
JOB DESCRIPTION

Job Details

Job Title: Thoracic Specialist Nurse

Division: Lung Cancer

Base: Wythenshawe Hospital

Permanent 37.5 hours

Band: 6

Organisational Arrangements

Reporting to: Senior Thoracic Specialist Nurse

Other accountabilities: Lung Cancer Matron, Lead Nurse for lung Cancer and Thoracic Surgery

Job Purpose

The post holder will work within in the existing Thoracic Specialist Nursing team, supporting patients across the lung cancer service in diagnostic and treatment services. The post holder will be expected to provide specialist knowledge and care to the patient and their carers. They will support colleagues in the effective management of patients in their specialist area who require a high level of judgement, discretion and decision making within an inpatient or outpatient setting. The post-holder will provide education and training to patients, carers, and healthcare professionals.

Clinical:

- Undertake comprehensive health needs assessment of patients, reassessing as appropriate
- Run nurse led thoracic clinic including the pre op assessment clinic
- Asses, plan, prioritise, implement and evaluate nursing interventions to meet patients' needs.
- Contribute to the organisation of multi-disciplinary, patient centred care.
- Facilitate patients and carers to take an active role in care given
- Responsible for assessing and recognising emergencies in their specialty. Able to interpret information and take appropriate action and to lead others to do so.
- To undertake and promote practice sensitive to the needs of the patients and families from multi-cultural backgrounds.
- Advise and support patients to manage their symptoms.
- Attend Consultant led outpatient clinics, manage and report on cases (as appropriate to the role).
- Communicate with clinicians as necessary.
- Contribute to and support the work of colleagues in the Multi-Disciplinary Team.

- Plan systems of nursing activity, which satisfy agreed standards at Local, Trust or National levels.
- Coordinate as appropriate, the multi-disciplinary team in discharge planning.
- Ensure all medication is administered in accordance with the Trust Medicines Management policy.
- Demonstrate the mandatory competencies of the Trust, attending all required mandatory updates.
- Ability to work in a wide range of settings including community working (lone working) on a mobile CT scanner.
- Ability to cover a rota covering 7 days a week.

Managerial

- Demonstrate effective leadership at all times.
- Demonstrate supervisory skills for junior and support staff.
- Utilise Trust Policies, Procedures and Guidelines actively contributing to their development.
- Contribute to the efficient use and utilisation of resources.
- Participate in the retention and recruitment of staff relevant to the area and the role.
- Actively contribute to multi-disciplinary teamwork.
- Deal personally with patient, relatives or visitors who make a complaint in line with the Trust policy.
- Deal with emotional and psychological issues as they arise.

Education, Research, Audit and Clinical Governance

- Support teaching of the multi-disciplinary team to maintain the learning environment.
- Demonstrate responsibility for professional development using Personal Development Plan Portfolio.
- Incorporate health education and health promotion in working practices.
- Demonstrate practical application of specialist knowledge.
- Identify, collect and participate in the evaluation of information to support multi-disciplinary clinical decision making
- Contribute to the dissemination and implementation of evidence based care in the writing of shared guidelines/protocols for care
- Lead or contribute, where appropriate, in multi-disciplinary clinical audit

Professional

- Adhere to the Nursing & Midwifery Council (NMC) Code of Conduct and associated guidelines • Be actively involved on clinical supervision of nursing and midwifery staff
- Maintain relevant professional registration
- Act as a role model at all times
- Maintain appropriate records, adhering to Nursing and Midwifery Council and Trust guidelines on record keeping

Health and Safety

- All staff must take care of their own safety and others who may be affected by their actions or omissions
- Adhere to Trust and Departmental Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Co-operate with their managers to maintain safe systems and safe workplaces

- Report any accidents/incidents or ill health , failings in premises equipment or personal protective equipment
- Not interfere with any equipment provided to ensure Health and Safety
- Not attempt to carry out tasks or repairs beyond their competence
- Ensure a safe environment for patients and staff by adhering to the Health and Safety at Work Act 1974
- Report clinical and non-clinical incidents through the Hospital reporting system
- Adhere to Trust and Departmental Health and Safety policies and use any equipment and personal protective equipment provided to ensure safety i.e. wearing of aprons and gloves when dealing with body fluids.
- Follow manual handling guidelines

General & Corporate Duties

Risk Management

Fulfil a proactive role towards the management of risk in all actions. Risk assesses all situations and takes appropriate action, reporting all incidents, near misses and hazards.

Contribute to the development, implementation, monitoring and evaluation of standards in effective patient care using national, regional and local policy.

Records Management/ Data Protection

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Infection Prevention

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

Trust Policies

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

Supplementary Information

Effort and Environmental Factors

Physical Effort

A combination of sitting, studying and walking with little requirement for physical effort. Frequent requirement to exert light physical effort for short periods

Mental Effort

Frequent requirement for concentration where the work pattern is unpredictable

Emotional Effort

Occasional exposure to traumatic circumstances

Working Conditions

Occasional exposure to unpleasant working conditions

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Education/ Qualifications	<p>Registered Nurse</p> <p>Evidence of relevant post qualification study at postgraduate level or equivalent knowledge</p> <p>Teaching/mentor qualification</p>	ECDL	Interview Application NMC Check
Experience	<p>Nurse - minimum 3 years at Band 5 in the relevant thoracic setting</p> <p>Evidence of working independently</p> <p>Participating in audit/patient surveys</p> <p>Evidence of managing within a clinical area</p> <p>Ability to work as part of a multidisciplinary/interdisciplinary team.</p> <p>Awareness of National and Local targets including policies and procedure for both MFT and community services in relation to working practices</p> <p>Evidence of relevant CPD</p> <p>Awareness of the Clinical Governance agenda</p> <p>Provide nurse led clinics, health</p>	<p>Working with students</p> <p>Evidence of undertaking project work</p>	Interview Application References

	promotion and smoking cessation advice		
Skills	<p>Provide high levels of judgement, discretion and decision making in clinical practice, care and programme management, clinical practice development and research.</p> <p>Analytical and judgemental skills</p> <p>Planning – straight forward issues</p> <p>Problem solving Effective communication</p> <p>Ability to work independently</p> <p>Computer skills e.g. Word processing/email/ internet</p> <p>Report writing • Specialist nursing advice</p> <p>Formulation of individualised care pathways with the patient and carer</p> <p>Provide nurse lead clinics</p> <p>Health promotion and smoking cessation advice</p> <p>Ensure contemporary patient-centred information is available for patients and carers</p> <p>Engage in audit and/or information collection</p>		Application Occupational Health and References
Work related circumstances	<p>Knowledge of the 'lone worker' policy</p> <p>Flexible to meet the needs of the post</p> <p>Ability to work under pressure</p> <p>Ability to manage stress</p>		Interview Application Occupational Health References



Manchester University
NHS Foundation Trust

	Ability to work on multiple sites including a community setting, including lone working		
Aptitudes	Work autonomously as well as part of the multidisciplinary team		