

### Job Description

Job Ref:	24-070
Job Title:	Clinical Nurse Specialist - Liver Surveillance
AfC Pay Band:	Band 7
Number of hours:	37.5hrs
Clinical Unit / Division	Medicine division
Department:	Gastroenterology
Location:	ESHT
Accountable to:	Head of Department, Gastroenterology
Reports to:	Head of Nursing

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Budget / Delegated Budget managed: N/A Authorised signatory for: N/A  Other financial responsibility: Careful use of Trust resources
Staff	Staff (wte): Patient Pathway Co-ordinator 0.8WTE
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation

Job purpose	<p>This is a new role to set up and deliver a nurse led liver surveillance pathway for Hepatocellular Carcinoma (HCC). The post is funded by Surrey and Sussex Cancer Alliance (SSCA) with the aim of establishing a robust nurse led surveillance pathway for hepatocellular carcinoma at East Sussex Healthcare Trust (ESHT). The clinical work will enable surveillance of patients at high risk of developing HCC and refer patients on to HCC MDT if cancer is identified.</p> <p>Primary liver cancer is the eighth most common cause of cancer death in the UK and accounts for 3% of cancer related mortality</p>
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(CRUK). HCC is the most common type of primary liver cancer and presents in patients with cirrhosis. The dominant risk factors include cirrhosis caused by alcohol or viral hepatitis, and metabolic or fatty liver disease. There is a strong link with deprivation including homelessness, drug addiction, and obesity. Whilst HCC incidence is increasing in the UK (Burton JHEP reports 2021) survival remains poor with less than 15% 5-year survival.

The NHS Long Term Plan sets out commitments to improve cancer outcomes and services in England; this includes that by 2028, 75% of cancers will be diagnosed at stage 1 or stage 2. Liver cancer is a specific focus as currently late stage diagnosis occurs for over 57% of patients (Scarred Liver Project 2019).

Patients who have cirrhosis or viral hepatitis are at increased risk of primary liver cancer and NICE guidance states that these patient groups should have 6-monthly surveillance with ultrasound scan.

Delivery of a robust surveillance pathway for people at risk of hepatocellular cancer is recognized as an unmet need nationally. Along with other local providers, ESHT is one of six Trusts funded to deliver a liver surveillance pathway across SSCA region. Initial funding for this post within the sets up phase is for 2 years but long-term development and management of a robust surveillance database will be required to quality assure the liver surveillance pathway.

Experience of working within clinical hepatology is required for this role.

## Department Structure

*To be added*

<b>Communications and Working Relationships</b>		
<b>With Whom:</b>	<b>Frequency</b>	<b>Purpose</b>
Patients	Daily	To assess and support patients throughout liver surveillance pathway. To respond to patient clinical needs appropriately.
Patient pathway co-ordinator	Daily	To support patients collaboratively. To provide advice and support. To manage and supervise and work planning.
Gastroenterology / hepatology consultant	Weekly/ regularly	To develop the pathway and ensure safe and effective service delivery. To escalate any clinical concerns.
Hepatology CNS	Weekly	To ensure good communication and pathway planning if patient referred for surveillance or will be managed as shared care.
Upper Gastrointestinal cancer multidisciplinary team co-ordinator	As required	To ensure good communication and onward pathway if a patient is diagnosed with cancer.
Upper Gastrointestinal cancer CNS	As required	To ensure clear communication and support for patient diagnosed with cancer.
Diagnostic radiology administrative team	As required	To ensure timely ultrasound scan and reporting.
Outpatients administrative team	As required	To arrange clinics and ensure timely appointments.
Primary care teams	As required	To respond to queries and provide clinical updates.
PALs manager	As required	To proactively respond to queries, complaints or compliments.
Surrey & Sussex Cancer Alliance	As required	To participate in shared learning and service development for liver surveillance pilot.
CNS and patient pathway co-ordinators across Surrey and Sussex region	As required	For peer support, shared learning and service development.

## Key duties and responsibilities

To set up new liver surveillance service ensuring safe and effective pathway.

1. To provide nurse led liver surveillance service for patients with stable cirrhosis.
2. To provide specialist advice, information and support for patients enrolled in the liver surveillance pathway. This will include providing complex and / or sensitive information to the patient, their relatives or carers, where there could be barriers to understanding eg English not first language or learning difficulties.
3. Be responsible for care delivery for patients undergoing liver surveillance for cirrhosis and to meet the needs of patients. This will include provide high specialised advice in line with scope of practice.
4. Be competent to:
  - Undertake phlebotomy
  - Autonomously support patients to make informed decisions prior to undergoing a surveillance USS
  - Communicate test results and implement surveillance and follow-up.
5. Manage patients within the liver cancer surveillance pathway in accordance with relevant society and National guidance (e.g., NICE QS152).
6. To use specialist knowledge and advanced communication skills with patients and carers when obtaining consent for procedures and providing psychological support where necessary.
7. Acting as the patient advocate supporting them to navigate and make informed choices throughout the process.
8. Ensure timely access to USS surveillance for those individuals diagnosed with advanced fibrosis or viral hepatitis who are at risk of liver cancer.
9. To establish effective links with hepatology colleagues working at different stages of the patient pathway.
10. Ensure timely presentation and transfer of patients to multi-disciplinary team when cancer is detected.
11. Populate and maintain the liver surveillance database.
12. Conduct and /or support searches to identify patients who should be on liver surveillance pathway.
13. Accurate use of Microsoft office, NHS net, in house databases.
14. Participate in on going data collection and quality assurance, service feedback and audit with particular responsibility for the delivery of the annual patient feedback survey.
15. For patients with normal investigations communicate these in a timely manner to the patient and their GP. This will require the analysis and interpretation of appropriate medical results, whilst appreciating the complex needs of the patient.
16. For patients entering liver cancer surveillance pathways perform comprehensive assessment of patient needs, plan, implement and evaluate care according to liver surveillance protocol.
17. Collect, collate, evaluate, and report information, maintaining accurate patient records.
18. Work collaboratively with other professionals and organisations to ensure patient needs are met, especially in relation to referrals to cancer MDTs.
19. Work within set budget guidance (no budgetary responsibility).

20. Take part, contribute to and be involved in all aspects of service delivery of the programme as changes evolve.
21. The post holder will assume responsibility for developing specialist care and providing highly specialist advice on liver disease to patients, clients and/or carers. They will also need to implement these care plans.

### **Management**

22. To establish and manage and co-ordinate a liver surveillance nurse led service.
23. Proactively support and manage patient pathway co-ordinator.
24. Provide specialist, expert knowledge to clinical colleagues, patients and carers/relatives.
25. To ensure patient records are completed to include results of all diagnostic investigations, onward referrals, and clinical communication.
26. Working with the operational team and clinical team to analyse target surveillance breaches, identify areas for improvement and implement changes as required.
27. Support and contribute to audit processes, governance, research, clinical research trials and service development as and when required.
28. To maintain professional competence and support that of other staff within Hepatology.
29. Support the development of the Liver Cirrhosis surveillance pathway in Sussex. This will include making comments and proposals for changes to the services, working practices or procedures.
30. Contribute to the business and on-going strategic planning for the service.
31. Evaluate and monitor service delivery, identify areas for improvement and initiate change.
32. To manage the cirrhosis surveillance pathway within the urgent suspected cancer waits.
33. Be responsible for the safe use of Trust equipment.

### **Education & Development**

34. To be responsible for the self-development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post.
35. Participate in education and awareness sessions as identified by the lead nurse and Hepatology consultant team.
36. Identify learning needs, plan, implement and evaluate programmes of education to meet identified need.
37. The post holder will need to take part in professional/clinical supervision. This may include supervision of students and providing training to staff.
38. Ensure own compliance with regards to training requirements.
39. To abide by the NMC Code of Professional Conduct for Registered Nurses and ensure safe practice. As a registered nurse or midwife, you are personally accountable for your practice.

**General Duties & Responsibilities applicable to all job descriptions**

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

**Working Environment:**

Driving		Lifting		Verbal aggression	✓
Use of PC/VDU	✓	Physical support of patients		Physical aggression	
Bending/kneeling		Outdoor working		Breaking unwelcome news to others	✓
Pushing/pulling		Lone working		Providing <b>professional</b> emotional support	
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	
Repetitive movement		Contact with bodily fluids		Involvement with abuse cases	
Prolonged walking/running		Infectious materials		Care of the terminally ill	
Controlled restraint		Noise/smells		Care of mentally ill & challenging patients	✓
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	✓
Food handling		Night working		Working in confined spaces (eg roof spaces)	

**Statement**

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.

3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.



**Person Specification**

Job Title: Clinical Nurse Specialist - Liver Surveillance		Grade: Band 7	
Department: Gastroenterology		Date: March 2024	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
<b>Minimum Criteria</b>	*	<b>Desirable Criteria</b>	*
<b>Qualifications</b>			
Experienced registered nurse with current NMC PIN	AI	Mentor/ teaching /assessing qualification	AI
Degree / post graduate diploma qualification	AI	Counselling qualification	AI
Management qualification or equivalent level of experience and knowledge	AI	Leadership qualification	AI
Evidence of continued professional development to Masters level or equivalent knowledge and experience	AI		
<b>Experience</b>			
Experience of working within hepatology	A/I	Experience of change management	A/I
Experience of independent practice assessing patients in a clinical area	A/I	Experience of service development	A/I
Working within multi-disciplinary team department	A/I		
Experience of managing and organising own caseload	A/I		
Experience of working strategically to anticipate and resolve problems before they arise	A/I		
Experience of managing and supporting staff	A/I		
Experience of working in busy environment and adaptable to cope with uncertainty and change	A/I		
<b>Skills / Knowledge / Abilities</b>			
Knowledge of specialist areas relevant to this post acquired through experience in clinical settings e.g., Hepatology inpatients or outpatients,	A/I	Understand the background to and aims of current healthcare policy/national guidance/ CQC/ and	A/I

drug or alcohol services, cancer care or research.		the implications of these for this project	
Knowledge of liver disease management including relevant diagnostic investigations	A/I	Understanding of cancer pathways relevant to liver disease, surveillance and management	A/I
Understanding of the importance of informed consent	A/I	Research and or audit experience	A/I
Understanding of clinical governance and risk management	A/I		
Ability to manage own caseload in accordance with Screening targets, NHS cancer targets	A/I		
Demonstrates good communication skills, negotiation skills, influencing skills	A/I		
Ability to use good communication skills in a variety of settings with patients, relatives, health professionals and senior colleagues which may include dealing with conflicting, controversial and / or sensitive situations	A/I		
Excellent written communication skills including the ability to construct professional correspondence to communicate investigation results to clinical colleagues and patients	A/I		
Phlebotomy skills (or commitment to complete relevant competencies within the induction period)	A/I		
Ability to develop effective interpersonal relationships with colleagues across multiple working sites to improve patient experience and care.	A/I		
Strong decision making skills within own scope of professional registration	A/I		
Ability to work independently and manage own work effectively	A/I		
Ability to support and manage team	A/I		
Keep up to date with best practice relevant to role	A/I		

Excellent IT skills and working knowledge of Microsoft Office with intermediate keyboard skills	A/I		
Thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day to day working practices and management systems	A/I		
Ability to recognise barriers to communication and seek ways to effectively communicate	A/I		
Demonstrates a strong desire to improve performance	A/I		
Demonstrates consistently good attention to detail	A/I		
Ability to adapt to on-going changes and development of the liver surveillance screening programme	A/I		
<b>Other</b>			
Reliable work record	AIR		
Highly motivated with ability to inspire and influence others	A/I		
Professional, calm and efficient manner	A/I		
DBS clearance if applicable	T		
Evidence that personal behaviour reflects Trust Values	AIR		

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Managers Signature

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Date

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Postholder's signature

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Date