

JOB DESCRIPTION

Job Title	: Acute Oncology Clinical Nurse Specialist
Department	: Cancer Network
Care Group / Directorate	: Networked Care
Band / Grade	: 7
Responsible to	: Lead Acute Oncology Services Nurse
Accountable to	: Head of Nursing Cancer
Number of direct reports	: 0
Budgetary Responsibility	: None
Location	: Across site Denmark Hill and Princess Royal University Hospital

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching Trusts with a turnover of c£1 billion, 1.5 million patient contacts a year and around 15,000 staff based across 5 main sites in South East London. The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) sites at Denmark Hill in Camberwell and at the Princess Royal University Hospital (PRUH) site in Bromley.

King's is committed to delivering Sustainable Healthcare for All via our Green Plan. In line with national Greener NHS ambitions, we have set net zero carbon targets of 2040 for our NHS Carbon Footprint and 2045 for our NHS Carbon Footprint Plus.

Our values at King's, are that we're a kind, respectful team;
 Kind. We show compassion and understanding and bring a positive attitude to our work
 Respectful. We promote equality, are inclusive and honest, speaking up when needed
 Team. We support each other, communicate openly, and are reassuringly professional

The trust-wide strategy Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, Outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion (EDI) at the heart of everything we do. By being person-centred, digitally-enabled, and focused on sustainability, we can take Team King's to another level

King's is dedicated to embracing the broad diversity of our staff, patients and communities and stand firmly against all forms of prejudice and discrimination. This includes, but is not limited to, racism, ableism, homophobia, biphobia, transphobia, sexism, ageism, religious discrimination, and any other prejudiced behaviour that undermines the rights, wellbeing and identity of our staff, and patients.

As part of our commitment to EDI, we have five staff network groups that represent and advocate for staff:



The post holder must be an RN(1) and is therefore bound by the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors

Job Purpose:

- To work as an advanced practitioner and effectively deliver an expert nursing service within AOS/CUP, a well-developed and established specialist area
- To manage a caseload of patients/clients effectively in accordance with agreed protocols and pathways of care
- To ensure that patients and their families are fully informed and supported by providing clinical, emotional, psychological and social assessment and support
- To assist in the development of evidence based clinical nursing practice in line with current research and guidelines
- To establish clear lines of communication within the specialty team to ensure cohesive multidisciplinary management of patients
- To be integral part of established AOS/CUP team, maintaining excellent communication to support coordinated care
- To be an integral part of the UGI MDM which carries function of designated CUP MDM
- To link with healthcare teams in order to increase knowledge and facilitate the care of this group of people in the community
- Implementation of recovery package in clinical practice

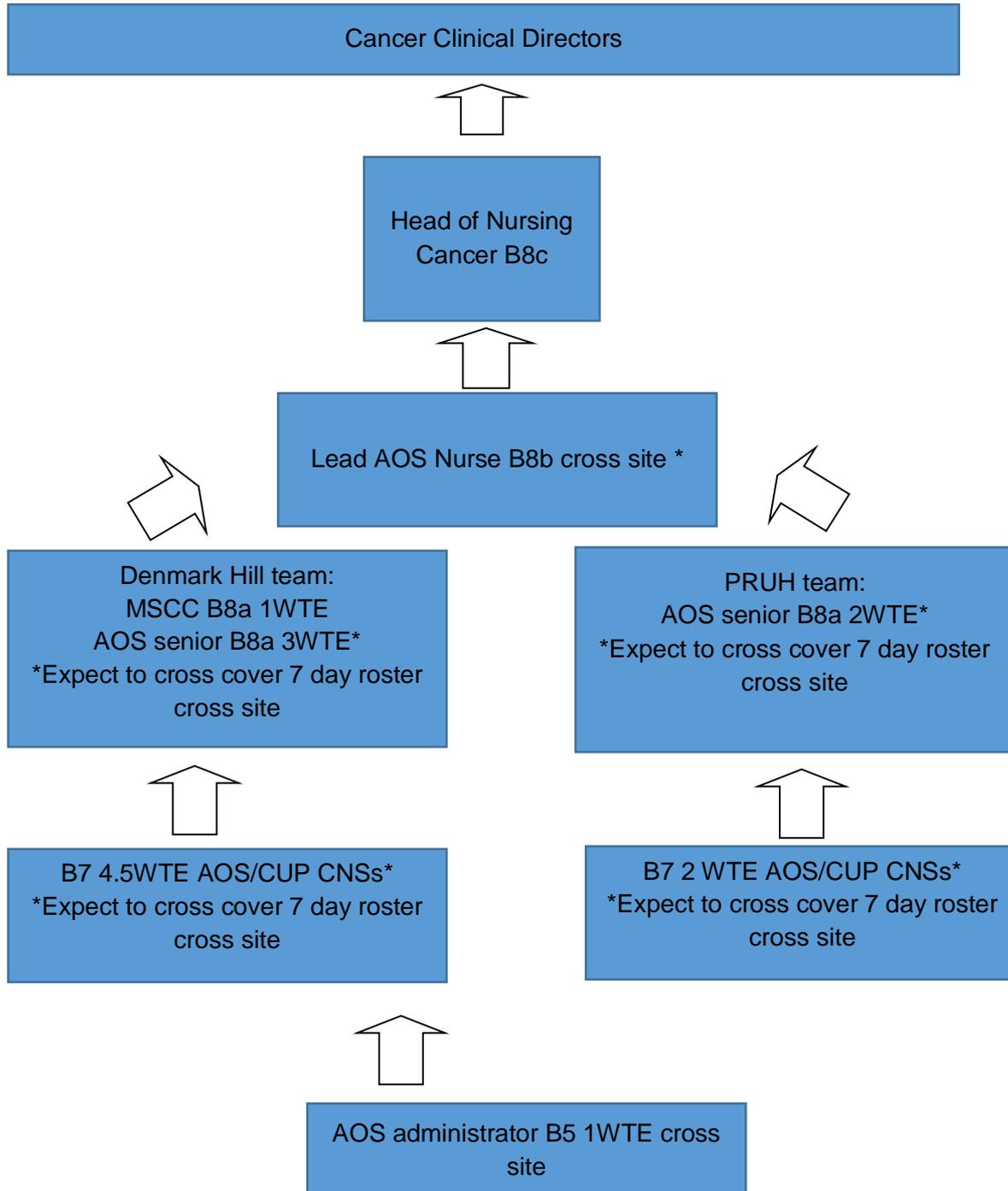
Job Summary

The AOS/CUP CNS will be responsible for working collaboratively with the existing Acute Oncology Team and Lead of Cancer of Unknown primary element of AOS care. This is to provide a high-quality cancer service for patients at the KCH, to be accessible and available to give advice and clinical expertise to health professionals and patients on CUP pathway and within AOS service. Also ensuring that patients receiving appropriate care at right time and decisions about care are not delayed and patients are visible in their clinical pathways.

Key Working Relationships

The successful candidate will be employed by King's College Hospital NHS Foundation Trust and will work closely with the head of nursing for cancer, cancer management team, Cancer Quality Improvement Lead, cancer specific multi-disciplinary teams, palliative care team, acute medicine and emergency department colleagues at both King's College Hospital and Princess Royal University Hospital as well as South East London Cancer Alliance (SELCA) colleagues.

Organisation Structure Chart



Main Duties and Responsibilities

Clinical Practice

- Fully comply with the trust Cancer CNS Standing Operational Policy; AOS SOP and CUP SOP
- To assist in the delivery of an advanced specialist nursing service for people with specialist needs
- To provide specialist nursing advice and support to patients, their families and other healthcare professionals following diagnosis and through treatment and where applicable onward referral for end of life care.
- To ensure continuity of a high standard of evidence based nursing care, assessing health, health related and holistic needs of patients, their families and other carers by identifying and initiating appropriate steps for effective care. This can include:
 - Managing a patient caseload
 - Ordering diagnostic tests and being able to interpret results and take appropriate actions
 - Making and receiving referrals
 - Develop practice to be able to deliver nurse led clinics
 - Support the team and organisation in delivering innovative services to support patient access to the team and early diagnoses
 - Assessing and meeting patients on going care, health and wellbeing needs and develop a care plan and action referrals as a result
- Ensuring clear documentation in the patient's records
- To be actively involved in in-patient care, liaising with ward staff to ensure high quality nursing care
- Attend A&E for assessment of patients with potential AOS/CUP diagnoses and to offer key worker point of contact to oversee their care
- To attend out-patients, ensuring nurse consultation with all newly diagnosed patients
- Ensure all patients receive appropriate follow-up and that relevant information is available to enable patients to make an informed choice about their treatment and care
- Take responsibility for delivery of Recovery Package initiatives and accurate maintenance and submission of the data associated with delivery of Quality Matrix
- To attend MDT meetings for UGI, designated as a CUP MDT and coordinate with MDT coordinator or other wider MDMs in accordance with national standards, increasing visibility of a patient to the cancer team.
- To attend Specialist MDM at GSTT for CUP once a week face to face or video link, to develop understanding of pathway of care and establish good working practices
- To accept responsibility as the named key worker, ensuring clear documentation in the patients' notes and consistency of delivery of ongoing needs assessment
- To follow-up patients as appropriate and ensure all relevant information is available to enable patients to make an informed choice about their treatment
- To deliver a seamless service through the development of enhanced Multidisciplinary team processes and communication
- To work collaboratively with UPGI MDM where CUP are discussed and AOS services as well as other MDTs at Denmark Hill or Princes Royal Hospital site and with teams at GSTT
- To participate in the identification and development of clinical protocols and strategies to enhance both the continuity and standard of specialist care whilst ensuring equity of access to the service
- To participate in the process of operational policies and review annually in accordance with national standards
- Review and update clinical information offered to patients every two years
- To ensure all care is given in accordance with agreed protocols
- Provide support and education to patients and their families
- To regularly review those clinical notes of patients requiring imminent admission, ensuring all assessments, diagnostic investigation and test results are up-to-date and in place to ensure a smooth admission process

- To liaise with the discharge coordinator and ward staff to ensure appropriate and timely discharge/follow-up arrangements are in place for patients
- To maintain a suitable mechanism for MDT referrals to the Clinical Nurse Specialists
- To work with the MDT to develop, implement and evaluate integrated care pathways and systems of MDT documentation
- To liaise with local community, social services, paramedics and voluntary organisations in order to develop existing services for clients, carers and health professionals
- To actively involve service users in providing feedback of their experience of the current service and suggestions for improvements
- To participate in relevant fora at Care Group, Trust, PCT, Cancer Network or National/International level to represent the service perspective

Education and Research

- To ensure all patients are fully informed of the risks and benefits of proposed procedures/treatments, contributing to the process of securing informed consent
- To produce and provide all patients with relevant and accessible written information regarding their treatment in accordance with Trust standards
- Participate in the speciality and the trust wide audits
- To supervise and participate in the delivery of programmes of education and training according to the identified needs of clients, carers and other involved in their care
- To work with other clinical staff to identify knowledge gaps in relation to specialist patients and ensure staff are appropriately educated
- To contribute to the development of nursing practice within the team. Additionally, where appropriate, to act as a practice supervisor to Trust and honorary contract employees
- To actively participate in education events provided by the Trust and primary care sector.
- To attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Trust and within the specialist services locally and nationally
- To promote and facilitate evidence based practice and clinical audit within the Trust, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans.
- To participate in and assist with any appropriate/relevant Trust approved research projects conducted within the department.
- To promote nursing research and evidenced based practice relevant to the speciality

Management

- To liaise effectively with all other disciplines within the Trust and at local level
- To participate in the management of change to improve standards and communication links from Acute Trusts through to Primary Care
- To contribute actively to any relevant initiatives within the care group and provide support to colleagues and Heads of Nursing
- To contribute positively to the leadership of nursing within the care group acting as an effective role model
- To comply with measures to actively manage and reduce risk to patients. Ensure the formal reporting and recording of adverse incidents in line with Trust policy
- Network with the team of Clinical Nurse Specialists within the Trust to evaluate, develop and promote the specialist nursing role
- To utilise and maintain information systems to aid audit and to provide regular activity analysis reports

- Maintain contemporaneous and accurate treatment records, submitting relevant statistics, reports and activity data as requested. To participate in the evaluation of the service in terms of clinical effectiveness, clinical excellence and value for money
- To ensure the best use of available resources are used within agreed budget to provide a cost effective service
- To forge effective links within primary, secondary and tertiary care to ensure effective communication
- Ensure compliance with the Trust's Equality and Diversity Policy, supporting the delivery of the Trusts Race Equality Scheme and the Trust's duty to promote race equality and equality of opportunity for disabled people ensuring services are responsive to the needs of equality groups
- Comply with measures in the Service Quality Standards and appropriate NICE/ IOG guidance, ensuring transparent delivery of service
- To participate with the Peer Review process, liaising with Trust cancer management team and lead on the implementation of recommendations from peer review.

Personal Professional Development

- To achieve a range of clinical competencies as required to fulfil the role
- To keep up-to-date with current literature and research in the speciality
- To maintain your own personal and professional development in accordance with PREP requirements, attending mandatory study sessions as required
- To undergo and actively participate in own performance appraisals
- To keep up to date with NMC, relevant specialist Faculty & Trust guidelines and protocols.
- To adhere to the NMC Code of Professional conduct working within and accepting responsibility for maintaining agreed levels of competence.
- To be working towards higher degree or equivalent

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 Foundation Trust together with all relevant statutory and professional obligations.
- We want to be an organisation where everyone shares a commitment to delivering the very best care and feels like their contribution is valuable and valued.
- At King's we are a kind, respectful team:
Kind. We show compassion and understanding and bring a positive attitude to our work
Respectful. We promote equality, are inclusive and honest, speaking up when needed
Team. We support each other, communicate openly, and are reassuringly professional
- 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.
- Everyone is responsible for promoting inclusion no matter their role or team. At King's, we want to create an environment where everyone feels valued, respected and welcomed

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

Acute Oncology CNS – Band 7

	Essential	Desirable
Education and Qualifications		
NMC Level 1 Registered Nurse	X	
Educated to Degree Level	X	
Relevant post-registration qualification and evidence of professional development	X	
Chemotherapy course	X	
Breaking Bad New Training		X
Advanced Communication Skills		X
Level 2 psychological skills		X
Advanced clinical assessment skills or willingness to develop these		X
Knowledge and Experience		
Extensive clinical experience pertinent to cancer care, oncology and/or acute medicine	X	
Experience to work independently and as part of a Multi-disciplinary Team	X	
Experience of data collection for audits, analysing data and delivering presentations	X	
To have demonstrable experience of service development	X	
Skills and Competencies		
Communication skills: ability to impart complex information to patients, relatives and carers, with different levels of understanding	X	
Computer literacy: managing systems and database	X	

Additional Information for each job description

Monday	Tuesday	Wednesday	Thursday	Friday
09.00-13.00 Board round post weekend and workload and skill allocation Ward round	09.00-13.00 AOS helpline calls management support	09.00-13.00 Ward round Data collection and analyses	09.00-13.00 Ward round Hot clinic support	09.00-13.00 AOS ward round and end of week workflow review
13.30-17.00 Data collection and analyses/QI work	13.30-17.00 Chemotherapy unit support	13.30-17.00 Teaching and training Team meeting	13.30-17.00 Onwards referrals and communication with teams needing AOS advise	13.30-17.00 Weekend planning and completion of tasks

The above is an example of a job plan. This for reference only and will change according to service needs.