**Job Description**

Job Title: Macmillan Advanced Practitioner – Acute Oncology,

 MUO/CUP

 Department/Ward: Cancer Services

Division: Anaesthetics and Surgical Division

 Base: Royal Bolton Hospital

**ORGANISATIONAL CHART**

Macmillan

Lead Cancer Nurse

Acute Oncology Advance Nurse Practitioner

Macmillan Acute Oncology Clinical Nurse Specialist

**REPORTING ARRANGEMENTS**

**Managerially Accountable to:** Macmillan Lead Cancer Nurse

**Professionally Accountable to:** Clinical Lead Acute Oncology Service/Macmillan Lead Cancer Nurse

**Our Values**

*• Vision*

*We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.*

*We make decisions that are best for long term health and social care outcomes*

*for our communities*

• *Openness*

*We communicate clearly to our patients, families and our staff with transparency and honesty*

*We encourage feedback from everyone to help drive innovation and*

*Improvements*

*• Integrity*

*We demonstrate fairness, respect and empathy in our interactions with people*

*We take responsibility for our actions, speaking out and learning from our mistakes*

*• Compassion*

*We take a person-centered approach in all our interactions with patients, families and our staff*

*We provide compassionate care and demonstrate understanding to everyone*

*• Excellence*

*We put quality and safety at the heart of all our services and processes*

*We continuously improve our standards of healthcare with the patient in mind*

**DUTIES AND RESPONSIBILITIES**

The post holder will lead in developing and maintaining the Trust’s Acute Oncology, MUO and CUP services.

The post holder will take a lead clinical role in providing the high quality evidence based expert practice for cancer patients within the Acute Oncology Service.

Be responsible for the management and seamless running of the AOS, liaising closely with the Lead Clinician.

Provide leadership to support and inspire colleagues to enhance their development in clinical practice.

To exercise a high degree of professional autonomy and make critical judgements using expert knowledge and skills in order to provide the highest standard of holistic patient care across the Acute Oncology Service.

To work collaboratively within the division, across the Trust and externally, to develop and deliver services across organisational, professional and geographical boundaries

To Lead the nursing team for the Acute Oncology Service and ensure the local service meets the requirement of National service specification

 To ensure the Acute Oncology Service works within the Trust’s Clinical Governance Framework

**Expert Clinical Practice**

To provide expert knowledge, advice and clinical support to patients, carers and fellow professionals regarding the care and management of patients experiencing complications of cancer and cancer related treatments.

Collaborate with medical and nursing teams in the delivery of the Acute Oncology Service

To practice at an advanced level demonstrating an in-depth knowledge and competence in all aspects of cancer and chemotherapy, encompassing advanced assessment and clinical management skills that are evidence based and that deliver high quality patient centred care.

Respond to emergency situations utilising clinical judgement and decision making to initiate appropriate interventions and treatments for patients.

To ensure the competency based framework for health care practitioners is utilised and provides consistent quality services for patients

To work as a caseload manager for patients admitted through the Acute Oncology Service.

Responsible in collaboration with colleagues for the development of specialist protocols for the emergency care pathway.

Responsible for creating pathways for patients that improve and enhance their experience including that patients are treated with respect at all times, ensuring privacy and dignity is protected by setting and monitoring standards.

Working within the clinical governance and competency framework, ensure standards of care are monitored and maintained, based on evidence and good practice and lessons are learnt from complaints and incidents.

Develop efficient and effective care pathways for patients, delegating responsibilities to other health professionals to achieve seamless care.

To maintain direct referral systems that ensure timely, convenient and accessible services that include the development of managed care pathways, to meet the needs of patients and their carers.

Provide and maintain expert knowledge and practice in venepuncture, cannulation, central venous access devices (CVAD’s) and chemotherapy drugs.

**Management**

Managerial responsibility for the Acute Oncology Service with the ability to lead, manage and motivate self and others.

Deal with all human resource issues within the nursing and administrative team e.g. appraisals, managing sickness and staff competencies.

Manage all resources effectively.

Promote patient and public involvement activities in the specialist areas, leading to service development and improvement.

Produce annual reports and service development plans, based on service reviews communicating these internally and externally as appropriate

**Clinical and Professional Leadership**

To work collaboratively with the professionals and organisations along the emergency chemotherapy patient pathway to further develop services.

Demonstrate expert leadership providing support, advice and guidance on complex cases and sensitive issues in the field of the specialism to other staff.

Maintain accountability and responsibility for autonomous practice in all areas of work, including excellent documentation and recording of information.

Be an influential change agent, initiate influence and implement changes to clinical practice appropriately. Participate in research and audit to guide service development.

Adhere to NICE, local, National, Regional and Trust guidelines in all areas of professional duties.

Represent the Trust at regional level disseminating and implementing service changes and updates.

Participate in regular regional and national specialist meetings to maintain advanced current practice.

Ensure effective use of advanced nursing knowledge and skills, relating to the speciality in order to enhance patient care delivery.

Manage the changing clinical and organisation scenarios in the best interests of patients.

**Communication**

Effectively communicate highly complex, sensitive information to patients, relatives and staff at all levels throughout the organisation and external agencies.

Maintain effective communication with patients, carers and health care professionals to ensure high quality service care delivery.

Provide a communication pathway to key stakeholders involved with the patient’s care across health and social settings.

Provide appropriate support for patients and family members, including appropriate onward referral for psychological support.

Maintain updated documentation records both written and electronic in line with Trust policy.

Utilise advanced communication skills to advise and empower other health and social professionals involved in the delivery of care for patients.

Use negotiation skills to engage staff in changing practice and negotiate resources for the Acute Oncology Service

**Research and Audit**

Lead and participate in regular surveys and audits relating to the Acute Oncology service

Ensure the Acute Oncology Service remains compliant with national/local standards, and that service audits are undertaken in line with national/local requirements, ensuring the implementation of any recommended actions.

Participate in relevant research and development initiatives and utilise research findings to improve local practice.

**Education and Continuing Professional Development**

Deliver a training programme to ensure the practice development and competency of those nurses, medical staff and AHP’s caring for patients in the Acute Oncology Service.

Lead on the delivery of formal and informal educational initiatives as a part of the above programme.

Maintain a personal professional profile.

Identify own personal development needs to work at advanced level and beyond and take appropriate action to ensure goals are met.

**Health, Safety and Security**:

• All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.

• To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

**Confidentiality:**

• Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Data Quality**

• All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.

• Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

**Codes of Conduct and Accountability:**

• You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

**Infection Prevention and Control:**

• You must comply with all relevant policies, procedures and training on infection prevention and control.

**Safeguarding Children and Vulnerable Adults:**

• You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

**Valuing Diversity and Promoting Equality:**

• You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

**Training**:

* Managers are required to take responsibility for their own and their staff’s development

All employees have a duty to attend all mandatory training sessions as required by the

Trust.

Any other general requirements as appropriate to the post and location

**The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.**

**Date Prepared: Prepared**