

## Job Description:

### JOB IDENTIFICATION

**Job Title:** RCDS Advanced Clinical Nurse Specialist

**Band:** 7

**Responsible to:** Lead Cancer Nurse

**Department(s):** Rapid Cancer Diagnostic Service (RCDS)

**Directorate:** Planned Care

**Division:** Acute

**Job Reference:**

**No of Job Holders:** 1

**Last Update:** 12/03/21

### 2. JOB PURPOSE

The Advanced Nurse Specialist (ACNS) is an experienced and highly educated Registered Nurse who manages the clinical care for their patient group within a designated specialty.

Working as part of the multidisciplinary team, CNSs can work in or across all clinical settings, dependant on their area of expertise.

The aim of this post is to collaborate in the development, implementation and evaluation of the Rapid Cancer Diagnostic Service (RCDS) The aim is to offer a GP urgent referral service for patients with non-specific symptoms which could indicate cancer, The RCDS will provide a rapid evaluation of the patient to reach a definitive diagnosis, advice to the patient on management of their condition, signposting to appropriate support services and rapid onward treatment . This will require a holistic and multidisciplinary approach if we are to realise the whole systems benefits that the project can deliver.

The post holder will be cross-site working.

### 3. DIMENSIONS

The Advanced Clinical Nurse Specialist (ACNS) will play an integral role in the introduction of Rapid Cancer Diagnostic Service (RCDS), to provide equity of access for all patients with symptoms suspicious of

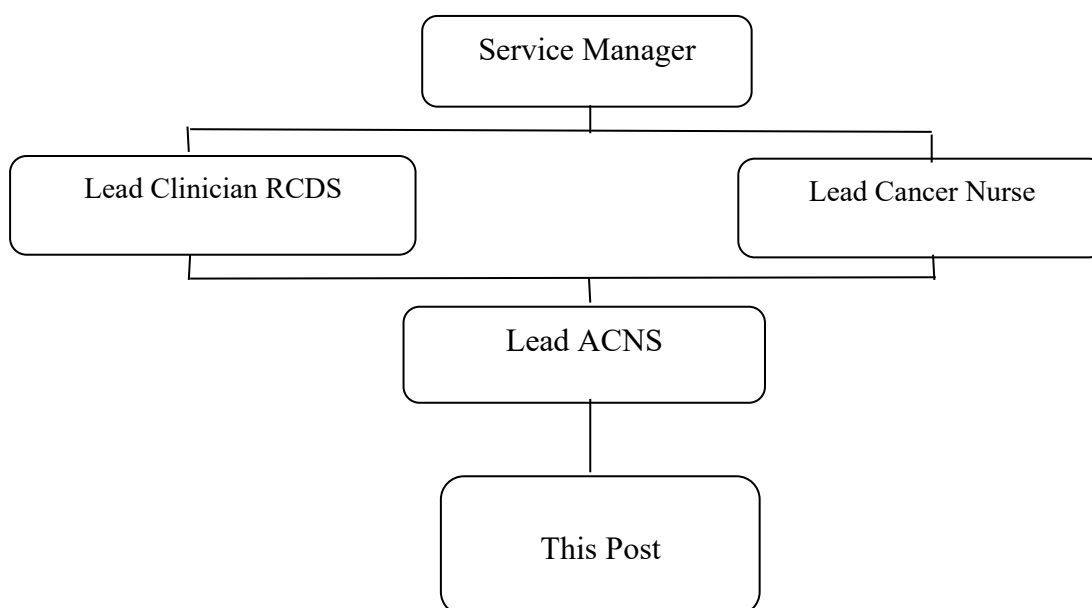
cancer, shorten the diagnostic pathway and support earlier detection. The post holder is an experienced NS who, acting within their professional boundaries will provide care for the presenting patient from initial history taking, clinical assessment and diagnosis. 70% of patients will have no significant benign or malignant disease identified. To reduce ongoing burden to health system patients should be correctly sign posted to symptom management and appropriate services. They will demonstrate safe clinical decision making and expert care for patients.

The NS has a responsibility to teach, supervise, assess and mentor, and to plan, prioritise and delegate work to other staff members.

The post holder will work within their advanced scope of practice and in accordance with local policies and procedures and the NMC Code of Professional Conduct: Standards for conduct, performance and ethics for nurses and midwives.

The post holder will work collaboratively with all members of the multidisciplinary team to meet the needs of patients and support the Early Cancer Diagnostic centres ambitions.

#### 4. ORGANISATIONAL POSITION



## **5. ROLE OF DEPARTMENT**

Responsibilities of the role include:

1. Ensuring the application of effective clinical practice of all staff, so that patients receive the highest possible standard and quality of care
2. Practising autonomously and being self-directed as appropriate escalating issues to the Lead Cancer Nurse and the RCDS lead
3. Day to day running of the nurse led RCDS triage and clinics, working alongside key clinical colleagues from other specialties as required, assessing patients and directing them to the appropriate pathway, in line with developed protocols
4. Being accountable for co-ordinating patient care with the RCDS Navigators and other members of the Team
5. Providing supervision and possible line management of the RCDS Navigator posts
6. Undertaking and implementation of audit, quality and risk management initiatives and support the evaluation of the RCDS service
7. Working in close collaboration with Multi Professional Teams across the NCA
8. Representing NHS Fife at both internal and external meetings related to the RCDS service as appropriate
9. Delivering and evaluating health promotion and screening advice, given opportunistically to patients as appropriate

## **6. KEY RESULT AREAS**

**Clinical**

The post-holder will:

1. Participate in the decision-making process with the medical and multidisciplinary team to ensure appropriateness of referral to the RCDS
2. Actively engage service users throughout the development of the processes and pathways within the RCDS
3. Take referrals from GPs directly into the service
4. With the lead Clinician, help lead, organise, develop and deliver a service involving follow-up of individual patients
5. Enhance the quality of care provided to patients presenting with potential symptoms of cancer (or other long-term non-cancer service) in terms of early recognition, rapid onward referral to specialist oncology team, palliative care teams as appropriate
6. Provide assessment (including e-HNA) and evaluation of individual patient needs, referring to other multidisciplinary team members as appropriate, using set guidelines and protocols; this includes comprehensively assessing patient suitability and level of risk using service proformas and policies, contributing to the recommendation of best treatment options using clinical protocols which may include referral straight to CT
7. Liaise with services across Board boundaries if required
8. Order and book appropriate investigations for patients after undertaking the required training (e.g. IRMER), ensuring these are completed within the agreed guideline times
9. Review and interpret all information available utilising a systematic process of reasoning to make a working and differential diagnosis with the support of medical staff as required
10. Actively participate in the organisation, development and delivery of the clinical service (and caseload as appropriate) on a day-to-day basis. Ensure patients are passed over to the correct clinical team as appropriate
11. Ensure that the consultation environment is conducive to a professional patient assessment, positively reflecting the reputation of the service and providing the patient with maximum privacy and dignity
12. Collect, collate, evaluate and report information, maintaining accurate patient records

**Management and leadership responsibility**

The post-holder will:

1. Actively contribute to the management of the RCDS service and collecting clinical data as appropriate, working in partnership with Clinicians and linking with key stakeholders
2. Ensure objectives for the service are delivered on time, to quality standards and in a cost-effective manner, adjusting plans as required

3. Develop a clear route for communication and monitoring of the service and provide reports as required
4. Work with a wide range of stakeholders (including patients & carers) to develop clear and deliverable plans on any redesign and improvement work required for the service resulting from service evaluation and other feedback, including education and training initiatives as the RCDS programme develops
5. Facilitate collaborative working on improvement projects with multiple stakeholders
6. Support joint working between teams and between primary, secondary (and tertiary where applicable) care on identified project components
7. Report and investigate any adverse incidents relating to the management of the RCDS patients and service, acting on recommendations to avoid the reported adverse incident happening in the future
8. Provide direction, support and line-management to the Navigator post for the service
9. Achieve the defined areas of responsibilities within the agreed and available resource
10. Interpret data from a broad range of organisations to identify improvement areas and present this in a clear and concise format
11. Assist the Lead Clinician, the Project Manager, and RDC Programme Team in delivering mitigating actions to keep the programme on track
12. Provide reports summarising status on issues, appraising outcomes and providing detail of progress
13. Collate as required qualitative and quantitative information and lead appropriate analysis to develop and contribute to projects
14. Maintain appropriate channels and styles of communication to meet the need of patients, relatives and carers, managers, peers and other professions/ agencies
15. Provide data to enable the evaluation, analysis and interpretation of progress and performance in line with national requirements for RCDSs and Cancer performance
16. Lead on local scoping work to identify gaps and dependencies and escalate to Lead Nurse or other appropriate manager
17. Lead, propose and implement policy/service change which may impact beyond own area of work
18. Design policies and guidelines relevant to the role in conjunction lead Clinician as required
19. Share learning with other programme staff, as needed in discussion with the Line Manager/Lead Clinician
20. Maintain a peer network of support, information and learning with other nurse specialists within the organisation.

### **Education, research/audit responsibility**

The post-holder will:

1. Identify objectives for own professional development which reflect local & national service needs
2. Act as a resource in developing and improving knowledge and skills in others including the Navigator

role

3. Contribute to the development of practice knowledge within the speciality through internal and external presentation and publication
4. Network with peers including the attendance at appropriate forums
5. Maintain own /others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice
6. Develop evidence-based standards, policies and guidelines at a local, network and national level to improve the practice of own and other professions
7. Evaluate clinical effectiveness within the speciality, identifying poor quality and producing a plan for quality improvement
8. Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance.

The main duties of the post indicated above may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

#### **7a. EQUIPMENT AND MACHINERY**

Responsible and knowledgeable in the safe use of all clinical and non-clinical equipment relevant to the role, checking, maintaining and troubleshooting equipment and report through identified channels

#### **7b. SYSTEMS**

IT systems – Clinical portal/ECS/SCI-store/e-mail

Telephone/communication system

Maintenance of patient care records complying with patient confidentiality

Trakcare

Cyberlab  
 DATIX- manage incident reporting  
 Internet and Intranet  
 Immediate Discharge Document  
 iCRIS  
 Primary Care Systems

## 8. ASSIGNMENT AND REVIEW OF WORK

Working as an autonomous practitioner workload will be generated according to patient need through referral protocols in line with legislation and performance indicators set by the RCDS and Scottish Government Health Department.

Work will be carried out and reviewed in accordance with NHS Fife policy and guidelines.

Performance review and appraisal will be carried out by identified line manager and professional nursing lead (if required).

Will have a Professional Personal Development Plan, including an assessment of clinical competence which will be reviewed annually by the responsible line manager.

Governance of clinical competence is assessed by an appropriately qualified designated clinical lead, demonstrated and evidenced by a relevant, up-to-date professional portfolio.

## 9. DECISIONS AND JUDGEMENTS

Make complex autonomous clinical decisions including analysis, diagnosis, and clinical management, based on an in-depth broad expert knowledge and interpretation of clinical findings.

Determine referral protocols and using advanced clinical reasoning skills, make further referrals when it is identified that further clinical intervention is required.

Use own initiative and acts independently within the boundaries of own knowledge and skills.

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Being able to manage the organisation requirements whilst improving front line patient care.

Managing workload within identified resources.

Working autonomously and making advanced clinical decisions.

Leading difficult conversations with patients and families relating to complex conditions, situations and prognoses.

Providing a professional advisory role to a wide variety of contacts e.g. patients, relatives, carers, junior and senior nursing, medical and paramedical colleagues.

Acting as an effective change agent integrating information gained from research and audit

## 11. COMMUNICATIONS AND RELATIONSHIPS

### Communications

Communicate verbally and in writing to members of all Health and Social Care teams, including third sector and local authority services as necessary.

The patient, their relatives and the multidisciplinary teams involved in the provision of care

### Key working relationships

Regular liaison with clinical and non-clinical staff including MDT members - clinicians, tumour specific CNSs, the Acute Oncology and Specialist Palliative Care Teams, Medicine of The Elderly, Primary Care- This includes GPs, other relevant primary health care team members, Diagnostic Departments, the Cancer Strategy Clinical Governance Team, the Endoscopy Unit, the Planned Care Directorate, the RCDS Programme Team and Strategy Team. There will be liaison with relevant wards, departments including senior nurses and appropriate managers. This post will provide leadership, support and line management to the Navigator post.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical effort:

The post holder will be required to Stand/walk for the majority of shift.

### Mental effort:

To exert frequent concentration responding to frequent changing needs in the clinical area.

### Emotional effort: Emotional effort:

The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances e.g. Imparts unwelcome news, care of potential cancer diagnosis- uncertainty, safeguarding issues.

### Working conditions:

Potential exposed to unpleasant working



	conditions/hazards e.g., physical and verbal aggression.
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### 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post-holder is required to be a registered nurse with current Nursing and Midwifery Council. The postholder must possess the following:

Working towards PG Cert in advanced practice or Master's degree or have an equivalent level of knowledge and expertise.

Significant comprehensive post registration experience within a healthcare setting

Clinical Examination Skills module or willingness to undertake.

Non-Medical Prescribing Course or willingness to undertake.

Experience in Medicine

Able to demonstrate a knowledge of cancer pathways.

Evidence of well established written and verbal communication skills.

Ability to work autonomously as well as in collaboration with other health care professionals.

Research and audit experience or knowledge.

Ability to participate in the delivery of presentations and teaching sessions.

Evidence of leadership and sound decision-making skills.

Commitment to lifelong learning and personal development plan.

Computer/IT skills.

Excellent interpersonal skills.

Ability to work flexibly as situations demand.

#### 14. JOB DESCRIPTION AGREEMENT

The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: