



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

## ANEURIN BEVAN UNIVERSITY HEALTH BOARD JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Lead Nurse Specialist in Acute Oncology Nursing (AOS).
<b>Pay Band</b>	8a
<b>Hours of Work and Nature of Contract</b>	37.5 - flexible shift pattern between 08.00hrs - 20.00hrs.
<b>Division/Directorate</b>	Corporate
<b>Department</b>	Cancer
<b>Base</b>	Pan ABUHB

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Divisional Nurse
<b>Reports to: Name Line Manager</b>	Lead Cancer Nurse
<b>Professionally Responsible to:</b>	Lead Cancer Nurse

**Elin GWERTHOEDD yw...**

Pobl yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

Balchder yn yr hyn a wnaeth

**Our VALUES are...**

People first

Personal responsibility

Passion for improvement

Pride in what we do

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

### OUR VALUES:

**Job Summary/Job Purpose:**

The aim of the acute oncology service is to provide a systematic approach to managing cancer related emergencies in order to optimise care. Cancer patients are complex, with 80% of cancer patients presenting in ED being admitted, with an average length of stay of 9.2 days. They present with acute complications of cancer treatment or from emergencies caused by the disease process itself. The growth of the AOS service will enable more rapid assessment of cancer emergencies, resulting in significant improvement in patient care and potentially avoiding inpatient admission and re-admission.

The post holder is a clinical expert and is guided by general health, organisational and occupational policies, establishing the way in which these should be interpreted in order to lead on the development and ongoing review of operational policies for AOS services.

The post holder will work as a highly skilled practitioner, with expert knowledge, be a competent educator, and a clinical leader with the ability to maintain clinical excellence. A primary focus will be development and implementation of revised pathways for cancer related emergencies ensuring patients have effective and timely care.

The service aims to achieve:

- Rapid intervention where applicable
- Admission avoidance where possible and earlier discharge.
- Improved access to specialist oncology services
- Reduction in unnecessary investigations
- Improved patient experience

The purpose of this role is to:

- Develop/improve local pathways and services for the management of cancer related emergencies
- Develop the AOS nursing role in line with advanced practice skills.
- Develop and update clinical guidelines.
- Evaluate ABUHB nursing services for rarer cancers (CUP, Neuro, NET's, Sarcoma) in line with optimal pathways.
- Lead and support staff education on cancer related emergencies across ABUHB.
- Develop learning tools and educational resources to improve staff education.
- Provide clinical and managerial leadership to the AOS and RDC (rapid diagnostic clinic) nursing services
- Provide clinical nursing to the ABUHB, AOS and RDC service alongside other AOS nurses.
- Represent and participate in AOS networks, locally, regionally and nationally.
- Conduct evaluation, audit and contribute to research

## **DUTIES/RESPONSIBILITIES:**

The main duties and responsibilities of the Lead Nurse Specialist (Band 8A) are set out under the four pillars of practice (WG 2016)

### **Clinical Practice**

To provide and receive highly complex and highly sensitive information about oncological care. You will have advanced communication skills with both patients and professional groups, and be able to manage conflict and barriers to understanding, with compassion and empathy.

To ensure patients have understanding of their cancer, comorbidities, their treatment options, ensuring that patients where possible are equal partners in care decisions.

To break bad news to patients/family/carer in replacement of consultant, ensuring patients are informed without delay should they have a malignancy, progression or transition in their care.

To deliver evidence based individualised and person centred care through holistic needs assessment and care planning to ensure that patients' needs are met.

To have highly developed specialist knowledge and clinical decision making skills in managing oncology emergencies across all cancers.

To practice autonomously, demonstrating problem solving and clinical decision making skills while demonstrating accountability and responsibility.

To assess, and interpret the biopsychosocial needs of patients who present with complex oncological emergencies. This will include advanced history taking skills to obtain a clinical and physical assessment for:

- Patients with potential complications related to chemotherapy, who require rapid identification of chemotherapy toxicity.
- Patients admitted with complications related to a known cancer diagnosis, ensuring rapid identification of complications of treatment or the disease itself, advising on appropriate investigations, and referral to appropriate teams.
- Patients with suspected cancer where the primary is new or unknown, supporting facilitation of targeted investigations, diagnosis and referral to appropriate MDT.
- Patients with metastatic spinal cord compression.

To analyse and interpret options for clinical treatment from which specialist programmes of care will be developed.

To work closely with the AOS lead clinician and oncologist from Velindre Cancer Centre to plan and ensure that treatment options and recommendations are implemented, by the multi-disciplinary teams who are treating the patient across ABUHB and primary care.

Promote and ensure effective communication within multidisciplinary teams across ABUHB, developing close partnerships and productive working relationships with key individuals and groups.

To evaluate the patient's progress during treatment delivery, analysing response, adjusting care where needed.

To act as an expert resource in cancer and oncology care, providing knowledge to clinical colleagues on general wards across ABUHB, including advice on oncological management, prognosis, patient needs and breaking bad news.

To develop a culture that promotes person-centred, safe and effective care.

To provide assurance that patients with oncology emergencies are receiving optimal care, escalating where necessary.

Possibly be a registered non-medical independent prescriber.

Undertake patient specific education with patients/relatives/carers.

Promote and support the rights, responsibilities and diversity of patients and their families/carers with kindness and empathy to all concerned.

Use appropriate advice/alert agencies when there are any concerns regarding potential/actual risk to any patient or their dependents e.g. child safeguarding, domestic violence, protection of the vulnerable adult, mental capacity and deprivation of liberty.

Ensure that AOS team adheres to the principles of “every contact counts” and makes appropriate referral for health and wellbeing.

Ensure that patient records are maintained, are up to date and compliant with the Data Protection Act. Actively promoting the use of e-documentation.

Uphold the standards in the NMC Code of Professional Practice (2018) as part of providing the quality and safety expected by service users and regulators

Delegate the delivery of care where appropriate in line with NHS Wales’ delegation framework and the NMC Code of Practice (2018).

### **Evidence, Research and Development**

Participate and where relevant lead meetings both within and outside the Health Board. Ensuring that ABUHB AOS nursing service is represented and contributes to national/local, guidance, directives and developments.

Develop clinical pathways and guidelines in collaboration with local and national AOS teams ensuring patients have effective care.

Facilitate and conduct high quality monitoring, including service evaluation, audit and other quality initiatives.

Utilise information systems and AOS data to audit the AOS service and provide annual activity analysis.

Ensure the collection of AOS data and evaluation meets Welsh Cancer Network criteria.

Ensure the active inclusion of the views of patients & carers in the monitoring and development of service provision.

Lead investigations of any complaint to the service and ensure learning and change is implemented if indicated.

Actively encourage team members in service improvement activities.

Promote a positive research culture, contributing to the wider research agenda through supporting and or conducting research.

Disseminate research and audit findings through presentation to professional groups and publication.

Lead the AOS peer review process in conjunction with members of the team and design improvement programmes to achieve national standards of care.

Contribute to the delivery of the Health board’s Cancer Strategy.

Contribute to and promote a culture that values staff, recognizing and acknowledging achievement and success whilst positively addressing poor performance, ensuring that such performance is managed and documented in line with organizational and professional body requirements.

To identify and intervene proactively where circumstances contribute to an unsafe environment for patients and staff. To bring such instances to the attention of relevant colleagues.

### **Facilitation of Learning**

Demonstrate expert knowledge and high standards of clinical practice.

Develop the specialist knowledge, skills, and competencies for AOS nursing and support staff.

Lead and support staff education across ABUHB (primary and secondary care) ensuring relevant staff throughout the health board are aware of cancer emergencies, early recognition, treatment, and the pathways to follow.

Develop learning tools and educational resources to improve staff education.

Identify own development needs and take responsibility for continuing professional development and the performance required to meet the demands of the role.

Actively participate in your own PADR seeking support as appropriate to develop your own skills, knowledge and competencies.

Take responsibility for your own NMC Revalidation and maintaining active status on professional register

Familiarise and continuously update yourself with Statutory, Health Board & local Cancer / Clinical AOS policies, procedures & protocols.

Maintain a professional portfolio.

Undertake annual mandatory training updates and other relevant courses in line with ABUHB policies and national guidelines

Provide specialist oncology education to pre and post-registered nurses, and assist with curriculum development where appropriate.

### **Leadership (incorporating management)**

Be an influential leader.

To line manage the AOS Team, responsible for recruitment and selection, PADR's; dealing with sickness absence; disciplinary and grievance matters; recruitment and selection decisions; career development; and departmental workload and allocation.

Deliver in collaboration with the Clinical Lead and Oncology services an integrated acute oncology model of care that will achieve improved patient outcomes and working efficiencies.

Establish effective and inspirational relations with internal and external stakeholders.

Provide assurance that the goals of the AOS nursing service are being met through various mechanisms including, papers, reports and presentations.

Lead on the development and ongoing review of operational policies for AOS services.

Make recommendations regarding the effective and efficient use of physical and financial resources.

To be responsible for arranging, verification and the signing off of agency/back staff time sheets which could total in excess of £1,000 per month.

Manage AOS/RDC nursing budgets.

Ensure that nursing records are maintained throughout the AOS service utilizing appropriate documentation and systems including WCP, Welsh PAS and CANISC.

Ensure that clinical, legislative and professional standards are met in relation to information confidentiality and consent, Caldicott guidance and information sharing protocols, ensuring that the approaches taken promote patient safety and safeguarding mechanisms across the AOS service.

Work collaboratively with colleagues to actively promote opportunities to further enhance efficiencies and effectiveness in practice through the use of information technology.

Maintain awareness of professional issues.

Adhere to the Health Board's Policies and Procedures

Take all possible precautions to safeguard the well-being, welfare, health and safety of staff, service users, visitors and the public by implementing all policies related to health, safety and risk.

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	RGN on the practising register  Relevant Masters Degree or equivalent knowledge including advanced clinical assessment qualification	Registered Non-Medical Prescriber  Management Course  (Advanced nursing practice masters or oncology/cancer specific masters)	Application form and pre-employment checks
<b>Experience</b>	Specialist nursing experience at band 7 or above.  Extensive previous experience of working within specialty area (Cancer/Oncology).  Excellent clinical communication skills.  Experience of complex decision making.  Experience of autonomous working.  Experience of multi-professional	Management /leadership qualification  Counselling Certificate/Advanced or enhanced communication training.  Research course and experience	Application form and interview

	<p>working.</p> <p>Experience in leadership and management including implementing and sustaining change.</p> <p>Evaluation and audit experience.</p>		
<b>Aptitude and Abilities</b>	<p>Highly effective specialist clinical skills to provide guidance, second opinion and supervision for a wide range of complex clinical decisions</p> <p>Ability to delegate and prioritise work.</p> <p>Effective communicator with patients, relatives and all members of the multi-disciplinary healthcare team involved in secondary and primary care.</p> <p>Ability to represent Aneurin Bevan University Health Board on AOS related issues</p> <p>Leadership and management skills including judgement and decision making</p> <p>Ability to conduct own projects successfully and follow them through.</p> <p>Demonstrate the ability to share ideas, information and feedback in order to empower all levels of staff.</p> <p>Presentation and teaching skills</p> <p>Computer literate, able to use databases and other relevant programmes</p> <p>Ability to interpret and utilise information effectively including numerical and financial</p>	Ability to speak Welsh	Interview

	<p>information</p> <p>Ability to develop others to reach their full potential</p> <p>Ability to perform supervision/mentorship to others</p>		
<b>Values</b>	<p>Put the Patient first</p> <p>Take personal responsibility to solve problems, challenge unhelpful behaviour and inspire others.</p> <p>Have a passion for Improvement.</p> <p>Have pride in what you do.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Other</b>	<p>A well-developed understanding of key issues affecting cancer nursing. Resilience under sustained pressure, never losing sight of objectives and maintaining professionalism.</p> <p>Organised and methodical.</p>		<p>Application form and interview</p>



## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements:

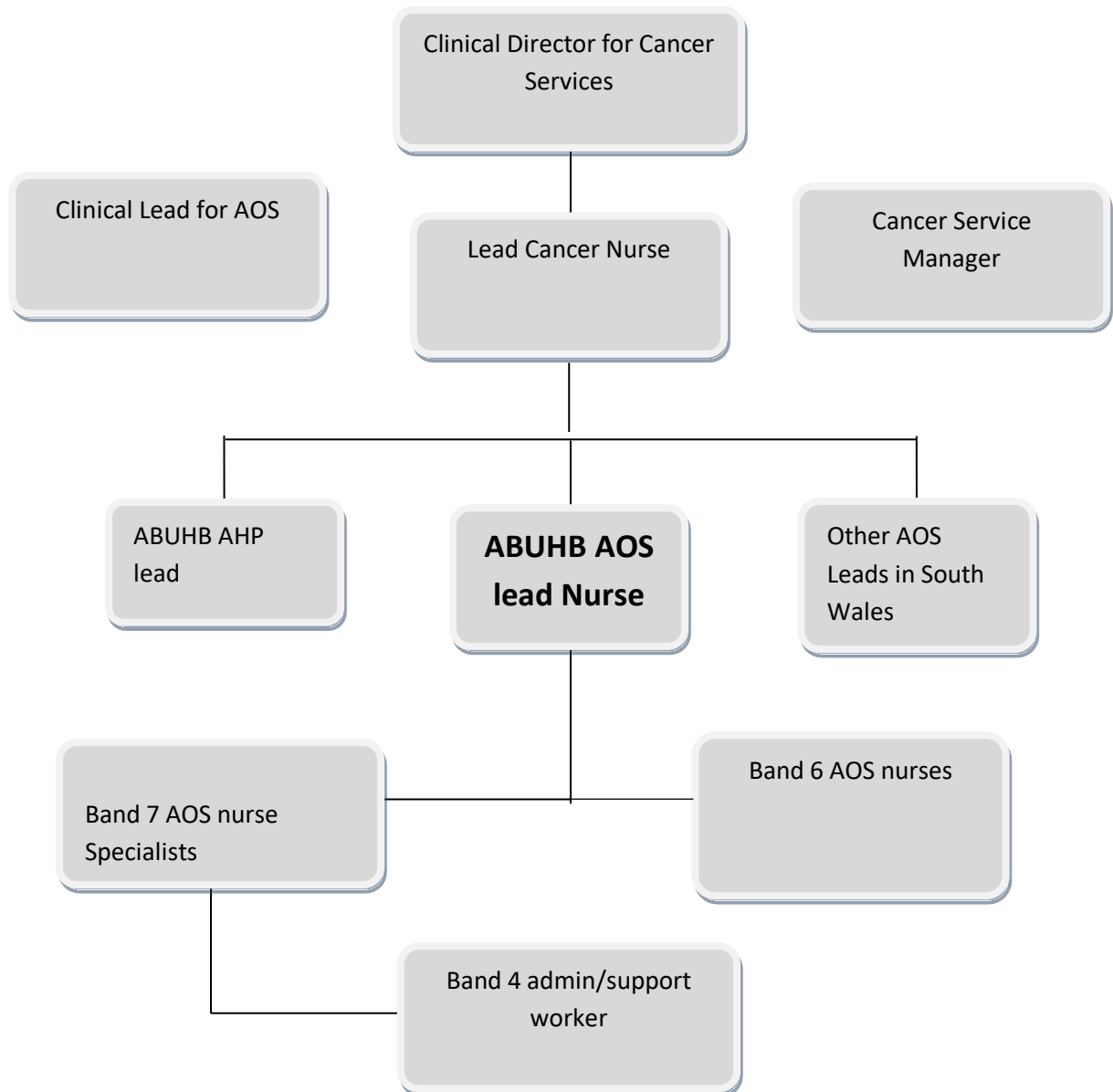
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

## JOB TITLE: LEAD NURSE SPECIALIST IN ACUTE ONCOLOGY NURSING

## ORGANISATIONAL CHART



**JOB TITLE: LEAD NURSE SPECIALIST IN ACUTE ONCOLOGY NURSING****Supplementary Job Description Information**

*Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.*

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Sustained periods of time using the computer	Daily	3 hours	
Driving to multiple hospital sites	3 times a week	2-3 hours	
Walking between departments and wards, visiting patients at the bedside.	Daily	2-3 hours	
Conducting clinical assessments	Daily	1 hour	

**Mental Effort**

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
<b>Chairing meetings and writing up detailed notes</b>	<b>monthly</b>	<b>3 hours</b>	
<b>Developing and producing detailed business plans for service development</b>	<b>Less than monthly</b>	<b>2-3 days</b>	
<b>One to one sessions with a range of staff</b>	<b>Weekly</b>	<b>1-2 hours at a time</b>	
<b>Reading complex documents and making comments</b>	<b>Monthly</b>	<b>1-4 hours</b>	
<b>Contact with patients / carers for assessment and intervention.</b>	<b>Daily</b>	<b>2-4 hours</b>	
<b>Managing unpredictable reactions to bad or distressing news.</b>	<b>Weekly</b>	<b>2-3 hours</b>	
<b>Collaboration with other health care professionals involved in care of the patient</b>	<b>Daily</b>	<b>1-2 hours</b>	

### Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Breaking bad news to people with cancer either at diagnosis or progression is a significant part of the AOS role which requires significant emotional effort.	Daily	1-3 hours	
Dealing with confrontational behaviour from patients and families is a possibility, generally due to anxiety and uncertainty.	Weekly	1-2 hours	
Providing emotional support to front line staff	Weekly	1-2 hours	The AOS nursing and medical staff will need support and guidance on managing the impact of breaking bad news.
Dealing with complaints from service users / families who are unhappy with the service they have received	Less than monthly	2-3 days	
Dealing with HR related staff issues which can be challenging and emotional	Less than monthly	1-2 hours	

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
The role will use office space across 3-4 sites: a 'hot desk' in an agile working area when at the Grange and an office space at Royal Gwent hospital and Nevill Hall. These are shared spaces.	Daily	3-4 hours	Undertaking a leadership role in a shared office can be challenging, the role holder will need to develop good working relations.
Patient consultation will be at bedsides in many different clinical areas, across all sites. There will be a requirement to follow infection control guidance	Daily	2-3 hours	
The role will require significant volume of telephone and VDU work.	Daily	3-4 hours	