new members of staff.
- Ensures all members of the breast care nursing staff are compliant with mandatory training and to encourage and support areas for development.
- Is involved in the induction, appraisal and personal development planning.
- Is involved in discipline and grievance handling where appropriate.
- Liaises with HR for advice where necessary.
- Supports and contributes to quantitative and qualitative data collection of the nursing service in order to provide evidence of productivity, outcomes and quality and contributes to providing Macmillan with an Annual Report demonstrating the evidence.
- Is involved with data collection and audits to analyse the breast care nursing service and improve patient care.
- Contributes to constantly reviewing the breast care service to observe for any areas of improvement and to implement any required changes.
- Participates in Macmillan service reviews in order to drive service improvement.
- Organises own workload.
- Flexible to meet the needs of the service.
- Motivated to further personal and professional development.
- Must be able to work independently.
- Evidence of ability to work within protocols and defined levels of practice.

- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework and actively engages with the learning and development opportunities offered by Macmillan.

Communications and relations

- Takes professional responsibility for ensuring effective communication between all service providers across the care pathway.
- Acts as a role model for excellent communication skills and expertise.
- Develops skills in conflict resolution and negotiation skills when dealing with difficult or challenging situations.
- Shares knowledge and information, supporting colleagues to promote a cohesive team and the achievement of objectives for the service.
- Assesses people's information needs and provides relevant information to meet those needs through the use of information prescriptions.
- Acts as a communications ambassador and deploys advanced communication skills ensuring effective communication with patients and relatives.
- Champions effective communication with all members of the MDT, wards and departments, to provide seamless and effective care management for patients with breast cancer.
- Ensures that people affected by cancer are aware of and receive the full range of information, support and resources available to them both internally and externally. When necessary facilitates communication and decision-making between them and the interdisciplinary team.
- Follows an agreed care pathway, refers to other professionals and signposts to other agencies as appropriate.
- Networks with multi-professional colleagues within and outside the Trust, to champion sound patient care and develop support mechanisms for sharing good practice across the clinical setting. Be visible in relevant clinical areas to act as a resource for both staff and patients.
- Works with other team members to exercise professional judgment within a framework of accountability.
- Promotes the corporate image of Manchester Foundation Trust to all individuals, groups and organisations both within the Trust and to the community at large.
- Actively promotes Manchester Foundation Trust nursing to other NHS/health organisations.
- Actively engages with Macmillan Cancer Support to contribute expertise and experience and supports the Macmillan Strategy.
- Provides specialist education and training to other professionals involved in patient care.
- Works across professional boundaries using creative reasoning and problem-solving.

Responsibility for Patient Care

- Acts as an Associate Key Worker for a clinical caseload under supervision, working to proactively manage care and provide easy access for ongoing support for patients.

- Assesses people's information needs and provides relevant information to meet those needs through the use of information prescriptions.
- Supports people to access, identify, appraise and interpret complex technical information to enable people to determine their own future.
- Provides clinical expertise, specialist advice and support across service boundaries.
- Contributes to the development of patient-focused education, including training to self-manage ongoing consequences of treatment.
- Places quality at the heart of practice by delivering evidence-based, individualised patient care according to patients' changing health care needs and utilising holistic needs assessment (HNA).
- Defines a clear pathway, refers to other professionals and signposts to other agencies as appropriate.
- Provides leadership and specialist advice to ensure effective continuity of care delivery.
- Works collaboratively with nursing colleagues, other professionals and agencies to ensure the effective management of patients with breast cancer across the cancer pathway.
- Promotes self-management, undertaking risk stratification to determine those who can self-manage, following education, those who will need guided support to self-manage and those who will require on-going, face-to-face support. In conjunction with the clinical team, undertake risk stratification for patients having cancer follow-up.
- Advocates a healthy lifestyle for patients and staff, providing guidance regarding wellness, disease risks and potential changes in health status.
- Develops and uses clinical expertise, clinical acumen, creative reasoning and experience to advance care.
- Contributes to the development, management and promotion of the service ensuring the delivery of high quality, cost-effective care.
- Embeds patient and public involvement within the sphere of practice.
- Involves patients and carers/relatives in the planning and delivery of care and in the development of services to enhance the patient/carer experience.
- Provides clinical expertise, specialist advice and support across service boundaries.
- Supports and works closely with the MDT chair and MDT coordinator to ensure the MDT requirements are accurate and robustly managed within specified timeframes in accordance with local and national policy to ensure proficient pathway communication internal and external, clinical data collection, cancer data reporting/cancer waiting times compliance and cancer pathway management.
- Actively participates in multi-professional meetings, acting as a patient advocate and representing nursing views.
- Contributes to strategic developments to advance quality of care and enhance the patient experience.
- Collects, collates, evaluates and reports information, maintaining accurate patient records in line with NMC standards, clinical governance and risk-management.
- Actively seeks and applies evidence-based practice to meet the needs of breast cancer patients and to continually improve the quality of their care.
- Contributes to or leads the investigation of complaints, accident reports and untoward incidents within the ward/ department in line with Trust Policies and

procedures and in conjunction with the department manager and implement recommendations for action.

- Ensures people affected by cancer are aware that they are interacting with a Macmillan Professional and know the full range of resources and services available through Macmillan.
- Acts always in accordance with NMC's 'The Code' document.

Responsibility for Policy/Service Development

- Supports and contributes to the development and promotion of the nursing service ensuring the delivery of high quality, cost-effective care.
- Supports the development of patient focussed education, including training to self-manage ongoing consequences of treatment.
- Puts quality at the heart of practice by delivering evidence based individualised and personalised care through holistic needs assessment, care planning and evaluation of care and all care interventions.
- Supports and contributes to the implementation and monitoring of adherence to relevant clinical guidelines.
- Develops new skills in response to emerging knowledge and techniques.
- Demonstrates evaluation of nursing practice and suggests changes as appropriate.
- Provides leadership and guidance for the breast nursing team.
- Provides clinical expertise, specialist advice and support across service boundaries.
- Meets and reports the required nursing key performance indicators.
- Supports and manages change within a complex environment.
- Is aware of the change management process and takes an expert role within this process.
- Influences and develops policies and clinical guidelines internally and externally.
- Where appropriate, contributes to the investigation and management of staff issues that relate to sickness and absence, poor performance, harassment, disciplinary and grievance issues using the relevant Trust policies and in liaison with the Lead Nurse and directorate management team, implement recommendations for action focusing, in particular, on learning contracts and action plans.
- Promotes patient and public experience feedback through local initiatives to drive innovation and change.
- Participates in Macmillan service reviews in order to drive service improvement.
- Actively engages with Macmillan Cancer Support to contribute expertise and experience and supports the Macmillan Strategy.
- Utilises patient and public experience feedback to drive innovation and change.
- Demonstrates high level clinical, technical and research skills through breadth and depth of knowledge.
- Promotes the service and clinical excellence by contributing to publishing and presenting innovations, audit and research locally, regionally and nationally.

- Supports and contributes to the development of policy and clinical guidelines.
- 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.
- Works with other band 6 and 7 Breast CNS' and lead nurses to provide annual appraisals for staff.
- Influences the development of others through education and training.
- In collaboration with the line manager ensures the recruitment and retention of staff is within the budgeted establishment.

Responsibilities for Financial and Physical Resources

- Ensures provision of a suitable, clean, uncluttered and safe environment for the physical and psychological wellbeing of staff, patients/patients and their relatives.
- Identifies clinical risks and ensures that appropriate action is taken, in accordance with the Trust Risk Management policy, providing expert advice and focusing on principles of learning organisation.
- Supervises staff, ensuring that they have systems in place to manage the efficient and effective use of supplies, provisions and equipment of the breast unit within the designated budget. This includes management of the temporary staff. Collate an overall analysis for area responsible for.

Education & Training

The post holder will:

- Contribute to the organisation of educational events relevant to sphere of work for service users and professionals.
- Independently identify and ensure own professional development.
- Aim to provide appropriate relevant information/support to the more diverse communities that utilise services at Trust as appropriate.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual and ensure that all staff have appropriate training and assessment to reduce hospital infections.

Child Protection & Vulnerable People

Ensure that the policy and legalisation relating to child protection and vulnerable adults are adhered to. It is the responsibility of all staff to safeguard children reporting any concerns to the identified person within your department/division or area of responsibility.

Departmental Duties

Following agreed professional training and within locally agreed and regularly reviewed criteria and protocols responsibility for undertaking duties as determined by service need and development.

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 maintain confidentiality at all times 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 smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to only smoke in designated areas.

Cross-site working

The post holder will be required to work across Manchester Foundation Trust hospitals as well as in the breast unit at Royal Oldham Hospital.

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.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee): Date:

Signed (Manager): Date