



ONCOLOGY CLINICAL NURSE SPECIALIST

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

Hayley Flavell

HAYLEY FLAVELL
DIRECTOR OF NURSING

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Oncology Clinical Nurse Specialist
Band	7
Directorate	Service Delivery Directorate
Accountable to	Matron for Oncology & Haematology/Oncology & Haematology Operational Manager
DBS Required?	Yes, Enhanced DBS

JOB OVERVIEW

To function as an expert clinical practitioner within the oncology treatment and outpatient service.

To act as patient key worker across the oncology treatment pathway, including chemotherapy, radiotherapy, or supportive treatments

To undertake oncology clinic review of patients for specific cancer sites

Co-ordinate and manage transitions of care and support for the patient and family/carer across the oncology treatment pathway.

Provide expert nursing advice and support to other health professionals.

Deliver specific programmes of education, and training to health care professionals.

In collaboration with /department / Nurse Managers and Consultants, develop standards of care and patient oncology treatments pathways that reflect national guidance.

To be pro-active in seeking to improve the service, working with key disciplines to continuously improve waiting times and access to treatment, admission avoidance and patient flow.

The post holder will primarily work Monday to Friday office hours but will participate in out of hours working where necessary to support service delivery.

MAIN DUTIES AND RESPONSIBILITIES

Clinical Practice

Holistic Patient care

- Undertake key worker role for all oncology patients undergoing chemotherapy, radiotherapy, or supportive oncology treatments within specific cancer sites.
- Provide in-depth key worker support for patients within a specific oncology cancer site who have complex needs; providing access to support and advice in between appointments and treatments, liaising with consultants, other Clinical Nurse Specialists, and the Chemotherapy unit as necessary.
- Ensure provision of information is available with regard to treatment to support informed consent and enable patient to make informed choices on treatment and clinical management options.
- Ensure provision of information and support is available at key stages of the oncology treatment pathway ensuring timely and appropriate referral of patients to other disciplines and agencies to include signposting to national and local support groups, benefits advice agencies and psychological support as necessary.
- Undertake regular review and revision of all patient information relevant to the specific oncology cancer site to ensure that it is up-to-date, and evidence based.
- Where necessary, liaise with other tumour site Clinical Nurse Specialists with regard to individual patients' clinical management.
- Attend Cancer MDT/MDTS relevant to clinical role in the oncology department.
- To provide an advice service for telephone queries applicable to each patient speciality about their treatment – hormones, immunotherapy, chemotherapy, radiotherapy.
- To access and liaise with the consultant oncologist advice where necessary to be able to answer a patient query.
- To co-ordinate the care provided to each patient, ensuring treatment related scans or other investigations are undertaken in a timely manner.
- To co-ordinate care between hospitals where required, eg where patients are receiving chemotherapy at SaTH but planned for surgery outside of SaTH (Stoke, Wolverhampton) , to ensure that referrals and appointments are made as required around chemotherapy cycles
- To liaise with the patient GP where required to ensure adequate support for the patient within the community.
- To refer patients as appropriate to external agencies for support – i.e welfare advice, Hamar centre for counselling support, health & wellbeing support outside the hospital, community palliative care where required, survivorship initiatives.

Clinical Activity

- Develop nurse led clinics across both hospital sites, for
 - treatment reviews
 - holistic assessment of patients care needs.
- The post holder will be expected to participate in regular outpatient clinics in the oncology department each week.
- Undertake regular clinic reviews of oncology patients receiving chemotherapy, radiotherapy, or supportive oncology treatments within specific cancer sites.
- Undertake telephone key worker support as necessary for patients on oncology treatments.
- Undertake, where appropriate, telephone reviews and assessments for patients receiving chemotherapy, radiotherapy, or supportive oncology treatments.
- Where clinically appropriate undertake face to face reviews of oncology patients within a specific cancer site for patients admitted to SaTH with oncology treatment related side effects.
- Prescribe medication which, over time may include chemotherapy dose reductions for patients receiving oncology chemotherapy, with agreement by the patient's own Consultant, from an approved list of drugs agreed by Drugs and Therapeutics.
- To develop early intervention clinic reviews where appropriate e.g set up a telephone review clinic once weekly to undertake telephone assessment of all patients within the speciality who have commenced chemotherapy in the past week. This would pick up non-acute issues and address before they become acute.
- To undertake end of treatment reviews – the CNS key worker would contact each patient following the end of chemotherapy treatment and ensure they understand the on-going management and follow-up plan.

Professional Development and education

- Act as a resource for all disciplines within acute and primary care seeking advice regarding the management of patients receiving chemotherapy.
- In collaboration with unit/ward managers develop staff induction, preceptorship and educational programmes and assessment tools for the safe delivery of oncology treatments.
- Ensure oncology competency frameworks reflect relevant Local, National and Cancer Network standards.
- Participate in individual personal appraisal to ensure personal, departmental, and corporate objectives are met.

Service Development

- In agreement with Nurse Manager attend relevant Cancer Network /Senate Chemotherapy groups and relevant national groups / forums to ensure appropriate Health Care Professionals within the Trust are informed of key external influences that may impact the development and delivery of local services
- In collaboration with Consultants, Ward/Dept Managers and Nurse Manager
 - contribute to service improvement and development of the oncology service.
 - develop strategies to seek feedback on user issues through co-ordinating patient surveys.
- Develop robust clinical patient pathways.
- Participate in Cancer Peer review process relevant to oncology site specific treatment.

Management

- Maintain patient records to ensure that relevant information is documented.
- Organise time effectively to ensure effective management of workload, prioritising work as necessary.
- Attend Trust meetings as appropriate and relevance.
- Complete Aria e-prescribing system for all patients reviewed within areas of oncology specific to practice.

Governance, Audit and Research

- Support Oncology and Scheduled Care governance framework by ensuring any areas of clinical risk are reported appropriately and communicated to the relevant healthcare professionals accordingly.
- Initiate and support local audit and research as necessary and appropriate.
- Develop and review any oncology specific protocols and guidelines relevant to practice and ensure these are accessible to staff in clinical areas.

Decisions, judgments and freedom to act

- Accountable for own professional Actions
- Works unsupervised with the ability to manage own time and prioritise workload effectively exhibiting managerial, supervisory and goal setting skills.
- Seeks advice and support for issues that have a wider impact for service across the Service delivery unit and organisation.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • NMC registered nurse. • Evidence of degree or evidence of working at degree level or willingness to do so • 998 (equiv) and evidence of supporting others with individual professional development • Specialist Oncology/chemotherapy course or evidence of relevant clinical experience 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • First Level Nurse • Significant post reg experience within the NHS • Proven experience at band 6 within oncology area • Experience of developing and working within outpatient clinics or willingness to do so. • Advanced knowledge of oncology treatments, side effects and patient assessment skills. • Independent Nurse Prescriber or willingness to undertake. • Advanced Communication skills where topics may be highly sensitive and complex in nature. • Experience with time management skills responding to and prioritising work as necessary • Understanding principals of Clinical Governance and systems for risk management 	<ul style="list-style-type: none"> • Knowledge and experience of developing, implementing and reviewing policy and guidance. • Experience with service development / improvement • Experience of attending relevant local, Network , National meetings / forums relevant to oncology.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Able to work within a rapidly changing environment • Ability to work alone and in a team • Able to develop effective inter professional relationships • Confident in working with Consultant Medical staff /Senior Health Care Professionals • Professional Confidence • Self aware • Innovative • Approachable • Assertive 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and

- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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