



## Job Description

Job Title: **Acute Oncology Specialist Nurse**  
Location: Longbow  
Responsible to: Head of Advanced Clinical Practice

### **Job Summary**

Providing clinical leadership and expertise for our 24/7 Oncology Telephone Helpline for patients undergoing a range of anti-cancer therapies. Bringing significant experience from an acute oncology background and a thorough working knowledge of systemic anti-cancer treatments to support our helpline nurses and lead in their training, education and development.

To audit the work of the helpline ensuring quality of care and safe practice.

Network with other providers of acute oncology care both locally and nationally to share knowledge, best practice and training opportunities and develop and improve our own service.

Use evidence based best practice to act as a clinical role model

### **Key tasks and responsibilities.**

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required for the role;

### **Clinical Knowledge and Skills**

- Using considerable experience of nursing in acute oncology and guided where appropriate by the UKONS tools and local and national guidance, assess, advise and refer when necessary patients calling on our oncology helplines.
- Wide and evidence based knowledge of systemic anti-cancer treatments e.g. chemotherapy, immunotherapy, radiotherapy etc and the known and lesser known side effects of these.
- Manage complex clinical presentations over the phone, using well developed assessment skills and advanced communication.
- Understand and recognise oncology emergencies and manage accordingly.

- Provide clinical leadership, support, education and training to our team of oncology helpline nurses. Provide induction, training and assessment of competency for new starters to the oncology helpline team
- Be responsible for planning and undertaking a continuous programme of clinical audit including review of telephone consultations, case notes and decision making against a defined criterion.
- Network with other providers of acute oncology care both locally and nationally to develop shared learning and best practice.
- Use the freedom to act in accordance with professional knowledge as to the best course of action or treatment, avoiding further patient assessment when possible and accepting accountability for those decisions.
- To refer to and liaise with other agencies, including secondary care providers, community nursing teams, hospice colleagues as required.
- Use excellent communications skills to ensure patients and their loved ones or carers gain the fullest understanding of their health needs and services available, including those who may be at risk because of barriers to communication.
- Maintain accurate and contemporaneous records.
- Work collaboratively with colleagues. Be part of the team, recognising and appreciating the contribution made by all.
- Ensure the maintenance of clinical and professional standards in all areas of work.
- Act as an advocate for the patient.
- Act as a role model for staff, providing best practice in all aspects of care, and ensure care is guided by agreed policies and procedures. This specifically includes practice relating to safeguarding and medicine management.
- Keep professional registration and continuous professional development up to date.

#### **Professional, management governance and learning**

- Maintain personal and professional development and clinical credibility through evidence of continuous professional development. Also including demonstrating a personal awareness of advisory papers and current national and local issues that may impact the service.
- Participate in the development of Oncology Helpline service and existing nursing role through teaching, mentoring and assessment and sharing knowledge and experience.

- Participate in the development and continuous improvement of the organisation, assisting in the development of protocols and standards of care to meet identified health needs
- Maintain up to date NMC registration.
- Contribute to and participate in the clinical governance programme for the organisation including capturing data for audit and reporting clinical incidents
- Act as a representative of the organisation to ensure they are held in high regard

The following details are generic to all Shropdoc employees:

### **1. PROBATIONARY PERIOD**

This post is subject to the requirements of a six month probationary period for new staff only.

### **2. STANDARDS OF BUSINESS CONDUCT**

The post holder will be required to comply with Shropdoc Policies and Procedures and, at all times, deal honestly with Shropdoc, with colleagues and all those who have dealings with Shropdoc including patients, relatives and suppliers.

All Shropdoc staff may be involved directly or indirectly with people who are receiving a health service. Therefore, Shropdoc is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.

### **3. PROFESSIONAL REGISTRATION**

- i. If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for Nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii. You are required to advise Shropdoc if your professional body in any way limits or changes the terms of your registration.

- iii. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.
- iv. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with Shropdoc, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

#### **4. CONFIDENTIALITY and INFORMATION GOVERNANCE**

All staff may have access to confidential information about patients, staff or any Shropdoc or Health Service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under statutory legislation (Data Protection Act) and Shropdoc's Disciplinary Procedure.

All staff must act within legislation, policies and procedures relating to information governance

#### **5. DATA PROTECTION AND THE DATA PROTECTION ACT 1998**

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients' health records are expected to be familiar with, and adhere to, Shropdoc's Records Management Procedure. Staff should be aware that patients' records throughout Shropdoc will be subject to regular audit.

#### **6. HEALTH AND SAFETY**

All staff must act within legislation, policies and procedures relating to Health and Safety

All staff must attend statutory/mandatory training as instructed.

All staff must be familiar with Shropdoc's Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own and the health and safety of others.

## **7. RISK MANAGEMENT**

All Shropdoc employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations. Staff are responsible for reporting incidents, handling patient feedback and complaints appropriately, being aware of the risk management strategy and emergency procedures, and attendance at any relevant training as required.

The post holder will ensure compliance with Shropdoc's risk management policies and procedures. These describe Shropdoc's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

## **8. INFECTION CONTROL**

All staff are required to be familiar with Shropdoc's infection control policies and procedures and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

## **9. SAFEGUARDING**

Shropdoc is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities and to raise any concerns as appropriate. An overview of Safeguarding is covered during induction and staff will be required to attend additional training regarding safeguarding relevant to their position and role.

## **10. EQUALITY, DIVERSITY AND HUMAN RIGHTS**

The post holder will treat all colleagues, service users and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion,

nationality, ethnic origin, social background, sexual orientation, marital status, disability, criminal background and Trade Union status. Shropdoc has a policy on Equality and Diversity and it is the responsibility of all staff to ensure that it is implemented and contribute to its success.

## **11. HARASSMENT AND BULLYING**

Shropdoc condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff are requested to report any form of harassment and bullying to their line manager or to the Personnel Manager or any other Manager within Shropdoc.

## **12. QUALITY**

It is the responsibility of all staff to adhere to company procedures as defined in the Quality Manual, ensuring high quality in patient care at all times. Shropdoc conducts its patient care and related services:

- Through a commitment to good patient care and to the quality of its clinical practices
- By ensuring that all patient care and related services are conducted according to established protocols and specified requirements;
- By requiring all personnel to be familiar with and trained in the quality policy, the quality management system and related documentation, practices and administration
- Through commitment to provide patients, Member GPs and associated LHBs and PCTs at all times with a service that confirms to Shropdoc's quality management system.

## **13. TRAINING**

All staff must attend statutory /mandatory training as instructed.

## **14. NO SMOKING POLICY**

There is a smoke free policy in operation in Shropdoc. In accordance with this policy smoking is discouraged and is not permitted anywhere within the buildings or within 15 metres of Shropdoc main buildings.

## **15. REVIEW OF THIS JOB DESCRIPTION**

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. The Job Description will be reviewed

at least annually in conjunction with the post holder. Any changes will be made in discussion with the post holder according to service needs.

**16. JOB DESCRIPTION AGREEMENT**

Post Holder's Name: .....

Post Holder's Signature: ..... Date: .....

Line Manager's Name: .....

Line Manager's Signature: ..... Date: .....

## PERSON SPECIFICATION

### ACUTE ONCOLOGY SPECIALIST NURSE

**(Supporting our Policy on Equal Opportunities in Employment)**

Shropshire Doctors Co-Operative has declared its commitment to equality of opportunity in employment and set standards which enhance individual rights protected at law. These are set out in the written Policy document which is freely available to applicants for employment and to existing staff.

**The under mentioned are the job-related requirements for this post:**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
<b>Education and qualifications</b>	Professional registration (NMC.)  Evidence of study to Level 6 in relevant area i.e acute oncology, chemotherapy.  Evidence of CPD  Evidence of teaching or assessing in clinical practice.	Degree or Level 7 Study   Mentorship or teaching qualification.	Application form  Interview and assessment
<b>Experience</b>	Evidence of clinical practice and experience of working in senior, leadership role in acute oncology setting.  Experience of working with Systemic Anti-Cancer Therapies and supporting patients in this area.  Experience in taking patient history, undertake assessment and critically analyse situation and make clinical judgements and decisions as to the best course of action  Experience of team working. Motivating and leading a team.  IT literacy	Experience of undertaking audit.  Experience of inducting and training new staff and assessing competence	Application form and interview

<p><b>Skills</b></p>	<p>Excellent communication and interpersonal skills including emotional intelligence to in order to deal effectively with complex and sensitive patient information, distressed or aggressive patients, or those with an impaired level of understanding.</p> <p>Ability to organise and deliver a high standard of research based clinical care including developing and implementing policies and protocols.</p> <p>Clear understanding of professional responsibility and accountability.</p> <p>Ability to manage change and contain conflict ensuring resolution with positive outcomes, with the use of negotiation skills.</p> <p>Able to use various forms of media and IT systems.</p> <p>Ability to act as role model, provide clinical leadership and mentoring to the clinical team and promote collaborative working relationships between all members of the multi-disciplinary team</p> <p>Ability to provide clinical training and education to other members of health care team</p>		
<p><b>Knowledge</b></p>	<p>Able to demonstrate extensive knowledge of oncological conditions and their treatments Excellent knowledge of current clinical evidence based practice</p> <p>Effective communicator: able to communicate complex and highly sensitive information with all members of the multi-disciplinary team and other services as well as patients and their carers.</p> <p>Excellent clinical reasoning/clinical decision making</p> <p>Knowledge of NHS community services.</p>		
<p><b>Other attributes</b></p>	<p>Sound organisational skills with the ability to prioritise workload</p> <p>Confident decision maker</p>		

	<p>Systematic approach to problem solving</p> <p>Compassionate</p> <p>A leader by example with a strong sense of quality and compliance</p>		
<b>Other general requirements</b>	<p>Concentration on patient assessment</p> <p>Able to work independently and undertake supported and independent study.</p> <p>Ability to meet the travel requirements of the post</p>		