

<b>Job Title</b>	: Chemotherapy Advanced Clinical Practitioner
<b>Department</b>	: Medical Oncology
<b>Care Group / Directorate</b>	: Cancer
<b>Band / Grade</b>	: 8A
<b>Responsible to</b>	: Local Management
<b>Accountable to</b>	: Lead Chemotherapy Consultant / Head of Nursing for Cancer, Chemotherapy Nurse Consultant
<b>Location</b>	: Princess Royal University Hospital

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching Trusts with a turnover of £1 billion, 1.5 million patient contacts a year and around 15,000 staff based across 5 main sites in South East London. The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) sites at Denmark Hill in Camberwell and at the Princess Royal University Hospital (PRUH) site in Bromley.

King's is committed to delivering Sustainable Healthcare for All via our Green Plan. In line with national Greener NHS ambitions, we have set net zero carbon targets of 2040 for our NHS Carbon Footprint and 2045 for our NHS Carbon Footprint Plus.

Our values at King's, are that we're a kind, respectful team;  
 Kind. We show compassion and understanding and bring a positive attitude to our work  
 Respectful. We promote equality, are inclusive and honest, speaking up when needed  
 Team. We support each other, communicate openly, and are reassuringly professional

The trust-wide strategy Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, Outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion (EDI) at the heart of everything we do. By being person-centred, digitally-enabled, and focused on sustainability, we can take Team King's to another level

King's is dedicated to embracing the broad diversity of our staff, patients and communities and stand firmly against all forms of prejudice and discrimination. This includes, but is not limited to, racism, ableism, homophobia, biphobia, transphobia, sexism, ageism, religious discrimination, and any other prejudiced behaviour that undermines the rights, wellbeing and identity of our staff, and patients.

As part of our commitment to EDI, we have five staff network groups that represent and advocate for staff:



***The post holder must be an RN (1) and is therefore bound by the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors Particular emphasis is put at Kings on the need to ensure that all staff recognises their responsibility to deliver services in a high quality, courteous, patient focused manner maintaining patient confidentiality at all times.***

## **Job Summary**

The post holder will demonstrate a high level of expertise within the Systematic Anticancer Therapy (SACT) service providing advice, education and support to staff, patients, their families and carers.

The post holder will be practising autonomously as an advanced clinical practitioner within the Chartwell department to provide patient-centred clinical care. This will encompass the skills of advanced clinical assessment, examination, diagnosis and treatment within an agreed scope of practice throughout the directorate.

The post holder will support new ways of working that emphasises a more efficient and patient focused service, and will ensure the safe treatment, referral and discharge of patients with undifferentiated and undiagnosed presentations in their area.

Responsibility for leading 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

The post holder will deliver a 80% clinical component to their role and 20% related to appraisal, clinical audit, teaching, continuous professional development and research.

Confidently manage caseload and be responsible for safe Systematic Anticancer Therapy (SACT) delivery, staff assessment accordance with national and the trust guidance on the delivery of SACT for both cancer and non-cancer indications across the trust.

To take direct managerial responsibility for SACT delivery in the absence of or as delegated by Chemotherapy Nurse Consultant.

To maintain primary responsibility for ensuring the Care Group provides a progressive learning environment for all grades of nursing staff.

To support and coordinate the development of Health Care Assistants and both pre- and post-registration nursing students by co-ordinating educational activities and assessments of learning within the department.

To actively promote and contribute to inter-professional learning activities across the Care Group and Trustwide.

To provide effective role modelling and leadership by working clinically

Chemotherapy ACP/PDN B8A

Lead on education and training of SACT nursing, including United Kingdom Oncology Nursing Society (UKONS) SACT passport and assessment of nurses and trainers.

As a senior practice development nurse, the role is expected to be largely self-managing using their extensive experience and knowledge of clinical education to identify, design and deliver Trust and sector wide staff development programmes in order to manage a high quality learning experience for nursing/midwifery staff at all grades.

The post-holder must have an up to date knowledge of the current demands of clinical education and its impact on service delivery, they must have experience of innovation in education delivery. They will assess and manage the impact of the implementation of programmes, to maximise the Trust's resources and improve staff retention

### **Key Working Relationships**

King College NHS foundation has two Chemotherapy Day Unit (CDU) sites working closely together, Denmark Hill and PRUH Chartwell CDU.

Communication and working relationship include:

- Divisional Nursing, Allied Health, & Medical Teams
- Chief Nurse & Senior Nursing Team
- Chief AHP and Pharmacist
- General & Operations Managers
- Clinical Directors, Consultants & Medical Teams
- Clinical Governance Team, PALS, PPI
- External partners – HEI's, Other healthcare providers
- SACT Southeast London Cancer Alliance (SELCA)

### **Main Duties and Responsibilities**

#### **Clinical Practice**

- To adhere to the NMC Code of Professional Conduct and adhere to this at all times.
- Work autonomously as an advanced practitioner within the cancer service, managing a caseload of patients delivering individualised direct patient care.
- Direct responsibility for assessment, examination, investigation and diagnosis of patients within their area of work.
- Appropriately treat patients, resulting in the safe management and appropriate referral or discharge of patients undergoing SACT treatment in both Chemotherapy Day Unit and Oncology Clinic.
- Participate in SACT on treat meetings for patients undergoing SACT treatment.
- Undertake a variety of clinical skills and provide treatment/ advice for patients with complications from SACT. Using agreed protocols of clinical practice and professional guidelines. This service may be provided within an acute secondary healthcare facility or in primary, community or home care settings.
- Within scope of practice and clinical competence request and / or undertake diagnostic procedures and clinical investigations related to plans of care

- Utilise scope of practice to undertake Non-Medical Prescribing role and provide advice on medicine management issues associated with the patient speciality group. Work within Trust policy for Medicines Management
- Utilise advanced knowledge and skills relating to the speciality to provide specialist advice to other members of the multidisciplinary team on the basis of patient assessment.
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review, referring to other specialists as required. Provide guidance to staff, patients and their families and carers on pathway navigation
- Lead in the development and updating of referral guidelines and policies for the SACT service.
- Use highly developed communication skills to effectively communicate with colleagues, patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing.
- Use professional judgement to act as an advocate for patients to ensure a patient focused approach to the delivery of care. Support and enable patients and carers to make informed decisions relating to their treatment and management. Escalate any concerns via the nursing / professional structures as required
- Work towards safe and timely discharge and/ or transfer of care of patients from or between hospitals and services and healthcare professionals, ensuring barriers to discharge / transfer are identified and acted upon appropriately.
- Report and raise concerns related to Safeguarding, accessing advice and support as required. Be conversant with Trust policies for safeguarding including the assessment of mental Capacity, and consideration of Deprivation of Liberty Safeguards(DOLS) and the application of the principles of Prevent (counter terrorism awareness)
- Ensure effective and accurate verbal or written handover of patients between healthcare professionals
- Ensure that high standards of all documentation are maintained, with accurate, complete and up-to-date information regarding patient care are kept in accordance with Trust standards.
- Monitor the quality and standard of care provided by all members of the team and all staff in clinical areas. Identifying any skills or training gaps and escalating to the appropriate Senior Nurse or Matron.
- Undertake training to develop further advanced clinical practice roles required by the service in order to provide a high standard of patient care, including managing Central Venous Access Device (CVAD) including placement of PICC, teaching will be provided.
- Practice within the scope of professional registration (i.e. NMC, HCPC)

### **Professional Leadership & Management**

- Provide highly visible and accessible professional leadership and demonstrate expert knowledge and standards of clinical practice. This will include supporting and developing the SACT services within the hospital and the Chemotherapy closer to home.
- Lead and develop a defined area of Advanced Clinical practice within the designated area of practice , promoting interdisciplinary team and collaborative working practices
- Meet regularly with team members as a team and on an individual basis as required to support their personal and professional development
- Promote team working, build rapport and collaborative working practices with multidisciplinary team. Liaise with inter-hospital departments and personnel across organisational and professional groups. Ensuring effective communication and interpersonal skills with other disciplines and organisations.

- Act as a clinical role model demonstrating high standards of advanced clinical practice and provide support or advice to other staff when necessary
- Lead and support the development of the role according to changing patient's needs, service requirements and evidence base practice.
- Lead and actively participate in promotion of the SACT service and SACT related projects, quality initiatives and statutory accreditation processes. This will include the setting and monitoring of clinical standards of care.
- Ensure that all resources are managed in an efficient and cost-effective manner to achieve maximum effect for patients and staff.
- Adhere to all relevant Trust policies and procedures and to ensure that they are correctly implemented.
- Lead in the implementation of multidisciplinary service objectives that reflect Trust strategies for patient care.
- Demonstrate effective leadership skills, supporting the senior management team (Nurse Consultant/ Lead ACP/ Matron/ Clinical Director) in service development and lead as delegated on the implementation of any of these changes.
- Monitor standards and maintain high quality care. Report any clinical incidents via the Trust electronic reporting system and escalate issues promptly and appropriately
- Utilise the highest level of interpersonal and communication skills when dealing with complex, sensitive or emergency situations.
- Maintain an awareness of professional and ethical issues to ensure care is delivered in a professional timely and courteous manner by all members of the team, respecting the different spiritual and cultural backgrounds of colleagues, patients and relatives.
- Escalate any concerns or complaints promptly
- Participate in the recruitment and selection of staff.
- Responsibility for completing or delegating the preparation and daily review of staff duty rota's, ensuring that the team provides most effective service provision.
- Accountable for own practice, acting at all times within the Professional Code of Professional Conduct (NMC, HCPC, CSP)
- Maintain a working knowledge of local and national professional policy and strategy.
- Attend and when required chair multidisciplinary meetings as a representative of the service. Ensure minutes and agreed actions are communicated to stakeholders according to agreed timescales.

## **Education and Research**

- To act as a mentor to junior staff members, responsible for the orientation, supervision and ongoing development of junior and student nurses, in conjunction with Line Manager and Practice Development staff.
- To act as practice supervisor, responsible for completing competency documents for SACT training for staff within agreed timeframes.

- To act as a mentor to staff undergoing SACT training and SACT competencies, ensuring a positive learning experience and facilitating the development of their clinical skills.
- Be practice development nurse for SACT training for staff in Chemotherapy Day Unit. Lead and actively participate in the delivery of SACT educational programmes for all grades of nursing, medical and allied health professional staff.
- To contribute to the wider educational activities within the Cancer Care Group – ensuring attendance at and contributing to the delivery of educational activities within the Cancer Care Group.
- To promote and encourage the application of research and of evidence based practices.
- To participate in any research projects conducted in the clinical area as appropriate.
- Act as an expert educational resource for clinical staff, patients, and carers by providing formal and informal education. Promote and develop a positive learning environment throughout the Trust.
- Provide support and guidance to all levels of ward staff in their clinical role.
- Ensure that pre and post registration students receive appropriate learning experience whilst allocated to the directorate.
- Participate in provision and identification of in-service training need for all team staff.
- Participate in education and practice development on a Trust wide basis liaising with Trust wide educational leads to ensure overall Trust educational objectives are delivered
- Recognise the limits of own professional practice and competence, undertake further training and academic qualifications as required to maintain own specialist knowledge
- Take responsibility for ensuring personal and completion of any statutory or mandatory training as required for. Informing line manager if there is any deviance from training attendance
- Adapt clinical knowledge and skills to different clinical settings.
- Participate in the annual appraisal process, delegating duties to team members as appropriate to ensure all staff within the team have personal development plans which support revalidation
- Maintain close links with local HEI's and participate in in the development and delivery of new and established advanced practice programmes

## **Research & Audit**

- Participate and where required lead or assist in research projects as required, disseminating and ensuring utilisation of research results to change practice.
- Utilise research findings in the delivery of advanced clinical patient care, developing new ways of working.
- Be aware of research /trials being undertaken within the specialist field of practice
- Participate and where required lead audit projects as required by the specialty, involving collating, analysing and reporting on results of the audit process.
- Provide support, encouragement and advice to nursing staff undertaking audit and research.

- Assist in the testing and evaluation of new equipment within the clinical area.
- Collate, analyse and present reports on varying aspects of the speciality activity as required by directorate or divisional team
- Ensure the results of audit and research conducted by the team are disseminated at local, regional and national level.
- To share best practice; through publications and attendance/presentation opportunities at conference level.
- Lead on development of a programme of ongoing audits and patient evaluation surveys for the SACT Service, in line with service objectives, Trust key performance indicators, SELACN, SACT Governance and the Quality Standard review process.
- Collect, collate and report activity data. Produce and present regular formal reports to key stakeholders, professional groups, SELACN Group.

### **Quality & Safety**

- Support the maintenance of KPI's NHSLA compliance, CQC compliance and local and national clinical governance initiatives in close collaboration with the directorate senior nursing, medical and management and in collaboration with clinical governance teams.
- Work with Head of Nursing Cancer, Lead Chemotherapy Consultant and Chemotherapy Consultant on SACT clinical governance and quality assurance across the trust and SELCA.
- Maintain improvements in patient safety by supporting implementation of patient safety initiatives, prompt and appropriate response to complaints resolution and escalation where appropriate
- Ensure patient safety by escalating any risks with staffing or service provision to directorate management team
- Report any issues with quality and safety immediately to Matron or Clinical Director
- May be deployed to work in any part of the Trust should the need arise to ensure patient safety is maintained

This job description is not exhaustive and is seen as a guideline for the post. The post holder may be required to undertake other duties to achieve the Trust objectives which are commensurate with the grading of the post.

### **Strategic development**

- Develop policies and procedures as required in relation to practice development
- Act as the champion for learning and education within all departments, wards and staff groups with any external stakeholders including NHS Professionals and our King's Health Partners.
- Identify and develop initiatives to support and retain SACT nursing staff, including the development of educational programmes as appropriate
- To act as an ambassador to King's College Hospital and contribute to the wider health and organisational development agenda at a local and London wide level as appropriate

## **Management**

- To manage the clinical workload effectively, ensuring care is prioritised appropriately.
- To contribute positively towards the delivery of a cost effective service, adjusting staffing levels to meet demand and assisting the ward manager to keep within agreed resources.
- To actively support the process of risk management – ensure incidents are reported appropriately and helping identify ways of preventing errors and accidents to both patients and staff.
- To make a positive contribution to service development affecting the clinical area and positively influence others to adapt to change.
- To actively promote customer care, assisting in resolving local (informal) complaints and supporting the ward manager to investigate formal problems.

## **Personal Professional Development**

- To work within and accept responsibility for maintaining agreed levels of clinical competence.
- To keep up to date with NMC, Trust and Care Group policies and guidelines and to adhere to these at all times.
- To be a fully active and committed member of the multidisciplinary team operating in the Care Group
- To demonstrate an insight into own professional development, contributing to the process of identifying own educational and clinical training needs in conjunction with the ward manager.
- Participate in own Individual Performance Review and after suitable training, to be responsible for undertaking this for own team of junior staff.
- To ensure own educational commitment is at least sufficient to maintain PREP requirements and to ensure own mandatory training certificates are current, in liaison with Line Manager.

## **People Management and Performance**

- To take a leadership role in crisis situations, resolving problems across the Care Group as necessary.
- To maintain confidentiality with regard to personal information pertaining to staff. To attend and contribute to departmental meetings as required.

- Lead, coach and manage the performance of the team in line with good people management practices in all aspect related to SACT. Ensuring excellence is recognised and underperformance is addressed.
- Participate in SACT related training and set clear set of objectives and development plans in relation to SACT training.
- Ensure the team is compliance with all statutory, mandatory training together with any professional training requirements, ensuring they are up to date and fully compliant in relation to SACT training.
- Manage team absences including sickness in line with Trust policy ensuring the appropriate return to work meetings occur, e-roster is updated and productivity is at keep to the highest possible level in the absence of the unit manager and Chemotherapy Nurse Consultant.
- Assist in the recruitment of SACT nurses in the Chemotherapy Day Unit in line with the Trust's recruitment policy and process.
- Identify talent and support the internal talent management process in order attract and retain and succession plan for your people.
- Review skills mix at regular intervals in order to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date.
- Ensure overall wellbeing of the team is maintained. Continuously support in improving the morale of the team and implementing a culture of zero-tolerance for bullying and harassment.

### **General**

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
- We want to be an organisation where everyone shares a commitment to delivering the very best care and feels like their contribution is valuable and valued.
- At King's we are a kind, respectful team:  
**Kind.** We show compassion and understanding and bring a positive attitude to our work  
**Respectful.** We promote equality, are inclusive and honest, speaking up when needed  
**Team.** We support each other, communicate openly, and are reassuringly professional
- To observe and maintain strict confidentiality of personal information relating to patients and staff.

- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.
- All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication.
- Everyone is responsible for promoting inclusion no matter their role or team. At King's, we want to create an environment where everyone feels valued, respected and welcomed

### **Safe Guarding**

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns
- reporting any safeguarding child or adult concerns appropriately

### **Infection Control Statement**

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role.

These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

## PERSON SPECIFICATION

### Chemotherapy ACP– Band 8a

	Essential	Desirable
<b>Education and Qualifications</b>		
Professional Registration	X	
Post Graduate Qualification in cancer care, acute medicine or equivalent experience	X	
MSc Level qualification or equivalent CATs		X
Non-Medical Prescribing Course	X	
NMC mentorship qualification and sign-off mentor	X	
Advanced Life Support qualification(s)	X	
Advanced communication Skills Training	X	
SACT accredited course	X	
Teaching and Mentoring qualification		X
<b>Knowledge and Experience</b>		
Significant experience at a senior level (Band 7 or above) in cancer or acute care	X	
Experience in participation in service development and implementation of change	X	
Evidence of on-going CPD	X	
Experience of teaching and assessing in a variety of clinical environments	X	
Advanced Clinical Assessment skills	X	
Evidence of research & audit	X	
Publication in healthcare journals		X
Evidence of dissemination of knowledge in wider healthcare organisations	X	
Expert knowledge of SACT	X	
<b>Skills and Competencies</b>		
Evidence of autonomous practice and leadership	X	
Experience of staff management & leadership	X	
Excellent organisational skills	X	
Able to demonstrate clinical credibility with sound expert nursing skills	X	
Ability to both influence and work across professional boundaries	X	
Networking and establishing contacts	X	
Establishing partnerships and good working relationships	X	
Excellent verbal and written communication skills across the organisation and with a wide range of staff with differing levels of responsibility and different professional backgrounds	X	
Facilitating and supporting others	X	
Working within a team	X	
<b>Personal Attributes</b>		
Excellent communication skills	X	
Ability to perform in stressful and complex situation	X	
Sound clinical reasoning & decision making	X	

Flexible	X	
Ability to inspire and lead a team	X	
Competent to manage work autonomously	X	
Skills to influence and overcome resistance through application of advanced communication skills	X	
Ability to develop effective interpersonal relationships with colleagues across health and social care setting	X	

<b>Job Title</b>	: Trainee Chemotherapy Advanced Clinical Practitioner
<b>Department</b>	: Medical Oncology
<b>Care Group / Directorate</b>	: Cancer
<b>Band / Grade</b>	: 7 (3 years development role into B8A)
<b>Responsible to</b>	: Local Management
<b>Accountable to</b>	: Lead Chemotherapy Consultant / Head of Nursing for Cancer, Chemotherapy Nurse Consultant
<b>Location</b>	: Princess Royal University Hospital

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### **Job Summary**

This role will be a 3-year fixed-term training post, working towards a qualified ACP role within the department.

The advert below specifies the roles and responsibilities you will be expected to fulfil supervised in your training role, and then independently as a qualified practitioner.

During training you will complete a funded ACP MSc/Apprenticeship with support from your department and Educational Supervisor, alongside a clinical portfolio to demonstrate your progression, learning, and competence.

The post holder will need to have previous experience within the Systematic Anticancer Therapy (SACT) and provide advice, education and support to staff, patients, their families and carers. They will be able to develop clinical skills in advanced clinical assessment, history taking, assessment, examination, synthesise information gathered and use clinical reasoning to diagnose and formulate a shared management/personalised care/support plan within an agreed scope of practice.

With supervision, the post holder will ensure that patients are attending for their treatment and have side effects of from treatment are assessed and appropriate investigations are requested. Successful candidate will work closely the Chemotherapy Nurse Consultant and also develop skills to run nurse led clinics for patients receiving SACT.

The post holder will be expected to monitor the SACT compliancy, using quality standards and SACT South East London Cancer Alliance SELCA guidance/safety measures. This will be of a demonstrably high standard; and will influence patient care through expert clinical practice, management, leadership, education research, audit and professional activities.

The post holder will deliver a 80% clinical component to their role and 20% related to, clinical audit, teaching, continuous professional development and research.

Under supervision manage caseload and be responsible for safe Systematic Anticancer Therapy (SACT) delivery, staff assessment accordance with national and the trust guidance on the delivery of SACT for both cancer and non-cancer indications across the trust.

To maintain primary responsibility for ensuring the Cancer Care Group provides a progressive learning environment for all grades of nursing staff undergoing SACT training and competency under the supervision of the Chemotherapy Nurse Consultant.

To actively promote and contribute to inter-professional learning activities across the Cancer Group and Trustwide.

Together with the Chemotherapy Nurse Consultant lead on education and training of SACT nursing, including United Kingdom Oncology Nursing Society (UKONS) SACT passport and assessment of nurses and trainers.

### **Key Working Relationships**

King College NHS foundation has two Chemotherapy Day Unit (CDU) sites working closely together, Denmark Hill and PRUH Chartwell CDU.

Communication and working relationship include:

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- Chief Nurse & Senior Nursing Team
- Chief AHP and Pharmacist
- General & Operations Managers
- Clinical Directors, Consultants & Medical Teams
- Clinical Governance Team, PALS, PPI
- External partners – HEI's, Other healthcare providers
- SACT Southeast London Cancer Alliance (SELCA)

### **Main Duties and Responsibilities**

#### **Clinical Practice**

Chemotherapy ACP/PDN B8A

- To adhere to the NMC Code of Professional Conduct and adhere to this at all times.
- Work as trainee Advanced Practitioner within the cancer service, managing a caseload of patients delivering individualised direct patient care.
- Direct responsibility for assessment, examination, investigation and diagnosis of patients within their area of work.
- Appropriately treat patients, resulting in the safe management and appropriate referral or discharge of patients undergoing SACT treatment in both Chemotherapy Day Unit and Oncology Clinic.
- Participate in SACT on treat meetings for patients undergoing SACT treatment.
- Undertake a variety of clinical skills and provide treatment/ advice for patients with complications from SACT. Using agreed protocols of clinical practice and professional guidelines. This service may be provided within an acute secondary healthcare facility or in primary, community or home care settings.
- Within scope of practice and clinical competence request and / or undertake diagnostic procedures and clinical investigations related to plans of care
- Utilise scope of practice to undertake Non-Medical Prescribing role and provide advice on medicine management issues associated with the patient specialty group. Work within Trust policy for Medicines Management
- Utilise advanced knowledge and skills relating to the speciality to provide specialist advice to other members of the multidisciplinary team on the basis of patient assessment.
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review, referring to other specialists as required. Provide guidance to staff, patients and their families and carers on pathway navigation
- Lead in the development and updating of referral guidelines and policies for the SACT service.
- Use highly developed communication skills to effectively communicate with colleagues, patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing.
- Use professional judgement to act as an advocate for patients to ensure a patient focused approach to the delivery of care. Support and enable patients and carers to make informed decisions relating to their treatment and management. Escalate any concerns via the nursing / professional structures as required
- Work towards safe and timely discharge and/ or transfer of care of patients from or between hospitals and services and healthcare professionals, ensuring barriers to discharge / transfer are identified and acted upon appropriately.

- Report and raise concerns related to Safeguarding, accessing advice and support as required. Be conversant with Trust policies for safeguarding including the assessment of mental Capacity, and consideration of Deprivation of Liberty Safeguards(DOLS) and the application of the principles of Prevent (counter terrorism awareness)
- Ensure effective and accurate verbal or written handover of patients between healthcare professionals
- Ensure that high standards of all documentation are maintained, with accurate, complete and up-to-date information regarding patient care are kept in accordance with Trust standards.
- Undertake training to develop further advanced clinical practice roles required by the service in order to provide a high standard of patient care, including managing Central Venous Access Device (CVAD).
- Practice within the scope of professional registration (i.e. NMC, HCPC)

### **Professional Leadership & Management**

- Provide highly visible and accessible professional leadership and demonstrate expert knowledge and standards of clinical practice. This will include supporting and developing the SACT services within the hospital and the Chemotherapy closer to home.
- Lead and develop a defined area of Advanced Clinical practice within Chemotherapy services under the direct supervision of the Chemotherapy Nurse Consultant and collaborative working practices.
- Meet regularly with team members as a team and on an individual basis as required to support their personal and professional development
- Promote team working, build rapport and collaborative working practices with multidisciplinary team. Liaise with inter-hospital departments and personnel across organisational and professional groups. Ensuring effective communication and interpersonal skills with other disciplines and organisations.
- Act as a clinical role model demonstrating high standards of advanced clinical practice and provide support or advice to other staff when necessary
- Lead and support the development of the role according to changing patient's needs, service requirements and evidence base practice.
- Together with the Chemotherapy Nurse Consultant, lead and actively participate in promotion of the SACT service and SACT related projects, quality initiatives and statutory accreditation processes. This will include the setting and monitoring of clinical standards of care.

- Together with the Chemotherapy Nurse Consultant and pharmacy team lead in the closer to home project.
- Ensure that all resources are managed in an efficient and cost-effective manner to achieve maximum effect for patients and staff.
- Adhere to all relevant Trust policies and procedures and to ensure that they are correctly implemented.
- Demonstrate effective leadership skills, supporting the senior management team (Nurse Consultant/ Lead ACP/ Matron/ Clinical Director) in service development and lead as delegated on the implementation of any of these changes.
- Monitor standards and maintain high quality care. Report any clinical incidents via the Trust electronic reporting system and escalate issues promptly and appropriately
- Utilise the highest level of interpersonal and communication skills when dealing with complex, sensitive or emergency situations.
- Maintain an awareness of professional and ethical issues to ensure care is delivered in a professional timely and courteous manner by all members of the team, respecting the different spiritual and cultural backgrounds of colleagues, patients and relatives.
- Escalate any concerns or complaints promptly
- Participate in the recruitment and selection of staff.
- Responsibility for completing or delegating the preparation and daily review of staff duty rota's, ensuring that the team provides most effective service provision.
- Accountable for own practice, acting at all times within the Professional Code of Professional Conduct (NMC, HCPC, CSP)
- Maintain a working knowledge of local and national professional policy and strategy.
- Attend and when required chair multidisciplinary meetings as a representative of the service. Ensure minutes and agreed actions are communicated to stakeholders according to agreed timescales.

## **Education and Research**

- To act as a mentor to junior staff members, responsible for the orientation, supervision and ongoing development of junior and student nurses, in conjunction with Line Manager and Practice Development staff.

- To act as practice supervisor, responsible for completing competency documents for SACT training for staff within agreed timeframes.
- To act as a mentor to staff undergoing SACT training and SACT competencies, ensuring a positive learning experience and facilitating the development of their clinical skills.
- Be practice development nurse for SACT training for staff in Chemotherapy Day Unit. Lead and actively participate in the delivery of SACT educational programmes for all grades of nursing, medical and allied health professional staff.
- To contribute to the wider educational activities within the Cancer Care Group – ensuring attendance at and contributing to the delivery of educational activities within the Cancer Care Group.
- To promote and encourage the application of research and of evidence based practices.
- To participate in any research projects conducted in the clinical area as appropriate.
- Act as an expert educational resource for clinical staff, patients, and carers by providing formal and informal education. Promote and develop a positive learning environment throughout the Trust.
- Provide support and guidance to all levels of ward staff in their clinical role.
- Ensure that pre and post registration students receive appropriate learning experience whilst allocated to the directorate.
- Participate in provision and identification of in-service training need for all team staff.
- Participate in education and practice development on a Trust wide basis liaising with Trust wide educational leads to ensure overall Trust educational objectives are delivered
- Recognise the limits of own professional practice and competence, undertake further training and academic qualifications as required to maintain own specialist knowledge
- Take responsibility for ensuring personal and completion of any statutory or mandatory training as required for. Informing line manager if there is any deviance from training attendance
- Adapt clinical knowledge and skills to different clinical settings.
- Participate in the annual appraisal process, delegating duties to team members as appropriate to ensure all staff within the team have personal development plans which support revalidation
- Maintain close links with local HEI's and participate in in the development and delivery of new and established advanced practice programmes

## **Research & Audit**

- Participate and where required lead or assist in research projects as required, disseminating and ensuring utilisation of research results to change practice.
- Utilise research findings in the delivery of advanced clinical patient care, developing new ways of working.
- Be aware of research /trials being undertaken within the specialist field of practice
- Participate and where required lead audit projects as required by the specialty, involving collating, analysing and reporting on results of the audit process.
- Provide support, encouragement and advice to nursing staff undertaking audit and research.
- Assist in the testing and evaluation of new equipment within the clinical area.
- Collate, analyse and present reports on varying aspects of the speciality activity as required by directorate or divisional team
- Ensure the results of audit and research conducted by the team are disseminated at local, regional and national level.
- To share best practice; through publications and attendance/presentation opportunities at conference level.
- Lead on development of a programme of ongoing audits and patient evaluation surveys for the SACT Service, in line with service objectives, Trust key performance indicators, SELACN, SACT Governance and the Quality Standard review process.
- Collect, collate and report activity data. Produce and present regular formal reports to key stakeholders, professional groups, SELACN Group.

## **Quality & Safety**

- Support the maintenance of KPI's NHSLA compliance, CQC compliance and local and national clinical governance initiatives in close collaboration with the directorate senior nursing, medical and management and in collaboration with clinical governance teams.
- Work with Head of Nursing Cancer, Lead Chemotherapy Consultant and Chemotherapy Consultant on SACT clinical governance and quality assurance across the trust and SELCA.
- Maintain improvements in patient safety by supporting implementation of patient safety initiatives, prompt and appropriate response to complaints resolution and escalation where appropriate

- Ensure patient safety by escalating any risks with staffing or service provision to directorate management team
- Report any issues with quality and safety immediately to Matron or Clinical Director
- May be deployed to work in any part of the Trust should the need arise to ensure patient safety is maintained

This job description is not exhaustive and is seen as a guideline for the post. The post holder may be required to undertake other duties to achieve the Trust objectives which are commensurate with the grading of the post.

### **Strategic development**

- Develop policies and procedures as required in relation to practice development
- Act as the champion for learning and education within all departments, wards and staff groups with any external stakeholders including NHS Professionals and our King's Health Partners.
- Identify and develop initiatives to support and retain SACT nursing staff, including the development of educational programmes as appropriate
- To act as an ambassador to King's College Hospital and contribute to the wider health and organisational development agenda at a local and London wide level as appropriate

### **Management**

- To manage the clinical workload effectively, ensuring care is prioritised appropriately.
- To contribute positively towards the delivery of a cost effective service, adjusting staffing levels to meet demand and assisting the ward manager to keep within agreed resources.
- To actively support the process of risk management – ensure incidents are reported appropriately and helping identify ways of preventing errors and accidents to both patients and staff.
- To make a positive contribution to service development affecting the clinical area and positively influence others to adapt to change.
- To actively promote customer care, assisting in resolving local (informal) complaints and supporting the ward manager to investigate formal problems.

## **Personal Professional Development**

- To work within and accept responsibility for maintaining agreed levels of clinical competence.
- To keep up to date with NMC, Trust and Care Group policies and guidelines and to adhere to these at all times.
- To be a fully active and committed member of the multidisciplinary team operating in the Care Group
- To demonstrate an insight into own professional development, contributing to the process of identifying own educational and clinical training needs in conjunction with the ward manager.
- Participate in own Individual Performance Review and after suitable training, to be responsible for undertaking this for own team of junior staff.
- To ensure own educational commitment is at least sufficient to maintain PREP requirements and to ensure own mandatory training certificates are current, in liaison with Line Manager.

## **People Management and Performance**

- To take a leadership role in crisis situations, resolving problems across the Care Group as necessary.
- To maintain confidentiality with regard to personal information pertaining to staff. To attend and contribute to departmental meetings as required.
- Lead, coach and manage the performance of the team in line with good people management practices in all aspect related to SACT. Ensuring excellence is recognised and underperformance is addressed.
- Participate in SACT related training and set clear set of objectives and development plans in relation to SACT training.
- Ensure the team is compliance with all statutory, mandatory training together with any professional training requirements, ensuring they are up to date and fully compliant in relation to SACT training.
- Manage team absences including sickness in line with Trust policy ensuring the appropriate return to work meetings occur, e-roster is updated and productivity is at keep to the highest possible level in the absence of the unit manager and Chemotherapy Nurse Consultant.

- Assist in the recruitment of SACT nurses in the Chemotherapy Day Unit in line with the Trust's recruitment policy and process.
- Identify talent and support the internal talent management process in order attract and retain and succession plan for your people.
- Review skills mix at regular intervals in order to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date.
- Ensure overall wellbeing of the team is maintained. Continuously support in improving the morale of the team and implementing a culture of zero-tolerance for bullying and harassment.

### **General**

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
- We want to be an organisation where everyone shares a commitment to delivering the very best care and feels like their contribution is valuable and valued.
- At King's we are a kind, respectful team:  
**Kind.** We show compassion and understanding and bring a positive attitude to our work  
**Respectful.** We promote equality, are inclusive and honest, speaking up when needed  
**Team.** We support each other, communicate openly, and are reassuringly professional
- To observe and maintain strict confidentiality of personal information relating to patients and staff.
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

- All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication.
- Everyone is responsible for promoting inclusion no matter their role or team. At King's, we want to create an environment where everyone feels valued, respected and welcomed

### **Safe Guarding**

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns
- reporting any safeguarding child or adult concerns appropriately

### **Infection Control Statement**

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role.

These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

## PERSON SPECIFICATION

### Trainee Chemotherapy ACP– Band 7

	Essential	Desirable
<b>Education and Qualifications</b>		
Professional Registration	X	
Post Graduate Qualification in cancer care, acute medicine or equivalent experience		X
<b>Knowledge and Experience</b>		
Significant experience at a senior level in cancer or acute care	X	
Evidence of on-going CPD	X	
Experience of teaching and assessing in a variety of clinical environments	X	
Advanced Clinical Assessment skills	X	
Evidence of research & audit	X	
Publication in healthcare journals		X
Evidence of dissemination of knowledge in wider healthcare organisations	X	
Expert knowledge of SACT	X	
<b>Skills and Competencies</b>		
Excellent organisational skills	X	
Able to demonstrate clinical credibility with sound expert nursing skills	X	
Excellent verbal and written communication skills across the organisation and with a wide range of staff with differing levels of responsibility and different professional backgrounds	X	
Facilitating and supporting others	X	
Working within a team	X	
<b>Personal Attributes</b>		
Excellent communication skills	X	
Ability to perform in stressful and complex situation	X	
Sound clinical reasoning & decision making	X	
Flexible	X	
Ability to inspire and lead a team	X	
Competent to manage work autonomously	X	
Skills to influence and overcome resistance through application of advanced communication skills	X	
Ability to develop effective interpersonal relationships with colleagues across health and social care setting	X	