**JOB DESCRIPTION**

1. **JOB DETAILS**

**POST:** Metastatic Breast Cancer support nurse

**BAND: 6**

**ACCOUNTABLE TO:** Clinical Matron/Clinical Nurse Specialist for Metastatic breast cancer

1. **JOB SUMMARY**

* The post holder will be responsible for supporting the Clinical Nurse Specialist for Metastatic Breast Cancer to provide a service for the ongoing management of patients diagnosed with metastatic breast cancer.
* The post holder will be an experienced nurse who uses specialist knowledge and skills to provide practical help and emotional and psychological support to both patients and their families, and practical help through information giving on all aspects of metastatic breast cancer care and accessing of services.
* The post holder will communicate information appropriately, and facilitate communication, between the appropriate multi-professional cancer teams and the Primary care team; and other agencies enhancing a seamless service for patients across all health care settings.
* The post holder will work under the supervision of the Clinical Nurse Specialist for metastatic breast cancer.

1. **DIMENSIONS**

* The post holder will be expected to deputise for the Clinical Nurse Specialist in their absence.

1. **ORGANISATIONAL CHART……………………………….**

**5 MAIN DUTIES AND RESPONSIBILITIES**

**5.1. Clinical**

As part of the multi-disciplinary team, and under the direction and supervision of the Metastatic breast care Clinical Nurse Specialist, the post-holder will utilise their specialist knowledge and skills to:

* + Be responsible for the assessment, planning, implementation and evaluation of patient’s physical, social and psychological needs. Complete an holistic needs assessment for each patient.
  + Develop and maintain clinical skills and knowledge necessary to provide clinically effective, holistic, evidence based nursing care.
  + Request routine investigations as local Trust protocol allows.
  + Be willing to undertake or already be undertaking the role of Independent Nurse Prescriber within the clinical setting of Clinical oncology and in line with Trust policy/national guidance.
  + Integrate both pharmacological and non-pharmacological treatment in patient care/management plans
  + Produce accurate and complete documentation and patient records consistent with legislation, policies and procedures.
  + Ensure effective communication between the community team, palliative care services, support agencies, the hospital multi-disciplinary team and the cancer services team, to ensure patients and family’s needs are met by the most appropriate services in order to achieve the highest possible standard of patient care.
  + Acknowledge the significant impact of the metastatic breast cancer diagnosis for the patient and family; offer education, support and advice for the patient and family as required.
  + Communicate with patients, family and friends to assess needs and to provide relevant support, information, advice and counselling as necessary.
  + Provide advice and information on symptom control and offer specialist advice to medical and nursing staff.
  + Monitor and ensure maintenance of adequate and effective discharge planning for patients receiving active or palliative treatment and who are returning into community care through communication with other care providers.
  + In collaboration with medical staff, participate in outpatient clinics, acting as a patient advocate where necessary, when informed discussion may lead to choices being made concerning treatment options.
  + Provide support to patients in their home through telephone contact, in communication with community services.
  + Provide and receive highly complex information requiring sensitive and empathetic communication skills to facilitate co-operation with care and treatment programmes.
  + Anticipate barriers to communication and seek methods of overcoming these, ensuring patients and significant others are kept fully informed and consent to treatment is maintained
  + Act as a resource to professionals working within the Acute Trust and the community Trusts providing accurate and up to date information on all aspects of metastatic breast cancer.
  + Act as a resource for staff advising on local, Trust and national policy, procedures and guidelines ensuring patient safety and clinical governance
  + Understand and apply the legal safeguarding framework that supports the identification of vulnerable and abused adults/children and be aware of statutory vulnerable patients’ health procedures and Trust guidance. Ensure appropriate referral if required.
  + Provide bereavement support to relatives and carers appropriate to their needs communicating with other professionals as necessary.

**5.2. Freedom to act**

* + 1. Work within local and national policies and codes of conduct. Under the supervision of the Clinical Nurse Specialist for Metastatic breast cancer plan and prioritise own workload. Liaising with relevant multi-disciplinary team members within the Trust and the wider health community. Accountable for own actions.
    2. Autonomously assess patients; receive and make referrals; assess, order, interpret and act upon investigative tests; support diagnosis; evaluate, treat, plan, refer and discharge patients within the Trust.

**5.3. Managerial**

* + 1. Work in partnership with the multi-disciplinary team, supporting departmental development and change.
    2. Support staff development in order to maximise potential, encouraging everyone to learn from each other and from external good practice.
    3. Possess effective time management and personal organisation skills.
    4. Ability to prioritise and manage agreed caseload under supervision from the Clinical Nurse Specialist for Metastatic breast cancer
    5. Involvement in the development of knowledge, ideas and work practices in the specialist team.
    6. Develop and contribute to local guidelines, interpreting and adapting national protocols and standards to enhance patient care and safety.
  1. **Education and Research**
     1. Take responsibility for own learning and performance including participation in clinical supervision and maintaining awareness of relevant research evidence.
     2. Teach and support the development of education in collaboration with the multi-disciplinary team ensuring that all patient care is based on current research and best practice.
     3. Support others with clinical advice and information.
     4. Initiate and participate in relevant audit, research and development activities relating to metastatic breast care nursing
  2. **Professional Responsibility**
     1. Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC).
     2. Take every opportunity to expand personal professional practice in line with the principles contained within the NMC’s Code of Conduct. Identify personal career development pathway as part of formal appraisal system.
     3. Ensure that all elements contained within the NMC’s Code of Conduct are adhered to and, in particular, those relating to professional accountability and revalidation.
     4. Keep accurate and up-to-date patient records in medical and nursing notes in accordance with Trust policy, additionally in notes necessary for the post-holder to co-ordinate care.
     5. Through supervision and mentorship, identify personal learning needs; participating in personal continuing education and other activities to promote one’s own personal growth.
     6. Develop and further clinical knowledge and professional skills through relevant training and study.
     7. Adhere to occupational health guidelines at all times.
     8. Work on own initiative, independently and as a team. Read and interpret policy documentation, sometimes of a clinical nature requiring periods of intense concentration.

1. **KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED**

**6.1. Knowledge and skills**

* Specialist knowledge and skills in breast cancer and/or oncology.
* Non-medical prescribing qualification or willingness to undertake.
* Completion of relevant extended role scope competencies.

**6.2. Experience**

* Relevant nursing experience in specialty.
* Clinical leadership experience.
* Audit or research experience.
* Teaching and education experience.

1. **KEY RESULT AREAS**

To deliver:

* Co-ordination of patient care across the patient pathway to maximise patient satisfaction and outcomes.
* Specialist, high quality, nursing care and support for patients with a diagnosis of metastatic breast cancer and for their carer’s.
* Information for patients and clinical teams by providing comprehensive specialist advice, information and teaching both within the Trust and externally regarding metastatic breast cancer.
* Signposts patients to external agencies for further support.
* Multi-professional communication with the wider health community to ensure safe, effective, high quality care.

1. **COMMUNICATIONS & WORKING RELATIONSHIPS**

8.1. Ensure that privacy, dignity and confidentiality is maintained in all aspects and levels of communication especially pertaining to patients, carers and staff.

8.2. Demonstrate a sensitive and empathetic communication style to build trusting relationships, ensuring patients are fully informed and consent to treatment. Facilitates communication between patients, their relatives and the multi-professional team both within the organisation and with external stakeholders that results in clear responsibilities being identified and ensures that care is delivered both effectively and efficiently.

8.3. Actively involve patients, their relatives and carers in their treatment and encourages others to enable individuals to assist in their own recovery.

8.4. Communicate sensitive/difficult information and subsequently supports patients, relatives, carers and colleagues as appropriate. Imparts distressing news to patients/relatives in considerate and professional manner.

8.5. Communicate proactively with all staff on the clinical condition and treatment/discharge plans of patients and ensures accurate records are maintained by self and all other staff.

1. **MOST CHALLENGING PART OF THE JOB**

* Providing support for patients and their carer’s dealing with the emotional impact of metastatic disease and the appreciation of the key issues i.e. lack of cure and family dynamics
* The post holder will be required to prioritise tasks. The work load can be unpredictable and subject to changes to meet the demands of the service.
* Providing life changing information to patients and their carers alongside specialist information and empathy is an essential part of the daily work and the post holder is required to take into account the emotional impact of the diagnosis on each individual.

1. **OTHER**

* The post holder must comply with all Trust policies and procedures.
* The post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in Trust premises.
* This job description is subject to the Terms and Conditions of service of ………..NHS Trust, and the post-holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.**

1. **JOB DESCRIPTION AGREEMENT**

Job holder’s signature: Date:

Head of

Department signature: Date:

Title:

**Person Specification ForThe Post Of:** Metastatic Breast Cancer support nurse (Band 6)

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

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| **ATTRIBUTES** | **REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
|  | **ESSENTIAL** | **DESIRABLE** |  |
| **QUALIFICATIONS** | Level 1 Registered Nurse with valid NMC registration  Holds, or working towards, a BSc (Hons) Health | University qualification in breast care  Post registration qualification in oncology, palliative care and/or chemotherapy  Non-medical prescribing qualification or commitment to undertake  Counselling skills  Advanced communication skills  Teaching/assessment/mentoring qualification | Application Form  Certificates  PIN number  Interview |
| **EXPERIENCE** | |  | | --- | | Good level of post registration experience, much of which should have been in Oncology nursing. |   Audit or research  experience  Teaching and education experience | Recent post registration nursing experience with patients with breast cancer  Relevant nursing experience within specialty/palliative care/chemotherapy | Application Form  Interview  References |
| **PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)** | Ability to prioritise and manage own workload  Able to identify learning opportunities  Able to organise own learning and development  Able to manage change  Committed to patient centred care  Willingness to develop skills/abilities  Innovator and change agent  Able to work across professional team and organisational boundaries.  Excellent verbal/ non-verbal and written communication skills  Understanding of the importance of research and evidence based practice  Able to present information to professional and patient groups  Computer literacy. | Understanding of the possible emotional impact of metastatic disease  Appreciation of the key issues (such as lack of cure, family dynamics) | Application Form  Interview  References |
| **DISPOSITION / ADJUSTMENT/ ATTITUDE** | Good interpersonal skills  Enthusiastic, motivated and approachable  Willing to support others  Accountability – Takes responsibility for own actions and promotes good team working.  Takes the initiative  Openness – Shares information and good practice appropriately.  Mutual respect – Treats others with courtesy and respect at all times.  Approachable and supportive.  Motivator.  The ability to manage the emotional component of breaking bad news and distressing situations. |  | Interview  References |
| **TRAINING** | Mandatory training  Evidence of continuing professional development  Willingness to undertake additional training in response to patients’ and team needs. |  | Application Form  Interview |
| **ADDITIONAL CIRCUMSTANCES** | \*\*As above please only include this line if the vacancy requires DBS.  A criminal record check satisfactory to the organisation  OH clearance  Post-holder must comply with professional code of conduct and / or code of conduct for NHS managers where applicable.  Able and willing to travel and attend local, regional and national meetings |  | Application Form  Interview  References  DBS  OH Clearance |
|  | Flexibility around working times and commitments |  |  |