

## Job Description

### 1. JOB DETAILS

<b>Job title:</b>	<b>Targeted Lung Health Check Nurse (Band 6)</b>
<b>Accountable to:</b>	
<b>Managerially</b>	<b>Respiratory nurse specialists / Matron</b>
<b>Professionally</b>	<b>Director of Nursing, Quality and Governance</b>
<b>Location:</b>	<b>West Cumberland Hospital, Whitehaven</b>

### 2. JOB SUMMARY

All staff are expected to work to the Trust Values:



**Kindness** – Kindness and compassion cost nothing, yet accomplish a great deal.



**Respect** - We are respectful to everyone and are open, honest and fair – respect behaviours.



**Ambition** – We set goals to achieve the best for our patients, teams, organisations and our partners.



**Collaboration** – We are stronger and better working together with and for our patients

Contribute to the implementation and delivery of Targeted Lung Health Check Service in North Cumbria for the early detection of lung cancer in patients between the ages of 55 – 74 years who have ever smoked for assessment to detect early lung cancer in order to reduce late stage lung cancers occurring. Collect data to demonstrate the efficacy of the service and contribute to the case for continuation of the service for people in North Cumbria.

<b>3. ROLE OF DEPARTMENT</b>
<p>Ensure that the organisation and leadership of nursing and midwifery services supports the delivery of the highest standards of patient care in the pursuance of the Trust's objectives. The core nursing team is responsible for ensuring that effective systems of work are in place to ensure the safe delivery of evidence based patient care.</p>
<b>4. ORGANISATIONAL CHART</b>
<p>Matron / Lead Nurse</p> <p>Respiratory nurse specialists</p> <p><b>Registered Nurse (Band 6)</b></p> <p>Macmillan Cancer Coordinator (Band 4)</p>
<b>5. KEY WORKING RELATIONSHIPS</b>
<p>Primary healthcare staff.          Appointments team          Patients and relatives.          Respiratory Nurse Specialists          Respiratory consultants          Radiographers / radiologists          Lung cancer MDT members.</p>
<b>6. DUTIES AND RESPONSIBILITIES OF THE POST</b>
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Liaison with primary care nursing colleagues regarding referral pathways into the Targeted Lung Health Lung Health Check Service (TLHC).</li> <li>• Receive referrals from the appointments team using the database into the Targeted Lung Health Check Service and ensure those referrals meet the agreed criteria.</li> <li>• Together with colleagues arrange and undertake a screening call with the patients and book low dose CT scans of the thorax for relevant patients</li> <li>• Receive and act upon LDCT reports relating to patients undergoing CT imaging</li> <li>• Inform relevant consultant, respiratory nurse specialists and other services as required of any incidental extra-pulmonary abnormalities.</li> <li>• Conduct telephone / <i>Attend Anywhere</i> consultations with patients to discuss CT results according to the Standard Operating Policies of the service and the Standard protocol prepared for the Targeted Lung Health Checks Programme.</li> <li>• Be responsible for undertaking the Tele Nodule clinics weekly together with the Respiratory team</li> <li>• Discuss information about patients' medical condition, allowing them to voice any questions and concerns, and always acting in their best interests</li> <li>• Communicate with empathy, reassurance and understanding.</li> <li>• Ensure confidentiality is maintained at all times when providing patient care.</li> <li>• Advise the patient of health promotion, giving effective advice, taking into account patient's diverse needs.</li> </ul>

- Link in with and present patients with high risk nodules including the patient's wishes and concerns at the lung cancer MDT / nodule MDT
- Act in accordance with the Code of Professional Conduct (NMC), and other professional guidelines. Be personally accountable for your professional practice, judgement and conduct.
- Comply with infection prevention and control procedures at all times.
- Take personal responsibility for putting the person receiving care first, and to challenge poor care/practise, doing so as soon as any shortcomings are seen.
- Collect and collate data regarding referral numbers and the outcome of referrals into the service using the database liaising with IT as required, presenting to the Network as required.

### **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the Trust's Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

### **Administration**

- Maintain accurate records of consultations / discussions with patients as per NMC guidance.
- Ensure safe keeping and transfer of notes, and that location is updated appropriately on PAS.
- Ensure confidentiality when using hospital IT networks to access patient information, utilising information systems including the Patient Administration System, Infoflex and North Cumbria University Hospitals Results systems.
- Assist in developing an environment that supports the value of nursing care.
- Liaise and communicate with other members of the nursing and multi-disciplinary team, ensuring confidentiality and appropriate care for patients.
- Participate in the Trust risk management strategy and agreed protocols.
- Contribute to the patient, carer and public involvement strategy.
- Ensure the promotion of the safety of patients, staff and visitors to the unit. Identify and address potential risks.
- Ensure that the Trust policies and guidelines relevant to the department are given due consideration.
- Contribute to the continuing development of the unit philosophy.

### **Management**

- Assist the Respiratory Consultants and Respiratory Nurse Specialists in the smooth running of the Targeted Lung Health Check Service.
- Contribute and participate in the review of staff performance and appraisal.
- Provide leadership in the monitoring of standards of care.
- Take a lead role in the investigation of complaints, adverse events and patient feedback.
- Be aware of budgetary implications in relation to decisions.
- Assist in the recruitment and selection of staff for the area.

## **The Trust is committed to Support employee health and wellbeing**

Under NICE guideline on 'Workplace health: Management practices, and Recommendations' the Trust is committed to offering employees help and encouragement to build supportive relationships.

### **Education**

- Undertake and participate in research, surveys and audits, as required.
- Develop and establish evidence based practice that contributes to the development and evaluation of nursing procedures in the department
- Contribute to meeting the learning needs of other team members.
- Demonstrate a continuing process of attaining educational, research, clinical and leadership development, maintaining a portfolio.
- Share expertise and knowledge with colleagues and members of the MDT.
- Act as a mentor for students or less experienced staff.

## **7. WORK SETTING AND REVIEW**

Work supported to perform duties as set by the Respiratory Nurse Specialists, who will review performance and undertake appraisal.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

## **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

## **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

## PERSON SPECIFICATION

POST TITLE: **Registered Nurse**

Factor	Essential	Desirable
Qualifications	Registered Nurse, with active registration. NST 307 or equivalent. Relevant training at level 2 or equivalent.	ECDL or equivalent. Further relevant training at level 3 or equivalent.
Experience	Post registration patient care. Able to deal with and manage a caseload semi-independently according to agreed standard operating procedures and guidelines within the service Teaching / mentoring.	
Knowledge	Continuing professional development, with portfolio. NMC code of conduct. Results interpretation. Leadership. Clinical governance. Nursing strategy.	
Skills and Aptitudes	Well-developed interpersonal and communication skills in particular communication with patients and families Problem solving skills IT skills Able to use initiative appropriately. Able to work within a team without close supervision. Organisational skills. Ability to demonstrate the compassionate values and behaviours needed for dignified care	
Personal Circumstances	Empathy. Motivation. Enthusiasm. Positive approach to change. Non-judgemental.	
Other Requirements	Flexible working. Willing to undertake teaching and educate other professionals and students. Commitment to continuing professional development.	

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.