

## **JOB DESCRIPTION**

**Job Title:** Sarcoma Advanced Nurse Practitioner

**Department:** Joint Reconstruction and Cancer Division

**Grade:** 7

**Hours:** 37.5

**Responsible to:** Consultant Nurse and Sarcoma Clinical Director

**Accountable to:** Divisional Head of Nursing

### **Key relationships:**

- Royal National Orthopaedic Hospital NHS Trust Consultants and junior medical staff
- Nursing Director and Deputy Director of Nursing
- Other Clinical Nurse Specialists
- Clinical Nurse Specialist
- General Manager/Service Co-ordinator
- Ward Managers / Matron
- Allied Health Professionals
- Clinical Teams

### **JOB PURPOSE:**

The post holder is required to deliver an advanced level of clinical practice within the field of cancer. Working with the local and nationally agreed frameworks, the Advanced Nurse Practitioner (ANP) exercises independent judgment to assess, investigate, diagnose, plan, implement and evaluate the clinical care and management of patients within their specialist field of practice.

The ANP has key working relationships with all members of the medical, nursing and multi-disciplinary and department management teams.

The ANP practises in partnership with the multi-disciplinary team under the clinical supervision provided by a department Surgical Consultant and Consultant Nurse.

## **MAIN DUTIES AND RESPONSIBILITIES**

Rotation between Bolsover Street and Stanmore sites where and when applicable to meet the service need.

## **KEY RESPONSIBILITIES**

1. To triage new patient referrals, liaising closely with GPs and referrers.
2. To be responsible for providing autonomous advanced assessment of patients referred to the sarcoma service working in an advanced practitioner role in a nurse led diagnostic clinic with the authority to order investigations such as blood tests and to prescribe radiation for x-ray, CT and to request MRI and ultrasound scanning.
3. To act as a source of expertise on the management of sarcoma patients for primary and secondary health care professionals.
4. The post holder will be a clinical expert in the field of sarcoma and have the skills necessary to lead in practice development and innovation, with specific regard to the development of autonomous nursing practice and nurse led services.
5. Work collaboratively and autonomously with authority, using expert knowledge and skills to help design and deliver services across organisational, professional and geographical boundaries.
6. The role will include substantive direct patient care, role modelling, mentorship, supervision and education and facilitation of others to equip nurses for role expansion.

## **MAIN DUTIES:**

### **Clinical**

1. To be professionally and legally responsible and accountable for all aspects of own work including the management of patient care. To ensure a high standard of clinical care for the patients working within a competency framework for Advanced Practice.
2. To develop and maintain skills required to practice at an advanced level including the use of an extended scope of practice (referral for further investigations, x-rays, MRI's and CT's and blood tests).
3. To maintain high levels of clinical skill including administration of medications e.g. Denosumab.
4. To communicate with and provide highly specialist advice and training to health care professionals on the management of sarcoma patients to ensure a co-ordinated and seamless service.
5. To accept clinical responsibility for a designated caseload, and to organise this effectively and efficiently with regard to clinical priorities and use of time.
6. To undertake nurse led diagnostic clinics for urgent referrals to the Sarcoma Service for patients with suspected cancer referred on a two week wait pathway by their GP.

7. To undertake nurse led follow up clinics, reviewing patients on sarcoma surveillance and post-surgery and oncology treatment.
8. Undertake an autonomous comprehensive advanced assessment and triage of highly complex patients referred. Perform physical examination, interpret clinical findings, impart sensitive information/bad news to patients &/or relatives, and refer onto and liaise with appropriate members of Multidisciplinary Teams (MDT) in the Trust, and to clinicians in other Trusts or Community as necessary.
9. Deal with highly complex and sensitive information and be able to communicate this information in a kind and caring, sensitive manner to patients and their family. This will require skills of explanation, motivation and persuasion to overcome physical, emotional, mental and cultural barriers.
10. Be able to demonstrate advanced empathetic interpersonal and communication skills when dealing with patients and carers throughout the patient pathway.
11. Maintain and promote effective communication with all members of the multi-disciplinary team and other wards and departments. Actively work towards improving communication through role modelling within members of the multi-disciplinary team.
12. To liaise with members of the Primary Care Trust when relevant.
13. Act as an advocate for the patient and their family enabling them to express their needs effectively when dealing with the multi-disciplinary team.
14. Demonstrate a high level of written report writing, face to face speaking and use of electronic systems including ICE, NoteOn, iCS, PACS and Insight to enhance the advance practitioner's skills in all forms of documentation.
15. To maintain accurate, comprehensive, timely and up-to-date documentation in line with departmental and professional standards, including communication of assessment and investigation results to appropriate disciplines in the form of reports and letters.
16. To provide spontaneous and planned advice, teaching and instruction to patients, relatives, carers and other professionals from the multidisciplinary team to ensure a consistent approach to patient care.

17. Act as a resource to all members of multi-professional teams across the region in the acute and primary care settings giving advice and guidance on the management of sarcoma ensuring a seamless, high-quality service.

## **Professional**

1. To maintain own continued professional development (CPD) and portfolio, by keeping abreast of any new trends and developments, incorporating them into current clinical practice as necessary. To support CPD for other members of the Multidisciplinary team
2. Remain up to date with, and attend mandatory training provided, in line with Trust policies.
3. To be an active member of the MDT teaching programme by organising, attending and teaching at tutorials, training sessions and external courses.
4. Work in collaboration with the Lead Cancer Nurse to ensure the integration of education, research and practice development.
5. To undertake evaluation of work and current practices within sarcoma involving the use of evidence based practice, audit, research, and outcome measures.
6. To demonstrate a sound understanding of risk management and apply to work situation, following department and Trust policies
7. To provide clinical experience and supervision for postgraduate and undergraduate medical and nursing students as required.
8. Identify, assess and demonstrate specialist educational strategies. Convey complicated plans of care and treatment to patients and relatives by using an honest, assertive and empathetic approach, when describing.
9. Work collaboratively on educational tools for patients, carers and other health care professionals, ensuring these are up to date and evidence based.
10. Promote patient autonomy through education and support to enable the individual to make informed choices about their own care.
11. Provide clinical supervision for colleagues on request and receive clinical supervision.
12. In collaboration with the Lead Cancer Nurse contribute to educational programmes provided within the trust and teach on graduate and undergraduate programmes in local universities.

## **Organisational and Managerial**

1. Provide leadership and act as a role model within the clinical setting, demonstrating expert knowledge and high standards of clinical practice.
2. Act as a clinical resource for the development of the Sarcoma Service.
3. Act as a role model and clinical expert, providing evidence based practice for staff and members of the multidisciplinary team in relation to Sarcoma Care.
4. Develop evidence based clinical guidelines, protocols and policies liaising with the MDT as needed.
5. Contribute to the development of service standards with the Lead Clinician and Clinical Director and audit performance against these standards.
6. Participate fully as a team member, sharing knowledge at presentations, audit meetings and Schwartz rounds and supporting colleagues, including support staff, to promote a cohesive team across departments to allow the achievement of team objectives.
7. Be aware of the Health and Safety at Work Act and its implementation including equipment and prompt reporting of incidents and accidents in line with trust procedure.
8. Lead on, and effectively investigate, complaints, incidents, root cause analysis and serious incidents in line with Trust policy and procedure on request.
9. Contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.
10. Participate in the development and co-ordination of operational and strategic planning for the delivery of the Sarcoma Service within the Trust in conjunction with the Service Clinical Director and lead cancer nurse.
11. Represent the Trust by attending relevant meetings and other events at local, Network and National Level.
12. In collaboration with the Lead Cancer Nurse support the peer review process.
13. Play a key role in enabling the Trust to meet its strategic objectives for cancer services and National Service Frameworks.
14. Work strategically and across traditional boundaries to produce effective patient-focused services and manage demands on the service.

15. To network with other CNS within the specialist service throughout the UK, joining the appropriate organisations in order to collaborate, share and benchmark practices and initiatives.
16. Participate in raising the profile of the unit and the Trust by means of networking, publication and conference presentation.

This job profile is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the Appraisal and Development Plan process.

## **Safeguarding Children and Adults**

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of your responsibilities as detailed in the RNOH Safeguarding Children and Safeguarding Adults at Risk Policies and know what to do if you have concerns about a child or adult who is at risk of or who has suffered abuse. The Trust will assist you by providing support and advice, and mandatory training in accordance to your role.

## **IT Skills**

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

## **Effort and Environment**

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**  
Measures the nature, level, frequency and duration of the physical effort required for the job e.g. Kneeling, crouching, work in confined space, sitting, standing, walking, lifting, pulling, running, pushing.
- **Mental**  
Measures the nature, level, frequency and duration of the mental effort required for the job e.g. Checking documents, calculations, analyzing statistics, operating machinery, microscope work, assessing patients, formal minute taking, assessing students.
- **Emotional**  
Measures the nature, level and frequency of emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. E.g. giving un-welcome news to staff/patients, dealing with difficult situations / circumstances or those with severely challenging behaviour, caring for the terminally ill, typing / processing reports / letters transmitting highly distressing events.

- **Working conditions**

Measures the nature, level, frequency and duration of demands arising from adverse environmental conditions and hazards which are unavoidable and required for the job. E.g. Use of VDU, exposure to extreme temperatures, unpleasant smells, dust / dirt, aggression, noxious fumes, chemical spills, fleas, lice, body fluids, foul linen,

**Assuming normal Health and Safety standards are met.  
Driving to and from work is not included.**

## **Terms and Conditions of Service**

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

## **Professional conduct**

The post holder must comply with the Code of Professional Conduct applicable to their profession.

## **Risk Management**

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

## **Health and Safety at Work Act**

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

## **Clinical Governance**

All staff must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department as directed by their line manager.

## **Confidentiality**

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust's FOI procedure if they receive a written request for information.

**Equal Opportunities**

The Trust welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness or disability. We aim to provide a non-judgemental service at all times.

**No Smoking Policy**

The Trust prohibits smoking in all of their buildings and premises.