

Job Description

Job Title	: Advanced Clinical Practitioner/Advanced Nurse Practitioner
Department	: Medical Oncology
Division	: Network Care
Band / Grade	: 8a
Responsible to	: Lead Nurse for Acute Oncology
Accountable to	: Lead Acute Oncology Consultant / Head of Nursing for Cancer, Acute Oncology Lead Nurse
Number of direct reports	: TBC
Budgetary Responsibility	: TBC
Location	: Cross- site

Job Summary

The post holder will demonstrate a high level of expertise within the specialist 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 Acute Oncology Service (AOS) to provide patient-centred clinical care. This will encompass the skills of 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 throughout the directorate.

The post holder will ensure that patients presenting with metastatic malignancy of unknown origin (MUO) have access to rapid expert oncology input to avoid unnecessary, inappropriate investigations; are discussed in an MUO MDT; and receive rapid treatment for their disease and/or symptom control decisions.

The post holder will be expected to monitor the impact of the Acute Oncology Service, using a number of key metrics including length of stay; and work with the Lead Acute Oncology Clinician to ensure the Acute Oncology Service meets the Quality Standards and 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.

Main duties of the job

- Provide early input into coordination of care, ensuring patients access right care at the right time and deliver high quality AOS specialist care:

- Support the provision of the telephone triage advice for patients and health professionals with complications of their systemic anti-cancer treatment and provide high quality advice to support self-care or prevent serious consequences by directing care (early recognition, better access to treatment, early discharge)
- Continually review and audit pathways of care to ensure that neutropenic sepsis door - to -needle time is adhered to throughout the trust; patients are flagged up and rapid referral to appropriate specialty
- Work as part of the ambulatory clinic for all patients requiring review post ED attendance or on demand presentation of symptomatic patients to avoid ED admission
- Review patients as a part of the oncology daily ward round and ensure delivery of the appropriate care plan (ensure appropriate investigations are requested and reviewed or unnecessary Investigations are avoided; timely referral to palliative care team)
- Act as a resource for colleagues within the Trust and those from other hospital Trusts
- AO service will offer direct access for community colleagues, providing advice on investigation and treatment pathways for new and suspected cancer diagnosis.

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 90% clinical component to their role and 10% related to appraisal, clinical audit, teaching, continuous professional development and research.

Key Working Relationships

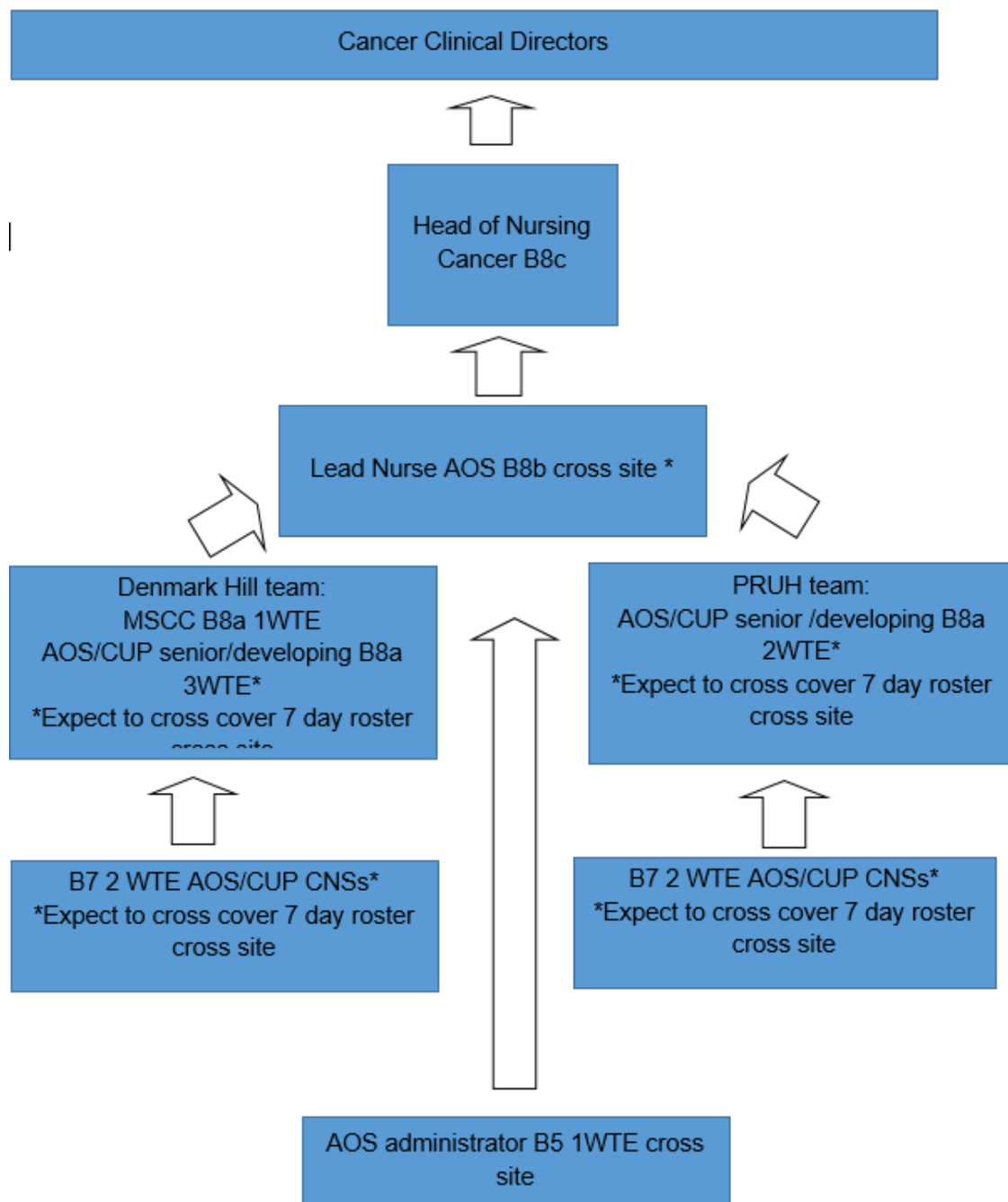
Divisional Nursing, Allied Health, & Medical Teams
Chief Nurse & Senior Nursing Team
Chief AHP and Pharmacist
General & Operations Managers
Clinical Directors, Consultants & Medical Teams
Clinical Governance Team, PALS, PPI
External partners – HEI's, Other healthcare providers
Local, regional & national networks

Working for your organisation

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 more than 15,000 staff based across South East London. The Trust provides a full range of local and specialist services across its five sites. The trust-wide strategy of Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, Outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion at the heart of everything we do. By being person-centred, digitally-enabled, and focused on sustainability, we aim to take Team King's to another level.

We are at a pivotal point in our history and we require individuals who are ready to join a highly professional team and make a real, lasting difference to our patients and our people.

Team Structure Chart



Main Duties and Responsibilities

Clinical

1. Work autonomously as an advanced practitioner within acute oncology, managing a caseload of patients delivering individualised direct patient care.
2. Direct responsibility for assessment, examination, investigation and diagnosis of patients within their area of work.
3. Appropriately treat patients, resulting in the safe management and appropriate referral or discharge of patients with undifferentiated and undiagnosed presentations.
4. Receive referrals via a variety of sources, including direct patient referral. Manage own caseload and clinical priorities according to agreed protocols and working practices.
5. Participate in multidisciplinary clinics, participate in ward rounds, patient reviews and multidisciplinary team meetings
6. Work within and across multi-professional teams and draw on the expertise of all members (including health and social care) to support and meet the patient's needs and best interests to optimise the integration of their care.
7. Undertake a variety of clinical skills and provide treatment/ advice as per the acute oncology guidelines and scope of practice. Using agreed protocols of clinical practice and professional guidelines. .
8. Within scope of practice and clinical competence request and / or undertake diagnostic procedures and clinical investigations related to plans of care
9. 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
10. 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.
11. 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
12. Lead in the development and updating of referral guidelines and policies for the service.
13. 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.
14. Establish and maintain effective communication to ensure collaborative working with other professionals and agencies (e.g. members of the MDT, CNS, specialist palliative care, hospice, community palliative care teams, primary care, AHP, cancer centre, social services) to ensure seamless, streamlined patient care.
15. 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

16. Manage and escalate medical emergencies appropriately.
17. Identify and act appropriately on red flags.
18. Manage medical complexity.
19. Complete episodes of care which may include referral for further assessment, treatment and care appropriately.
20. 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.
21. Work with people and where appropriate, carers, to access appropriate treatment, diagnostics, care and support within the context of individuals' preferences, priorities and needs.
22. Provide continuity of care in collaboration with the person, considering all of their physical, mental and psychosocial challenges.
23. Use interactions with each person to facilitate and enable changes in behaviour that can have a positive impact on the person's health and wellbeing.
24. 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)
25. Ensure effective and accurate verbal or written handover of patients between healthcare professionals
26. 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.
27. 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.
28. Undertake training to develop further advanced clinical practice roles required by the service in order to provide a high standard of patient care.
29. Practice within the scope of professional registration (i.e. NMC, HCPC)

Professional Leadership & Management

1. Provide highly visible and accessible professional leadership and demonstrate expert knowledge and standards of clinical practice. This will include supporting the further development of Acute Oncology services within the hospital and community to expedite diagnosis and where possible reduce length of stay.
2. Lead and develop a defined area of Advanced Clinical practice within acute oncology , promoting interdisciplinary team and collaborative working practices
3. Meet regularly with team members as a team and on an individual basis as required to support their personal and professional development

4. 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.
5. Act as a clinical role model demonstrating high standards of advanced clinical practice and provide support or advice to other staff when necessary
6. Lead and support the development of the role according to changing patient's needs, service requirements and evidence base practice.
7. Lead on the promotion of the AOS across the trust, into primary, secondary and tertiary care working with the trusts communication departments and cancer information centres and local contacts.
8. Ensure the Acute Oncology Service communication links, pathways and methods of referral between primary, secondary and tertiary care and specialist services including palliative care is readily available to staff.
9. Lead and actively participate in service/ departmental projects, quality initiatives and statutory accreditation processes. This will include the setting and monitoring of clinical standards of care.
10. Ensure that all resources are managed in an efficient and cost-effective manner to achieve maximum effect for patients and staff.
11. Implement new initiatives where possible to run a cost effective, timely service.
12. Adhere to all relevant Trust policies and procedures and to ensure that they are correctly implemented.
13. Be responsible for the development and implementation of policies, procedures and guidelines for the AOS, in conjunction with the Clinical lead for AOS and Lead Nurse for Cancer.
14. Lead in the implementation of multidisciplinary service objectives that reflect Trust strategies for patient care.
15. 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.
16. Monitor standards and maintain high quality care. Report any clinical incidents via the Trust electronic reporting system and escalate issues promptly and appropriately
17. Evaluate service delivery against agreed key performance targets, National Quality Measures, identify areas for improvement and initiate change.
18. Work with the lead clinician to support preparation of Quality Standards Review and implementation of agreed action plans.
19. Utilise the highest level of interpersonal and communication skills when dealing with complex, sensitive or emergency situations.
20. 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.
21. Escalate any concerns or complaints promptly

22. Proactively participate in the prevention and investigation of complaints and take constructive action to change practice when necessary.
23. To proactively manage risk and be familiar with risk management processes and escalation procedures.
24. Participate in the recruitment and selection of staff.
25. Be responsible for completing or delegating the preparation and daily review of staff duty rota's, ensuring that the team provides most effective service provision. Also lead and line managing any additional AOS junior members of staff, ensuring managerial responsibilities are fulfilled and discharged.
26. Accountable for own practice, acting at all times within the Professional Code of Professional Conduct (NMC, HCPC, CSP)
27. Maintain a working knowledge of local and national professional policy and strategy.
28. Use knowledge of national practice to develop ACP and MDT practice within the AOS service.
29. 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
30. Attend appropriate SEL ACN AOS specific delivery groups, projects and initiatives.
31. To be core member of the local CUP MDM; work closely with GSTT CUP MDM (via tele link or in person if required).
32. Link with DH AOS delivery group and meet regularly

Education & Training

1. 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.
2. Act as mentor/ assessor to staff members and students as required, providing educational advice and support. Ensure wards / departments can access appropriate training support and guidance.
3. Lead and actively participate in the delivery of educational programmes for all grades of nursing, medical and allied health professional staff.
4. Provide support and guidance to all levels of ward staff in their clinical role.
5. Ensure that pre and post registration students receive appropriate learning experience whilst allocated to the directorate.
6. Participate in provision and identification of in-service training need for all team staff.
7. 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
8. Take a lead role in monitoring and reviewing of the competency based training programmes and the completion of assessment skills for all staff who require these skills and knowledge.

9. Support the AOS/CUP team and oncology cancer CNSs workforce
10. Deliver on going AOS teaching at the trust doctors induction; ED and acute assessment units medical and nursing staff
11. Participate in the cancer training programme delivering AOS specific training for ward teams; chemotherapy team and community teams
12. Provide expert advice and education to nurses, medical staff and AHP's with particular focus on delivery of AOS in challenged areas or when concerns arises.
13. Lead on developing and participating in programmes of care aimed at empowering patients/carers to manage complications of treatment or disease.
14. Disseminate expert knowledge and support nursing and medical staff by providing placement experience, giving insight into specialist role.
15. Recognise the limits of own professional practice and competence, undertake further training and academic qualifications as required to maintain own specialist knowledge
16. 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
17. Adapt clinical knowledge and skills to different clinical settings.
18. 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
19. Maintain close links with local HEI's and participate in in the development and delivery of new and established advanced practice programmes

Research & Audit

1. Participate and where required lead or assist in research projects as required, disseminating and ensuring utilisation of research results to change practice.
2. Utilise research findings in the delivery of advanced clinical patient care, developing new ways of working.
3. Be aware of research /trials being undertaken within the specialist field of practice
4. Participate and where required lead audit projects as required by the specialty, involving collating, analysing and reporting on results of the audit process.
5. Lead on development of a programme of ongoing audits and patient evaluation surveys for the Acute Oncology Service, in line with service objectives, Trust key performance indicators, ACN, Acute Oncology Group audits and the Quality Standard review process.
6. Present findings and recommendation from audits results to relevant governance committees as requested on regular basis.
7. Collect, collate and report activity data. Produce and present regular formal reports to key stakeholders, professional groups, SEL ACN Acute Oncology Group.
8. Actively engage service users through the facilitation of user groups and open days in the planning and delivery of care and development of services

9. Undertake regular audits of his/her prescribing practice; individual led activities
10. Provide support, encouragement and advice to the acute oncology team in undertaking audit and research.
11. Assist in the testing and evaluation of new equipment within the clinical area.
12. Collate, analyse and present reports on varying aspects of the speciality activity as required by directorate or divisional team
13. Ensure the results of audit and research conducted by the team are disseminated at local, regional and national level.
14. To share best practice; through publications and attendance/presentation opportunities at conference level.

Quality & Safety

1. Work with Head of Nursing Cancer on clinical governance and quality assurance across the trust for all aspects of Acute Oncology nursing services. Link up with wider Cancer Management Team.
2. 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.
3. Maintain improvements in patient safety by supporting implementation of patient safety initiatives, prompt and appropriate response to complaints resolution and escalation where appropriate
4. Ensure patient safety by escalating any risks with staffing or service provision to directorate management team
5. Report any issues with quality and safety immediately to Matron or Clinical Director
6. Promote people's equality, diversity and rights.
7. 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

Review of the role

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation

People Management and Performance

- Lead, coach and manage the performance of the team in line with good people management practices. Ensuring excellence is recognised and underperformance is addressed.

- Participate in regular performance appraisal meetings and ensure each member of the team has a clear set of objectives and development plans.
- 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.
- 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.
- Identify and fill any vacancies that arise within the team 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 Trust together with all relevant statutory and professional obligations.
- To live and role model the King's Values of:
 - Understanding you
 - Inspiring confidence in our care
 - Working together
 - Always aiming higher
 - Making a difference in our community
- 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.

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

ACP/ANP in Acute Oncology – Band 8a

	Essential	Desirable
Education and Qualifications		
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	
Mentorship qualification	X	
Advanced Life Support qualification(s)	X	
Advanced communication Skills Training	X	
Advanced Clinical Practice		X
Chemotherapy Training Qualifications		X
Knowledge and Experience		
Significant post registration 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	
Current expert level of knowledge of Acute Oncology or Acute Medicine	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 AOS measures and Quality Indicators	X	
Skills and Competencies		
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	

Additional Information for each job description

Monday	Tuesday	Wednesday	Thursday	Friday
AM - check emails referrals - check new electronic referrals and RAPPAs alerts - attend CUP MDM at GSTT - Triage new referrals - Through the day answer telephone triage calls	AM - check emails referrals - check new electronic referrals and RAPPAs alerts - attend CUP MDM at GSTT - Triage new referrals - Through the day answer telephone triage calls	AM - check emails referrals - check new electronic referrals and RAPPAs alerts - attend CUP MDM at GSTT - Triage new referrals - Through the day answer telephone triage calls	AM - check emails referrals - check new electronic referrals and RAPPAs alerts - attend CUP MDM at GSTT - Triage new referrals - Through the day answer telephone triage calls	AM - check emails referrals - check new electronic referrals and RAPPAs alerts - attend CUP MDM at GSTT - Triage new referrals - Through the day answer telephone triage calls
PM - review old cases - Ward round - Documentation post WR, email teams, update Mosaik - Check post take list - Check haem list for Neutropenic sepsis patient - KSSF	PM - review old cases - Ward round - Documentation post WR, email teams, update Mosaik - Check post take List - Check haem list for Neutropenic sepsis patient KSSF	PM - review old cases - Ward round - Documentation post WR, email teams, update Mosaik - Check post take List - Check haem list for Neutropenic sepsis patient KSSF Monthly 1:1 with Lead Nurse	PM - review old cases - Ward round - Documentation post WR, email teams, update Mosaik - Check post take list - Check haem list for Neutropenic sepsis patient - KSSF	PM - review old cases - Ward round - Documentation post WR, email teams, update Mosaik- team catch up with Lead Clinician - Check post take list - Check haem list for Neutropenic sepsis patient KSSF Service improvement activities (leaflets, website, referral forms, questionnaire)

This is a new role and the above example of a job plan is for reference only and will change with development of the service and the post