

Job Description

Job title	MacMillan Associate Gynae-Oncology CNS
Grade	6
Reports to	Lead Gynae-Oncology CNS
Accountable to	Lead Gynae-Oncology CNS
Directorate	Family Services
Department	Women's Health Department

JOB PURPOSE

The role of the clinical nurse specialist is to provide an expert service for patients in West Dorset diagnosed with gynaecological cancers.

The post holder will be based at Dorset County Hospital. This specialist role will include:

- Provision of a high-quality nursing service to patients with gynaecological cancers, providing support and continuity from the point of diagnosis/referral, acting as a key worker where appropriate and also a core member of the multidisciplinary team
- Providing psychological support to patients and their families/ carers whilst liaising and referring as necessary to appropriate health care professionals within the hospital and community
- Provide holistic assessment of needs and implementation of patient centred care.
- The provision of education, information, support and advice to other health care professionals

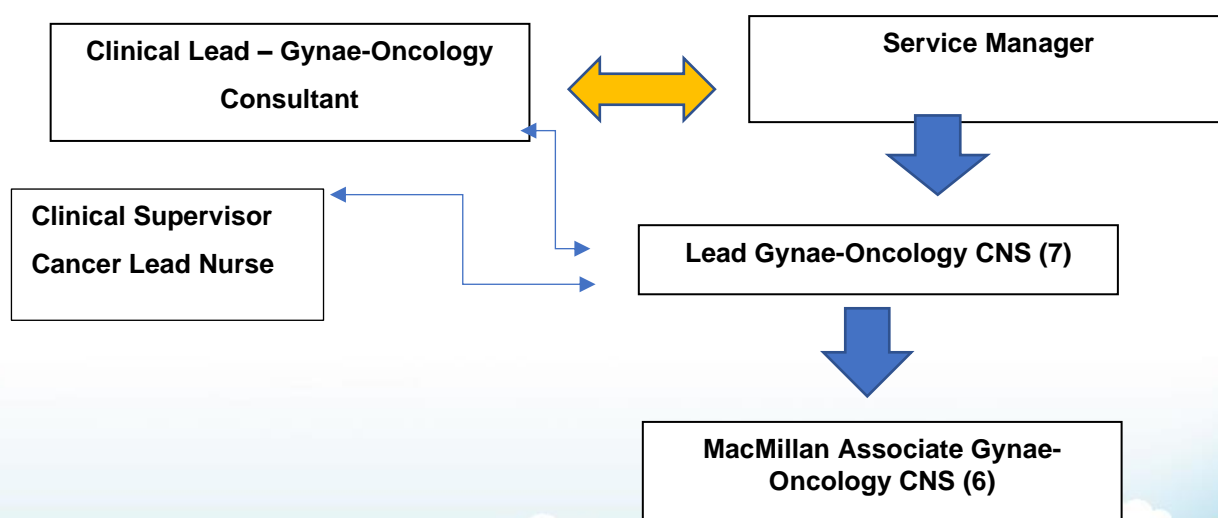
FREEDOM TO ACT

To be accountable for own conduct and actions with supervision as required from the lead Gynaecology Clinical Nurse Specialist.

1 DIMENSIONS

To work within the NMC code of professional conduct whilst adhering to the Trust values, policies, and procedures

2 ORGANISATION CHART



COMMUNICATION AND WORKING RELATIONSHIPS

Effective communication is required for liaising with staff working at all levels across the Trust, patients and their families/relatives and carers and other healthcare professionals, outside agencies and members of the general public.

Holds a pivotal role communicating with members of the multidisciplinary team ensuring highest standards of care for patients. The content of the information being communicated is often of a highly sensitive nature such as breaking bad news and patients and relatives are often in a highly anxious state. Confidentiality must be ensured at all times.

Core skills required include diplomacy, organisational, leadership, empathising, psychological support, negotiation, motivational and analytical.

Formal/ informal presentations may be made to a wide range of groups e.g. teaching sessions to other professional bodies, nurses, GPs, support groups and members of the public on all subjects relating to gynae-oncological cancers.

1 KEY RESULT AREAS

Responsibility for Patients

The post holder is responsible for undertaking detailed holistic assessments in order to identify physical, spiritual, emotional and social needs of patients in order to plan, implement and evaluate their care.

Provide clinical nursing support in the main gynae-oncological cancers clinics and the oncology clinics.

Act as a patients advocate and key worker.

To provide evidenced based written and verbal information to support the needs of each patient.

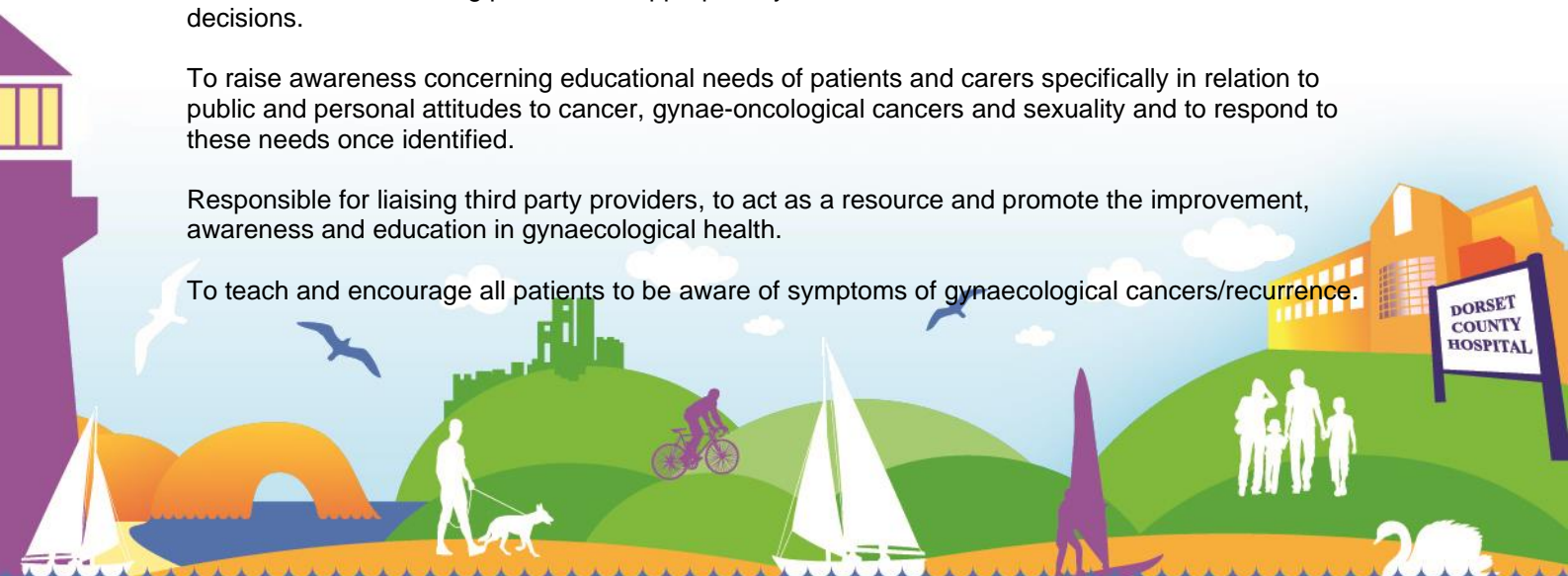
Be able to discuss care and treatment in depth with sensitivity, knowledge and expertise.

To identify patients/ carers barriers to effective communication and develop/ implement strategies to overcome these ensuring patients are appropriately informed in order to make treatment and care decisions.

To raise awareness concerning educational needs of patients and carers specifically in relation to public and personal attitudes to cancer, gynae-oncological cancers and sexuality and to respond to these needs once identified.

Responsible for liaising third party providers, to act as a resource and promote the improvement, awareness and education in gynaecological health.

To teach and encourage all patients to be aware of symptoms of gynaecological cancers/recurrence.



The post holder will work with other members of the multi-disciplinary team to ensure that patients are treated within the National Cancer directives.

After suitable training and completion of competencies, to be able to complete diagnostic imaging request forms when required in accordance with the protocol and IRMER regulations.

Responsibility for Policy and Service Development

The post holder is responsible for contributing to and assisting with leading the service improvements/developments of the gynae-oncological cancer team.

To keep up to date with developments in gynae-oncology by attending educational meetings, seminars, conferences and by reading professional literature

To attend local strategic meetings to help influence service developments within cancer networks.

Maintain systems for effective clinical governance to ensure that professional practice and service is continually improved, and high standards of care are maintained and developed.

Adhere to the Trust complaints and risk/governance procedure with regards to written and verbal complaints. Using appropriate referral mechanism in order to resolve the situation and/or in conjunction with PALS.

Responsibility for Financial and Physical Resources

Maintain stock and resources with due regard to departmental requirements and budgetary controls

Responsibility for Staff

Continue personal professional development.

Identify and maintain supportive networks.

The post holder is required to provide advice and professional support to other members of staff or nursing students who attend the gynae-oncology unit.

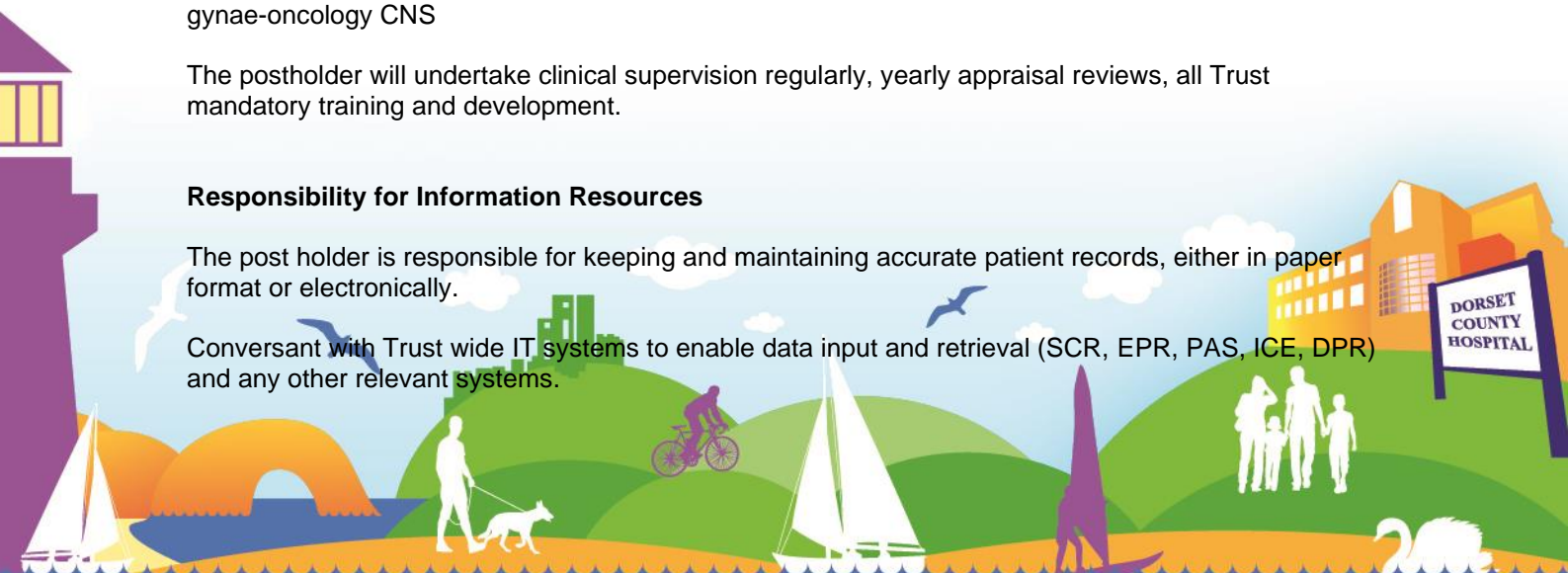
The post holder will plan and manage their work and monitor and evaluate this regularly with the lead gynae-oncology CNS

The postholder will undertake clinical supervision regularly, yearly appraisal reviews, all Trust mandatory training and development.

Responsibility for Information Resources

The post holder is responsible for keeping and maintaining accurate patient records, either in paper format or electronically.

Conversant with Trust wide IT systems to enable data input and retrieval (SCR, EPR, PAS, ICE, DPR) and any other relevant systems.



Organise and participate in specialist specific training and educational programmes for nurses doctors and other health care professionals within Dorset County Hospital and other organisations as appropriate.

Always complies with the trust and National data protection and information governance policies.

Responsibility for Research and Development

Participate in the Dorset wide Site-Specific Group meetings.

The post holder is required to work with the Research Nurses and other members of the MDT in identifying and supporting patients suitable to take part in National Research Projects.

To implement research-based recommendations that are expected to improve care.

Analytical & Judgement Skills

The post holder will be required to:

Take responsibility for their own development.

Improve the patients experience and environment through full explanation of expectations.

Present evidence to support the delivery of improved patient care and clinical outcomes.

Planning & Organisational Skills

The post holder:

Is required to manage time effectively to maintain high standards of care within the team

Will work collaboratively with the service delivery team in response to patterns of work

2 ENVIRONMENT AND EFFORT

Physical Effort

The post holder will, when necessary, have contact with bodily fluids

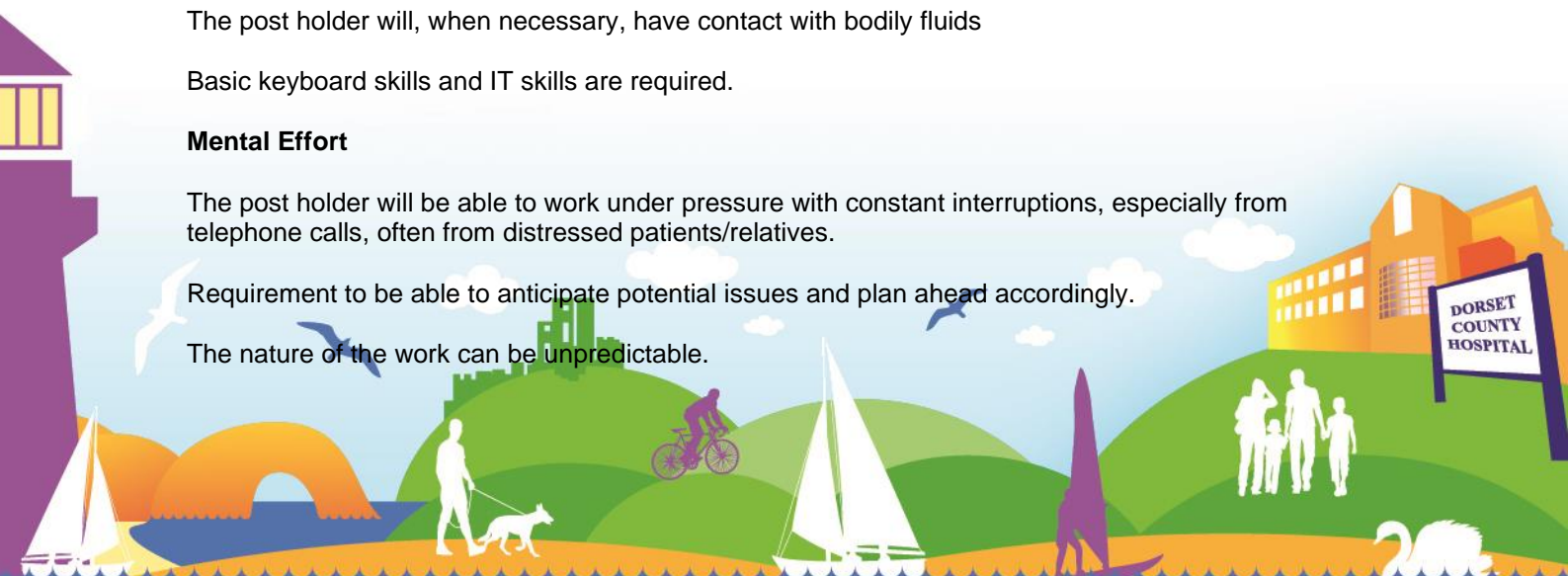
Basic keyboard skills and IT skills are required.

Mental Effort

The post holder will be able to work under pressure with constant interruptions, especially from telephone calls, often from distressed patients/relatives.

Requirement to be able to anticipate potential issues and plan ahead accordingly.

The nature of the work can be unpredictable.



Emotional Effort

This role can be emotionally demanding on a daily basis due to the nature of dealing directly with patients diagnosed with cancer.

This includes breaking bad news, providing emotional support for patients and their families/carers and dealing with difficult family situations or circumstances.

Patients and carers can be emotional and angry at times when things do not go according to plan, and the gynae-oncology CNS is often the professional who will be exposed to these feelings.

The post holder will be expected to maintain their professional manner at all times and seek assistance when necessary.

Working Conditions

The post holder will, when necessary, have contact with body fluids.

The post holder will use a VDU and keyboard on a daily basis. Competence in IT is essential.

3 <u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u> (Please tick as appropriate)				
Patient contact	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Lone working	<input type="checkbox"/>	Working in isolation
Passenger / Client Transport	<input type="checkbox"/>	Exposure prone procedures	<input type="checkbox"/>	Patient Handling
Strenuous Physical Activity	<input type="checkbox"/>	DSE user (defined in DSERegs)	<input type="checkbox"/>	Confined Spaces
Night working	<input type="checkbox"/>	Food Handling / Preparation	<input type="checkbox"/>	Working at heights
Working with vibratory tools	<input type="checkbox"/>	Noisy Environment Working	<input type="checkbox"/>	Safety Critical Work
Working with respiratory irritants (including latex)			Please specify Gloves	
Working with substances hazardous to health			Please specify COSHH	
Other			Please specify	

4 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

5 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they

understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

6 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.



Outstanding Care, Outstanding Careers