

Lung Cancer Triage Nurse

Job description

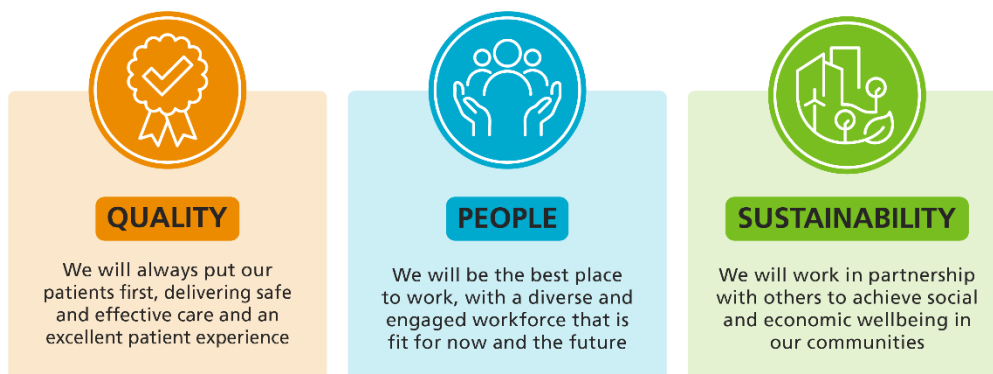
Job title: Lung Cancer Triage Nurse
Band: 7
Hours: 37.5
Business unit: Medical Care
Department: Respiratory
Location: Warrington and Halton Hospitals
Responsible to: Matron for Respiratory Services
Accountable to:
Responsible for supervising: N/A

About us

Our Mission: We will be outstanding for our patients, our communities and each other

Our Vision: We will be a great place to receive healthcare, work and learn

Our Aims:



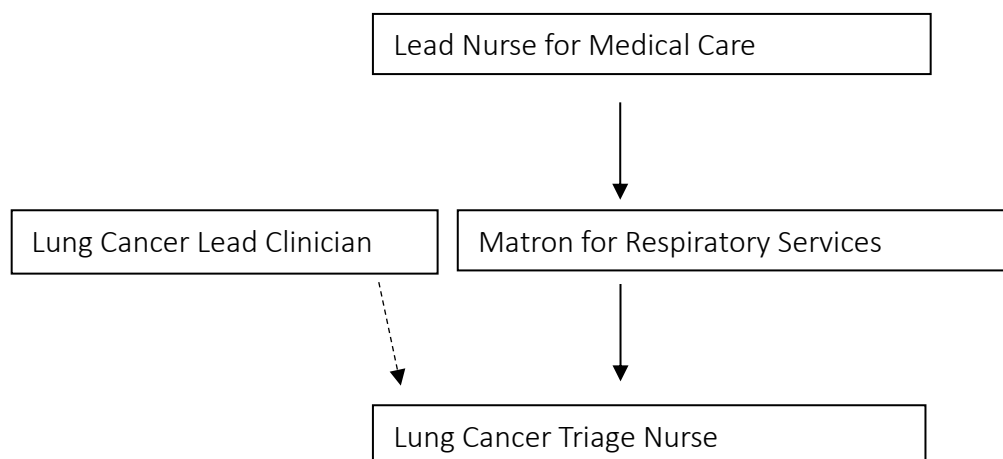
Our Values:



Role summary

- To triage all Urgent Suspected Cancer GP referrals into the Lung Cancer service and conduct telephone assessments or face to face assessments as appropriate to determine further investigations required in collaboration with the Consultant team.
- To ensure that patients requiring a Consultant outpatient appointment are seen by day 6 in accordance with the Lung Best Practice Timed Pathway.
- Work closely with the Lung Early Diagnosis Support Worker to minimize delays and ensure that all suspected lung cancer patients experience the same level of care and have the same chance of receiving a definitive diagnosis or exclusion of lung cancer in line with the 28 day Faster Diagnosis Standard.

Organisation chart



Main tasks and responsibilities

Clinical

- Be an initial point of contact for Primary Care queries
- Manage all referrals into Lung, accepting Primary Care referrals and reviewing completeness of referral,
- Work with GP practices to include all necessary information to improve the quality of referrals
- Work with GPs to re-direct patients to the most appropriate tumour-specific suspected cancer pathway, (if the Lung Faster Diagnosis Pathway is not the most appropriate diagnostic service for the patient),
- Be the single point of access for CT alerts (currently receiving alerts from numerous places including Primary Care, A&E, internally from inpatients/other specialties and Clatterbridge Cancer Centre) and request referrals from Primary Care when necessary,
- Manage all CT alerts, assigning/delegating them to relevant staff members, including CNSs and support worker
- Deliver a telephone triage service to improve completeness of patient information in preparation for pre-MDT, therefore reducing the time spent discussing the patient at pre-MDT,
- Order all necessary tests at point of triage or at pre-MDT, as a test bundle, including -
 - PET-CT
 - Spirometry / Lung function and cardiac assessment / ECHO

- CT or MR head
- Any direct biopsies – US or CT guided
- Endoscopic investigations such as bronchoscopy / EBUS by liaising with consultant for listing
- Manage all aspects of the screening requirements ahead of the outpatient appointment, e.g., eGFR, INR / clotting results for the patient.
- Streamline the process to improve the efficiency of the cardiorespiratory slots to ensure that lung function tests are always completed before any biopsies, especially CT guided biopsy
- Recognise and respect the cultural and spiritual needs of others, as well as ensuring that the service is fully accessible to those with additional needs or requirements after considering equality impact assessments.
- To promote patient centred care, establishing and maintaining a supportive relationship with the patient, their families and carers throughout the lung cancer pathway and supporting the Cancer Navigator to do the same.
- Communication of highly sensitive information and knowledgeably discuss all options along the pathway. Where appropriate, act as advocate to enable the patient to undertake informed decision making.

Management and establishment of a new service

- Develop an SOP and plan, lead and develop the Triage service in conjunction with the Clinical Team, using an innovative approach and managing/promoting change
- To actively seek to reduce the time and steps on the pathway to facilitate patients rapidly moving through to diagnosis and treatment.
- Plan, coordinate and prioritise workload.
- Establish clear referral patterns, communication and cooperation with other departments and relevant professionals.
- Share practice and identify and maintain support networks, linking with relevant colleagues and departments including equivalent roles in other organisations.
- Actively seek to raise the profile of the new triage service across the Trust by educating, communicating and presenting as appropriate.
- Contribute to the audit and evaluation of the new role to support ongoing sustainability.

Professional

- Critically assess and address own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice.
- Evidence the underpinning subject-specific competencies i.e. knowledge, skills and behaviours relevant to the role setting and scope, and demonstrate application of the capabilities to these, in an approach that is appropriate to the individual role, setting and scope.
- Demonstrate a critical understanding of your broadened level of responsibility and autonomy and the limits of own competence and professional scope of practice, including when working with complexity, risk, uncertainty and incomplete information.
- Actively engage in peer review to inform own and other's practice, formulating and implementing strategies to act on learning and make improvements.
- Act on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence, and openness to change.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the post holder.

Trust policies and procedures

The post holder is required to comply with Trust policies, procedures and standards at all times.

Confidentiality

The post holder is required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act and Children's Act and all other relevant legislation as appropriate.

Risk management

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly, and co-operate with any investigations undertaken.

Health and safety

All staff must be aware of their responsibilities under the Health and Safety at Work Act and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Equal opportunities

The Trust is positively committed to the promotion and management of diversity and equality of opportunity.

Conflicts of interest

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the local health community. Staff are not allowed to further their private interests in the course of their NHS duties.

Appraisal and statutory training

All newly appointed staff will receive an initial appraisal within six months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis. The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

Safeguarding statement

The Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with infection prevention and control policies.

The Health and Social Care Act establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of healthcare associated infections (HCAI) is kept as low as possible. Managers, heads of departments, matrons and other clinical leaders are responsible for ensuring that:

- the necessary equipment and mechanisms are in place to support infection prevention
- healthcare workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Additional information

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following website: www.gov.uk/disclosure-barring-service-check

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement. Any changes to this role specification will be made in consultation with the post holder.

This job description must be agreed and signed by the manager and employee:

Manager name.....

Signature.....

Employee name.....

Signature.....

Lung Cancer Triage Nurse

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Current specialist knowledge in Lung Cancer • Clinical experience in this specialty. • Experience of service development and implementation of change. 	<ul style="list-style-type: none"> • Experience of leading, planning and completing audit/research. • Ability to lead, influence and develop individuals and teams
Qualifications	<ul style="list-style-type: none"> • RGN • 1st Degree or working towards one (Relevant healthcare related) or working at an equivalent level • Clear evidence of continuing professional development. 	<ul style="list-style-type: none"> • Nurse Prescriber (independent). • Clinical Examination/diagnostics module • IRMER Training • Advanced Communication Skills
Skills, knowledge and competencies	<ul style="list-style-type: none"> • Ability to communicate complex and sensitive information to patients and relatives in a variety of settings. • Excellent verbal, written, interpersonal & communication • Able to analyse data and provide written reports. • IT skills. • Able to manage work autonomously, within broad clinical parameters. • Knowledge of professional and NHS issues, and policy relating to specialist area. • Able to present information to professional groups. • Able to perform assessment, planning, implementation and evaluation of nursing care. • In conjunction with other clinical colleagues, develop and plan specialised care pathways for patients. 	<ul style="list-style-type: none"> • Intermediate IT Skills • Experience in carrying out Holistic Needs Assessment and care planning

	<ul style="list-style-type: none"> • Ability to clinically lead and influence staff • Able to perform advanced clinical skills within the Trust Policy framework. • Assertive. • Ability to develop effective interpersonal relationships with colleagues. • Ability to manage own workload 	
Specific role requirements	<ul style="list-style-type: none"> • 	
Physical skills e.g., use of tools, equipment, minute taking, advanced computer skills		
Physical effort e.g., pushing, pulling, moving and handling of equipment	<ul style="list-style-type: none"> • Must be prepared to work across hospital sites Assisting patients in clinical situations e.g. outpatient clinics 	<ul style="list-style-type: none"> •
Mental effort e.g., level of concentration	<ul style="list-style-type: none"> • Ability to retrieve information from a wide range of sources and in different formats • Able to process highly complex information and make planning decisions on patient need and care as a result • Ability to work with conflicting priorities and interruptions • 	<ul style="list-style-type: none"> •
Emotional effort e.g., exposure to distressing circumstances	<ul style="list-style-type: none"> • Ability to communicate and support patients in distress and highly emotional situations 	<ul style="list-style-type: none"> •

Working conditions e.g., environment, exposure to unpleasant or hazards	•	•
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Last updated: 13/10/2023