



Together

LANCASHIRE TEACHING HOSPITALS NHS FOUNDATION TRUST WORKFORCE DIRECTORATE

JOB DESCRIPTION

JOB TITLE: Metastatic Spinal Cord co-ordinator

DIRECTORATE: Oncology

REPORTS TO: Lead acute oncology/chemotherapy nurse

ACCOUNTABLE TO: Acute oncology Team
Speciality business unit manager
Consultants/medical staff
Oncology matron

KEY RELATIONSHIPS: Oncology, neurosurgical and orthopaedic medical/nursing and allied health professionals, Lancashire and South Cumbria Cancer Alliance workforce team members, oncology multi-disciplinary teams.

DIRECT REPORTS: Lead acute oncology/chemotherapy nurse, Oncology consultant on call

HOURS: 37.5

LOCATION: RPH

BAND: 6

NB: The post holder may be required to work in other departments across the organisation including across sites

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	3	2	3	3	3

Role Summary

Key Duties and Responsibilities:

Co-ordinating the MSCC pathway for patients presenting with confirmed or suspected MSCC as per the Lancashire and South Cumbria Cancer Alliance Network MSCC group.

Providing a point of reference and advice for clinical teams responsible for patients with confirmed or suspected metastatic spinal cord compression (MSCC).

Liaising with the referring team until a management plan is agreed ensuring prompt and effective patient management.

The post holder will work alongside other clinical colleagues in oncology, palliative care, acute medicine, radiology and pathology to ensure quality of care to the patients is maximised. This will include contribution to the development of clinical guidelines & staff education.

The co-ordinator will ensure that accurate data is obtained about patients with MSCC. This could include both quantitative data (e.g. relating to time scale) and qualitative data (e.g. presenting symptoms). Audit of this data will be provided annually and outcomes reviewed with the multidisciplinary team to inform future practice.

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.








Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
CLINICAL / DIRECT CARE PRACTICE The primary focus of this role is the co-ordination of care and treatment for patients referred to the Trust with MSCC. Ensure good communication with the patient, relatives, carers, GP, medical and nursing staff involved. Communicate relevant information to the patient's consultant(s), seeking advice as appropriate. Involve patients and carers/relatives in the planning and delivery of care and development of services	CLINICAL / DIRECT CARE PRACTICE <ul style="list-style-type: none"> • Demonstrates a clear understanding of the MSCC pathway and the responsibilities of the MSCC co-ordinator at LTH • Provide a point of contact and advice for clinical teams responsible for patients with confirmed or suspected spinal cord compression. • Build strong relations with neurosurgical, orthopaedic and oncology medical/nursing and allied health professional teams 					
				✓	✓	✓







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	<ul style="list-style-type: none"> • Refers appropriately on to other members of the MDT as required. • Attend relevant complex spine MDT's where appropriate. • Ensure appropriate information and neurological examination of these patients is undertaken by the relevant team/health professional. • To facilitate a timely diagnosis and treatment of these patients. • To work with other services and trusts to ensure that the patient is referred in a timely manner to receive the optimum treatment. • To work closely with clinicians to advise on the ongoing management of these patients. • To ensure handover of patient information of ongoing cases to the on call and out of hour's coordinator takes place. • Refers appropriately on to other members of the MDT as required. 	✓		✓	✓	✓	
	Communication <ul style="list-style-type: none"> • Maintains effective professional and productive communications with patients, relatives, the multi-disciplinary team, external agencies, demonstrating advanced communication skills. • Communicates contentious information with sensitivity, tact and diplomacy. • Keeps accurate and complete records of all activities and communication consistently with legislation policies and procedures. 	✓		✓			✓

<p>LEADERSHIP AND MANAGMENT</p> <p>To provide leadership and direction to support both the medical, nursing and allied health professional teams acting as an advocate for MSCC patients.</p>	<ul style="list-style-type: none"> • Participate in the cancer quality standards peer review process. • To be a core member of the Network MSCC and Acute Oncology Group • Manage the work by identifying priorities and developing supportive networks. • Ensure up to date data collection and analysis for audit activity. • Presentation of audit activity to the Network and wider Trust and responsibility for/contribution to improvement plans. • Link with other services (e.g. Local trust Acute Oncology Services) and network with MSCC coordinators across North West footprint/Nationally to ensure high standards of treatment and care. • To raise issues of concern and non-compliance with the prescribed pathway to the MSCC Lead Clinician. • Evaluates own practice, and participates in Acute oncology team evaluation at monthly team and management meetings. 					
<p>EDUCATION (developing Self and Others)</p> <p>Advocate and contribute to the development of an organisational culture that supports continuous learning relating to MSCC</p>	<ul style="list-style-type: none"> • To maintain professional skills and knowledge by attending relevant local, regional and national meetings. • Support and educate medical, nursing and allied health professionals in the management of MSCC. • Assess own educational needs in relation to the role and utilise appropriate resources. • Participate in education programmes taking into account the needs of patients and staff. 			 		

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			✓		✓
			✓		
				✓	
			✓		
			✓		

	<ul style="list-style-type: none"> Support the development of practice that is informed by the findings of research and clinical effectiveness. Ensure own compliance with Trust mandatory training requirements. 					
RESEARCH AND AUDIT (improving quality and developing practice) Participate in audit and research activity, adhering to good research practice guidance. Develop action plans to apply outcomes to enhance quality and safety.	<ul style="list-style-type: none"> Lead on the Network MSCC audit involving data collection, analysis, action planning and dissemination of results. Contribute to the continued development and implementation of the MSCC pathway. Participate in the collection of patient survey / experience information and contribute to the development and delivery of action and improvement programmes as appropriate. 					
CLINICAL GOVERNANCE Ensure safe, quality care at all times	<ul style="list-style-type: none"> Participates where appropriate in investigation and documentation of adverse or untoward incidents. Reflect and learn from complaints, incidents and lessons learnt. To actively contribute to the process of clinical risk management and quality issues. 					  

Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the organisation
- Trust Standing Financial Instructions
- Working within Data Protection Legislation, Health & Safety at work Act 1974, maintain confidentiality at all times, as required by legislation and our policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all policies, procedures and initiatives relating to information governance - this will include, but not limited to, data quality improvements, confidentiality and information security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the organisation

- Act with honesty and integrity at all times
- Be a positive ambassador for the organisation
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the organisational commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST:

Band: 6

DIRECTORATE / DIVISION: Oncology directorate / surgery

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • Current NMC registration • Relevant diploma in nursing • Post registration qualification in specialist area • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Teaching and assessing qualification • Advanced communication skills or willingness to undertake 	<ul style="list-style-type: none"> • Application form • Interview
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of the guidelines relating to the management of Metastatic Spinal Cord Compression. • Knowledge of the anatomy of the spine • Comprehensive IT knowledge • Post registration clinical experience in speciality or cancer related area • Management experience in speciality or related area • Experience of teaching and assessing in the clinical area 	<ul style="list-style-type: none"> • Knowledge of the Peer review process in relation to acute oncology and MSCC • Participation in service development and implementation of change • Participation in the audit process • Able to demonstrate a sound working knowledge of current issues within the NHS. 	<ul style="list-style-type: none"> • Application form • Interview • Scenario
Skills & Abilities	<ul style="list-style-type: none"> • Ability to work autonomously and as part of a team • Ability to manage conflicting pressures to maintain service delivery • Able to present information to professional groups. 	<ul style="list-style-type: none"> • Able to analyse data and provide written reports 	<ul style="list-style-type: none"> • Application form • Interview

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	<ul style="list-style-type: none"> • Excellent communication skills, written and oral including highly effective interpersonal skills. 		
Values & Behaviours	<ul style="list-style-type: none"> • Caring & compassionate • Assertive • Professional attitude • Empathy. • Enthusiastic, and motivated • Excellent interpersonal skills • Supportive, flexible attitude • Positive approach to change • Self-motivated and able to motivate others • Able to use initiative • Team Player. • Able to deal with difficult and sensitive situations with tact and diplomacy • Excellent organisational skills 		<ul style="list-style-type: none"> • Application form • Interview • Scenario