

POST: **Advanced Nurse Practitioner in Acute Oncology**

GRADE: 8a

RESPONSIBLE TO: Matron, Berkshire Cancer Centre

ACCOUNTABLE TO: Director of Nursing Planned Care

Aims of Role

This part time post has been developed to deliver advanced nursing practice and clinical effectiveness in the Acute Oncology Service. The post holder will demonstrate a caring and compassionate approach ensuring that patients and carers are involved in their care and the development of future services.

It is expected that this post will work 6 sessions of Acute Oncology/week.

He / she will be required to work autonomously in delivering independent assessment, clinical examination, clinical decision making, diagnosis, planning of care and treatment and health promotion.

The post holder will utilise advanced specialist nursing and assessment skills to deliver an acute oncology service trust wide. S/he will ensure provision of evidence based, co-ordinated and seamless care to patients and their families/carers, enhancing the experience of the service.

In collaboration with the consultant medical staff and the Lead Cancer Nurse/ Acute Oncology Nurse Consultant the advanced nurse practitioner will co-ordinate and further develop trust-wide services for oncology patients admitted via the emergency pathway.

Key Relationships

Work closely with the Directorate Management Team, Consultants, Matrons and other Directorate Managers across the Trust. Work alongside the, Lead Cancer Nurse/Nurse Consultant and Cancer CNSs as appropriate. They will work with AHPs, ward managers and nursing teams. Liaise with all oncology MDTs, Community Teams, General Practitioners and other relevant agencies across the health and social care setting, patients and carers in the clinical areas.

Main Duties and Responsibilities

1 Clinical Responsibilities

- 1.1. To provide an acute oncology nursing service delivering timely interventions and ensuring appropriate patients are assessed and seen by an Acute Oncology consultant using a risk stratification approach.

- 1.2. He / she will be required to work autonomously in delivering independent assessment, clinical examination, clinical decision making, diagnosis, planning of care and treatment and health promotion.
- 1.3. To promote and develop acute oncology services across the emergency pathway.
- 1.4. To increase responsiveness of acute oncology service
- 1.5. To act as a focal point of communication for patients, carers and other health care professionals, facilitating their access to other members of the multidisciplinary team where required.
- 1.6. To improve the experience of cancer patients being admitted to the Royal Berkshire Hospital as emergencies
- 1.7. To review and prioritise acute admissions/transfers in to Adelaide ward, in order that the limited bed spaces are allocated to the patients with the greatest clinical need.
- 1.8. To provide expertise in the management of Oncological Emergencies
- 1.9. Maintain the Acute Oncology database and present activity at regular intervals to Clinical governance and Network meetings
- 1.10. To be aware of ethical dilemmas that may present in patient care and provide support and guidance to colleagues in any decision making process.
- 1.11. To recognise and develop opportunities to expand your own and others scope of practice within the specialist field of practice.
- 1.12. To develop and implement Holistic needs assessment within both acute oncology and chemotherapy
- 1.13. To provide psychological and emotional support to patients, in collaboration with the whole MDT during treatment.
- 1.14. To attend and contribute to any multidisciplinary diagnostic, therapeutic or management team meeting in order to ensure the delivery of best care to patients and clinical governance prioritisation. This will specifically include all Cancer group meetings and any applicable risk management meetings.
- 1.15.

2 Managerial Responsibilities

- 2.1. To establish accurate and effective record keeping in line with Electronic systems in place.
- 2.2. To work closely with other Trust Specialist Nurses.

- 2.3. To use current evidence of best practice to develop pathways of care and implement the pathway in collaboration with colleagues.
- 2.4. To re-appraise evidence based and locally agreed clinical guidelines and protocols in collaboration with all other members of the MDT
- 2.5. To manage and contribute to appropriate data collection and statistical information including clinical incident reviews.
- 2.6. To attend and be an active participant in relevant clinical and managerial groups as appropriate.

3 Education, Training and Development Function

- 3.1. To participate in multidisciplinary/collaborative and nursing research activities.
- 3.2. To identify and provide formal and informal education opportunities for trust staff other local health care providers on the care and management of patients with oncological emergencies and having anti cancer treatments, in participation with other trust staff.
- 3.3. To promote the use of research evidence in practice and its evaluation
- 3.4. To audit the existing service provision and identify and prioritise areas for development, implementing action plans and involving members of the multidisciplinary team
- 3.5. To represent RBH at specialist forums / conferences.
- 3.6. To develop relationships with providers of pre and post registration nurse education and contribute to both nursing and medical education programmes.

Personal / Professional Development

- 4.1 To identify your own developmental needs and ensure NMC requirements are met.
- 4.2 To ensure that the Trust position regarding personal and professional competency is met and adhered to.
- 4.3 To ensure that Trust and cancer competencies are met and reviewed every three years.
- 4.4 To act at all times in accordance with the RBH and Nursing and Midwifery Council Guidelines for professional practice (2002).

- 4.5 To promote the principles of clinical supervision and act as a supervisor for others.
- 4.6 To avoid behaviour which discriminates against service users and your fellow employees / potential employees on the grounds of sex, sexuality, marital status, race, age, colour, nationality, ethnic origin, religion or disability.
- 4.7 To be aware of the responsibilities placed upon you under the Health & Safety at work act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.
- 4.9 To safeguard at all times confidentiality of information relating to patients and staff.

POLICIES AND PROCEDURES

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

Medical Questionnaire

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the Trust.

Equality of Opportunity and Diversity

The Trust operates an Equality of Opportunity and Diversity Policy and welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. It aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

Confidentiality

The post holder has a responsibility to comply with the Data Protection Act 1998 and Code of Practice on Confidentiality and Data Protection. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

Information Security

You are expected to safeguard the confidentiality, integrity and availability of data, whether in computerised or manual systems or storage. Trust policies and statutory regulations should be adhered to.

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the Trust to ensure that statutory and departmental safety regulations are adhered to.

Fire

The post holder is required to comply with agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

Control of Infection

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates

Smoking

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

PERSON SPECIFICATION
Advanced Practitioner Oncology

Completed by:

Linda Edwards/Jane Mckenna

Date:

January 2015

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • RGN essential • ENB 998 or equivalent teaching certificate or extensive teaching experience • Relevant first degree • Masters degree essential or evidence of equivalent knowledge and experience to masters level • Advanced assessment skills course 	<ul style="list-style-type: none"> • Post graduate diploma in education. • Nurse prescribing course • Care of the patient receiving chemotherapy short course or equivalent <p>Advanced communication skills course</p>
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Demonstrates care and compassion • Demonstrates advanced communication skills • Understanding of national and local cancer agenda • Competent at assessing and diagnosing inpatients with cancer and treatment related emergencies • Excellent clinical leadership and influencing skills • Evidence of participation in audit and the promotion of evidence based practice • Understanding of competency and being aware of own limitations as well as those of other members of health care team • Excellent interpersonal and communication skills • Research appreciation and ability to influence others through research findings • Demonstration of knowledge of strategic and national issues pertinent to Acute Oncology. • Ability to be self-directed but also participate as a team member • Skills to act as a clinical supervisor • Able to contribute to, policies and clinical protocols • Understanding of clinical risk, clinical governance and national benchmarks 	<ul style="list-style-type: none"> • Record of publications and presentations at national and local conferences. • Competent chemotherapy practitioner

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven track record of physical assessment skills in an oncology or palliative care setting. • Experience of assessing and planning care for patients with issues related to cancer and its treatment. • Experience in teaching multidisciplinary staff • Experience in level 2 psychological assessment skills • Experience in working autonomously in delivering independent assessment, clinical examination, clinical decision making, diagnosis, planning of care and treatment. This should be at Band 7 or above. 	<p>Operational management experience or experience as a ward sister.</p> <p>Research experience and dissemination.</p> <ul style="list-style-type: none"> • Cannulation and Phlebotomy
Other requirements	<ul style="list-style-type: none"> • Flexible approach to work • Able to initiate and manage change • Computer literacy • Report writing skills 	