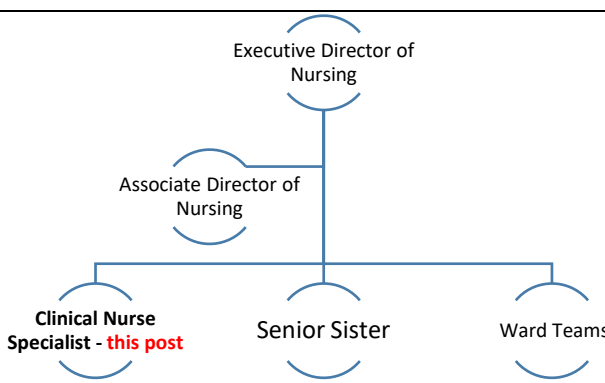


JOB DESCRIPTION

Job Title	Macmillan Upper GI Clinical Nurse Specialist
Accountable to	Macmillan Associate Director of Nursing (Integrated Diagnostics & Cancer Care)
Pay Band	7
Job Evaluation Reference No.	1321/JE/23
Organisation Chart	 <pre> graph TD EDN[Executive Director of Nursing] --- ADN[Associate Director of Nursing] ADN --- CNS[Clinical Nurse Specialist - this post] ADN --- SS[Senior Sister] ADN --- WT[Ward Teams] </pre>
Overview	The Upper GI CNS will provide specialist nursing advice, care and support to patients with Upper GI cancers, as part of the multi-disciplinary team. The Upper GI CNS will provide safe, excellent and compassionate care to patients and their families through their cancer journey from diagnosis. The Upper GI CNS will be involved in coordinating the pathway throughout including treatment and palliative care.
Job Purpose	<ul style="list-style-type: none"> ♥ The Upper GI CNS will work as part of the Gastroenterology team to deliver evidence-based care, advice and support to Upper GI patients, their families and carers ♥ To hold joint responsibility for the management of patients with Upper GI cancer* and provide specialist nursing care and advise to that specific patient group ♥ To provide specialist clinical advice and teaching to support the multidisciplinary team, patients, their carer and families.
Knowledge, training & experience required to do the job	<p>The essential knowledge, training and experience requirements of this role are:</p> <ul style="list-style-type: none"> ♥ Registered Nurse with current NMC Registration ♥ Degree or equivalent knowledge and experience gained through nursing practice ♥ Relevant nursing experience in Gastrointestinal diseases ♥ Knowledge of current management of patients with Upper GI cancer ♥ Clinical leadership experience <p>The desirable knowledge, training and experience requirements of this role are:</p> <ul style="list-style-type: none"> ♥ Teaching and education experience ♥ V300 Non-medical prescriber ♥ Working towards Masters degree ♥ Advanced Communication Skills Training ♥ Knowledge of symptom management in relation to Upper GI cancer

	<ul style="list-style-type: none"> ♥ Knowledge of national guidance relating to Upper GI cancer services.
<p>Main duties & responsibilities</p>	<ul style="list-style-type: none"> ♥ In collaboration with the Consultant Gastroenterologist, carries continuous responsibility for patients with gastrointestinal cancer, their carers and family, acting as the patient advocate and supporting their involvement in decision making about their care ♥ In collaboration with the Consultant Gastroenterologist receive referrals related to patients with GI cancer from clinical teams on island and tertiary centres ♥ Attend and contribute to multidisciplinary meetings to ensure optimal patient management ♥ Support and enable patients and carers to make informed decisions relating to their treatment and management. Provide verbal and written information at key points during the patient's pathway. Evaluate this information regularly through use of surveys ♥ Liaising with nursing, medical, surgical and other professional teams, to promote an effective and efficient multi-disciplinary approach to enhance care ♥ Co-ordinate the provision of specialist services to patients, both within hospital and/or in the community setting or tertiary centres, effectively liaising with multidisciplinary colleagues ♥ Provide patients with Upper GI cancers, their carers' and primary care givers with a contact within Clatterbridge Cancer Centre to help coordinate their care appropriately and offer specialist advice regarding their treatment / condition ♥ Able to work autonomously without supervision, managing caseload, providing patient focused, specialist care to complement the multi-disciplinary team whilst working within team settings ♥ Maintain current knowledge of Manx Care procedures and policies to enable 'hands on' participation in patient care ♥ Assess, plan, implement and evaluate programmes of specialist care for patients with Upper GI cancers ♥ Ensure the use of evidence based practice when caring for patients with cancer of the Upper GI tract ♥ Provide interventions to avoid hospital admissions where appropriate. ♥ Arrange admission of patients to hospital when required ♥ Establish nurse-led follow up for patients with Upper GI cancer, undertaking appropriate training/supervision to identify and instigate appropriate action/investigation ♥ Identify areas where other nurse led initiatives could improve patient experience ♥ Work closely with the Oncology and Hospice and in the Community to provide expert care for patients with Upper GI cancers ♥ Participate in the clinical governance processes within Manx Care and develop and manage a clinical risk framework for Upper GI services ♥ Network with other site specific/cancer care Clinical Nurse Specialists within Manx Care ♥ Link with Upper GI Clinical Nurse Specialists within the Cancer Network and act as tertiary link to ensure effective and timely management of patients' treatments ♥ In partnership with other members of the multidisciplinary team, develop Manx Care wide guidelines, protocols and identified pathways

	<p>of care for the management of Upper GI cancers leading to the evaluation of multi-disciplinary care and the Clinical Nurse Specialist role</p> <ul style="list-style-type: none"> ♥ Participate in departmental audit projects, using results and outcomes to improve services including Family and Friends surveys ♥ Maintain and develop the database of all patients with Upper GI cancer, working in conjunction with the audit teams ♥ Participate in benchmarking of practice locally and nationally ♥ Maintain and develop one's own professional knowledge and expertise to meet with NMC Revalidation and the job requirements ♥ Actively share knowledge and expertise, contributing to Manx Care as a whole ♥ Reflect as a practitioner, learning from experience and to promote reflective practice within practice ♥ Contribute to the development of the nursing profession within Manx Care, participating in projects, committees and meetings as required. <p>*Upper GI cancers include oesophageal cancer, stomach cancer, pancreatic cancer, duodenal cancer, gall bladder and bile duct cancer, liver cancer and small bowel cancer.</p>
<p>Analytical & Judgement Skills</p>	<ul style="list-style-type: none"> ♥ In collaboration with the Gastrointestinal team contribute towards decisions regarding the provision and development of the specialist service, based on knowledge, skills and experience ♥ Utilise a range of diagnostic tools and interpret the results within the assessment and diagnosis of the speciality and other patient conditions, providing advice upon appropriate course of action ♥ Assess a range of treatment options and, using specialist knowledge, skills and experience, provides a balanced judgement to members of the Gastroenterology team, medical staff and ward based nursing staff, GP's, DN's, other specialist nurses upon the most appropriate treatment or care interventions for the individual patient ♥ Use specialist knowledge and experience to manage patients proactively by anticipating changes to their physical, physiological well-being and implementing the appropriate actions required to reach their optimum level of independence and health ♥ In collaboration with the Gastroenterology team anticipate challenges of future service needs and contribute towards resolving them proactively, including the development of policies, procedures and /or guidelines. ♥ Ability to problem solve in a rapidly changing clinical environment, making decisions in the best interest of the patient ♥ Deal effectively and sensitively with patient issues collaborating with the complaints department as appropriate and taking a proactive approach to resolving issues and learning lessons from complaints. ♥ Practice in compliance with the NMC 'The Code' and within own scope of practice, being responsible and accountable for own decision making and actions ♥ Recognise your own limitations in the provision of clinical care and identify the need to refer to, or consult with, other health and care professionals accordingly.
<p>Planning & organisational skills</p>	<ul style="list-style-type: none"> ♥ Be responsible for the day to day management of the specialist nursing service in Upper GI ♥ In collaboration with the Gastroenterology team plan and organise own case load

	<ul style="list-style-type: none"> ♥ Be responsible for prioritising changing workload against the needs of patients and service requirements ♥ Be self-directing and managing, recognising and establishing supportive networks, prioritising and regulating own workload ♥ Manage own diary, meetings and schedules for training undertaken ♥ In conjunction with the medical team plan and co-ordinate the day to day activities of the nurse Specialist service within the Gastroenterology department, accommodating sudden service changes as required e.g. recommended treatment protocol changes from UK ♥ Record and process data, generating information, creating, updating and maintaining information databases as required.
Communication & Relationship Skills	<ul style="list-style-type: none"> ♥ Communicate complex, sensitive and potentially contentious information with empathy and understanding, and be able to overcome barriers to understanding where necessary ♥ Give specialist advice to patients, carers and the multidisciplinary team in a manner appropriate to the level of knowledge and understanding of each individual ♥ Maintaining effective and efficient lines of communication with patients and relatives, ensuring patient confidentiality at all times ♥ Establish, develop and maintain effective working relationship between clinicians, practitioners and managers within the specialty, across Manx Care and in the community ♥ Work with the Upper GI Team to provide specialist education and training to staff within Manx Care including community colleagues ♥ Work collaboratively and co-operatively with clinical colleagues in the development of high quality pathways of care for patients. To include monitoring investigation results, initiating further assessment and review of treatment pathways as required within agreed protocols ♥ Communicate effectively with all members of the MDT giving highly specialist support and advice in the care and treatment of patients within the speciality and provide expert professional advice for other members of the healthcare team and patient as required ♥ Input data into Somerset Cancer Register (SCR) for patients with Upper GI cancer ♥ Communicate effectively and in a timely way with patients and relatives and with health professionals across health and social services and the independent and voluntary sectors ♥ Ensure all nursing documentation is accurate, legible and complete. ♥ Adhere to all Manx Care policies, all employees are expected to accept individual responsibility for the practical implications of these policies.
Physical Skills	<ul style="list-style-type: none"> ♥ Moderate physical effort over a frequent period ♥ Have a good level of manual dexterity ♥ Good level of keyboard skills in order to use hospital wide computer systems.
Patient/Client Care	<ul style="list-style-type: none"> ♥ Support patients and their families emotionally and psychologically at initial diagnosis and throughout their pathway, explaining the Upper GI pathway and keeping them informed of the multidisciplinary decisions, acting as their advocate during this process ♥ In collaboration with the Gastroenterology team, ensure the delivery of patient-centred care for the client group within the defined specialist

	<p>area to include assessing, planning, implementing, and evaluating specialist care agreed with the patient on a daily basis</p> <ul style="list-style-type: none"> ♥ Provide specialist care packages for patients with Upper GI cancer, both inpatient and outpatient, and act as a key worker in co-ordinating the care packages in partnership with UK specialist hospitals ♥ Support the multidisciplinary team undertake outpatient clinics, ensuring patients have a good understanding of the clinic outcomes and treatment conditions, thus supporting the patient's ongoing treatment plan ♥ Undertake relevant holistic needs assessment and implement the actions required, taking into account physical, social and psychological needs ♥ Request routine investigations as speciality scope of practice allows. ♥ Provide interventions to avoid hospital admissions where possible. ♥ Arrange hospital admissions of patients to hospital when required.
Policy & Service Development	<ul style="list-style-type: none"> ♥ Adhere to all Manx Care policies, where all employees are expected to accept individual responsibility for the practical implications of these policies ♥ Promote high quality clinical care, and assist in the development of the specialist service, through the use of evidence-based practice and clinical standards ♥ Alongside Consultant Gastroenterologist be responsible for producing new and evaluating current polices within the specialist area ♥ With the medical team develop clinical audit to measure local standards against national standards and/or policies within the specialist area ♥ Adhere to organisational, local and national policies, procedures and current legislation relating to speciality ♥ Act as a catalyst for change, challenging the practice of others and organisational systems to ensure evidence based practice is achieved and maintained.
Financial & Physical Resources	<ul style="list-style-type: none"> ♥ Checking nursing equipment and environment are functioning appropriately and ready for use ♥ To be aware of and work in partnership with the multidisciplinary team to undertake the economic use of resources in order to help the department manage the budget ♥ Use resources effectively, efficiently and economically to ensure good stock control, maintain equipment records ensuring safe and working order for use within budgetary requirements.
Human Resources	<ul style="list-style-type: none"> ♥ Act as a role model, demonstrating high standards of care and providing clinical leadership in the specialist areas ♥ Take individual responsibility and recognise corporate responsibility for leading and supporting the clinical team ♥ Supervise and monitor developing staff to ensure care delivery is of a high standard and it is in accordance with local policy ♥ Contribute to the ongoing/continuous professional development of multidisciplinary colleagues and support workers, e.g. supervise clinical practice, observe and assess competency of practice where appropriate ♥ Be aware of and follow, Financial Regulations, budgetary constraints and practice effective resource management

	<ul style="list-style-type: none"> ♥ In collaboration with the Consultant Gastroenterologist and Care Group Manager, contribute towards the formulation of long term business and strategic plans for the service ♥ Actively participate in the recruitment, selection and retention of more junior staff.
Information Resources	<ul style="list-style-type: none"> ♥ Maintain accurate, legible, contemporaneous written or electronic records of patient care maintaining confidentiality and in line with relevant legislation, guidelines, policies and procedures ♥ Use the local systems to produce reports and assist with audits ♥ Investigate and update incidents and near misses on the reporting system ♥ Contribute to the accurate maintenance of healthcare records in line with NMC standards and local policies using digital patient administration systems ♥ Proactively contribute to the quality improvement of services.
Research & Development	<ul style="list-style-type: none"> ♥ Take responsibility for and direct teaching, supervising, mentoring and assessing all grades of staff. Responsible for the continuous development of staff and pre-registration students ♥ Ensure the systems are in place for the collection and collation of data to monitor quality standards achieved by the team. This will include promoting the MCALS Friends and Family satisfaction survey and ensuring actions are taken in response to the findings ♥ Work with members of the multidisciplinary team to foster an atmosphere where research is encouraged to improve the quality of care and patient experience ♥ Provide mentorship/preceptorship to pre and post registered health care professionals ♥ Take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit ♥ If engaging in clinical research, follow Manx Care protocols and ensure that any research undertaken has ethics approval ♥ Facilitate the implantation of evidenced based practice and relevant research findings ♥ Responsible for leading the implementation of evidence based nursing care within the specialist area ♥ Disseminate best practice through written publications and/or presentations both internally and externally, as appropriate.
Freedom to Act	<ul style="list-style-type: none"> ♥ Be accountable for own actions or omissions in the provision of Upper GI conditions ♥ Have knowledge of and act in accordance with organisational policies and procedures ♥ Make autonomous clinical decisions in planning and prioritising nursing care and delegation to team members ♥ Make autonomous decisions, based on comprehensive knowledge, skills and experience of the clinical service and setting taking account of the guidance of the NMC and Manx care's policies and procedures ♥ Demonstrate sound knowledge in the principles of Upper GI investigations, ensuring optimal standards of patient care ♥ Work in partnership with colleagues to manage clinical care and be accountable for their own area of practice.

Confidentiality	In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.												
Health & Safety	It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.												
Safeguarding	The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.												
CARE	In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="201 1312 1066 1346">JOB DESCRIPTION AGREEMENT</td> </tr> <tr> <td colspan="2" data-bbox="201 1379 1066 1480">I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.</td> </tr> <tr> <td data-bbox="201 1514 1066 1559">Job holder's name (please print)</td> <td data-bbox="1074 1559 1391 1603">Date</td> </tr> <tr> <td data-bbox="201 1592 1066 1637">Job holder's signature</td> <td data-bbox="1074 1603 1391 1648">.....</td> </tr> <tr> <td data-bbox="201 1671 1066 1715">Line manager's name (please print)</td> <td data-bbox="1074 1693 1391 1738">Date</td> </tr> <tr> <td data-bbox="201 1727 1066 1771">Line manager's signature</td> <td data-bbox="1074 1738 1391 1783">.....</td> </tr> </table>		JOB DESCRIPTION AGREEMENT		I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.		Job holder's name (please print)	Date	Job holder's signature	Line manager's name (please print)	Date	Line manager's signature
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Line manager's name (please print)	Date												
Line manager's signature												



**JOB DESCRIPTION APPENDIX 1
Macmillan Upper GI Clinical Nurse Specialist**

Physical effort	<ul style="list-style-type: none"> ♥ Moderate physical effort over frequent periods ♥ Assist in the moving and handling of patients ♥ Requires repetitive movements in restricted and confined spaces including bending, reaching, crouching, walking and kneeling ♥ Daily use of keyboard.
Mental effort	<ul style="list-style-type: none"> ♥ Frequent periods of concentration is required. The role requires intense and sustained levels of concentration on a daily basis. To actively listen to patients/their families/carer on a one to one basis within the hospital setting (OPD, wards and other departments) and via the telephone. To holistically assess their needs, provide support and information, and to adapt communication skills to be effective in meeting the needs of the patients/relatives/carers and health care professionals ♥ The CNS regularly provides support to junior and medical staff in relation to challenging behaviour as result of receiving distressing information ♥ To utilise developed skills in assisting patient care in a variety of unpredictable, awkward and unpleasant conditions in hospital and in the community.
Emotional effort	<ul style="list-style-type: none"> ♥ Distressing or emotional circumstances over a frequent period. The CNS is exposed to highly emotional and distressing situations on a daily basis, this will include being present when breaking bad news (diagnosis, inoperable/incurable cancer) ♥ To deal sensitively with patients and relatives who may have high levels of anxiety and aggression, and/or other challenging behaviours which may be due to pain, dementia, neurological condition or limited mobility.
Working conditions	<ul style="list-style-type: none"> ♥ Potentially highly unpleasant working conditions over a frequent period ♥ Frequent exposure (daily) to unpleasant working conditions such as highly unpleasant bodily fluids (possibly infected) ♥ Exposure to highly emotional and distressing situations on a daily basis, this will include being present when breaking bad news (diagnosis, inoperable/incurable cancer) ♥ The role regularly involves being exposed to unpleasant odours during patient examination ♥ Working in isolation as a CNS ♥ Daily use of VDU within an office environment.
<p>Agreement of above description</p> <p>I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.</p> <p>Job holder's name (please print)</p>	



Job holder's signature

Date

Line manager's name (please print)

Line manager's signature

Date



**Person Specification
Macmillan Upper GI Clinical Nurse Specialist**

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Qualifications <ul style="list-style-type: none"> ♥ Registered Nurse with current NMC Registration ♥ Degree or equivalent knowledge and experience gained through nursing practice ♥ Advanced Communication Skills Training ♥ Working towards Master's degree ♥ V300 NMP or working towards 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>CV</p> <p>Interview</p>
Experience <ul style="list-style-type: none"> ♥ Relevant nursing experience in Gastrointestinal diseases. ♥ Knowledge of current management of patients with Upper GI cancer ♥ Clinical Leadership experience ♥ Knowledge of current clinical and nursing research related to Upper GI cancers ♥ Knowledge of symptom management in relation to Upper GI cancer ♥ Knowledge of national guidance relating to Upper GI cancer services ♥ Teaching and education experience 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>CV</p> <p>Interview</p>
Attributes <ul style="list-style-type: none"> ♥ Professional in approach, punctual, reliable, trustworthy, good work attendance and inspires confidence ♥ Ability to work with people as a change agent ♥ Politically aware ♥ Excellent communication ♥ Team-worker ♥ Enthusiastic ♥ Self-motivated and able to use initiative 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV</p> <p>Interview</p>
<ul style="list-style-type: none"> ♥ CARE ♥ Demonstrate a COMMITMENT to maintain a person-centred service and a PASSION to motivate, engage and strive to continually improve care ♥ Demonstrate APPRECIATION of the patient's ability to be experts in their understanding of their own diagnoses; REFLECT on experience to inform best value-driven actions for the team 	<p>E</p> <p>E</p>	<p>CV</p> <p>Interview</p>



<ul style="list-style-type: none"> ♥ In conjunction with their professional colleagues, RESPECTFULLY include for the patient’s perspectives and choices to plan person-centred care; Reinforce the value of diversity and INCLUSION ♥ Demonstrate EXCELLENCE in the assessment, diagnosis, planning, delivery and evaluation of care demonstrate the value of creating continuous INNOVATION 	<p>E</p> <p>E</p>	
<p>Circumstances and Interests</p> <ul style="list-style-type: none"> ♥ Satisfactory Police Check ♥ Isle of Man Worker ♥ Up to date portfolio of achievement ♥ Evidence of continuing professional development 	<p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>Pre-employment Checks</p> <p>Application Interview</p>