**Primary Care Network Cancer Care Nurse**

**JOB TITLE: PCN Cancer Care Nurse**

**EMPLOYER:**

**REPORTS TO:** Clinical Director / Cancer Care Lead (Clinical matters)

Business/ Operations Manager (Administrative matters)

**ACCOUNTABLE TO:** PCN Clinical Director

**DATE:**

**Job Purpose:**

Primary care wants to work closely with system partners to support the NHS Long Term plan of earlier cancer diagnosis.

It is recognised that patients are more complex in their health and social care needs that a referral on a suspected cancer pathway requires careful and timely co-ordination with a specialist cancer focus to support, co-ordinate and provide a point of contact for patients and staff.

The post holder will be based in North East Ipswich PCN and key to developing a whole cancer pathway approach for those patients who are on a suspected cancer pathway from the point of referral to a cancer diagnosis and those living with and beyond cancer and improved quality of life. To deliver this the post holder will need to develop relationships with community and voluntary sector services, secondary care, and North East Ipswich to ensure early identification of worrying symptoms, a timely and supported suspected cancer referral and robust safety netting.

The post holder will provide specialist advice; will be an educational resource and participate in the continuing education of the multi-professional health care team in all aspects of cancer. Facilitate innovative and evidence-based nursing practice through professional leadership and supporting the North East Ipswich clinical team. They will lead and participate in clinical audit undertaken in relation to cancer and the on-going service development. This will include taking the lead on all existing cancer related activities.

Different models of cancer care exist to support patients being identified and having a diagnosis for cancer and treatment. This means that there is a potential for variation, inequity, and gaps in service. The post holder will work with system colleagues to identify, understand and reduce these gaps to improve patient pathways between primary, community and secondary care.

**Scope of the role**

• To support the 2WW suspected cancer pathway referrals into secondary care, by ensuring all pre referral tests are completed. Working within an agreed framework that includes safety netting and returning to the referrer.

• To work North East Ipswich to scope the community services available that support early identification of cancer, there are some health inequalities within identifying early cancer at an early stage. This role will link into local communities and Voluntary sector organisations within the local area to support education.

• To be the PCN point of contact for cancer in supporting other practice nurses and administration staff to identify the support patients may require that are having cancer treatments and living with and beyond cancer within the PCN.

• Lead on the development of a Make Every Contact Count (MECC) through embedding a health promotion pathway for those patients who have been referred on a cancer pathway and are discharged following secondary assessment. Those patients who undertake risk taking behaviour such as smoking or excess alcohol may be our future cancer patients.

• To lead improvements in the quality of Cancer Care Reviews (CCR) completed in primary care post diagnosis.

• To support the development of innovations across all aspects of the cancer pathway.

**Key Working Relationships**

• Working with staff within the current models of care, the post holder will form effective clinical relationships with patients their families and carers and ensure continuity of care and good record keeping.

• Develop links with other nurse specialists in primary and secondary care e.g. CNS’s and the Pre diagnosis nurse.

• Help to integrate new PCN roles into the patient’s cancer journey such as social prescribers, care co-ordinators, mental health & counselling roles, as well as the health & wellbeing coach.

• Operate autonomously and effectively and proactively engage with relevant clinical staff in primary and secondary care.

• Develop relationships and work effectively with a variety of external parties such as Macmillan Cancer Support and Bowel Cancer UK staff, social care and other voluntary agencies.

• Contribute to the Service Improvement agenda in the ICS Cancer transformation Team and specifically the on-going evaluation of this project.

• Work with Cancer team to offer education and training to community, nurses, practice nurses, and GPs connected to North East Ipswich to enable an improved cancer pathways for patients.

**Functional Responsibilities**

**Clinical**

The post holder will:

• Be actively engaged in the setting up and establishment of this new service, actively engaging with other stakeholders to ensure that processes are robust and the service operates within the agreed guidance.

• Be responsible for coordinating the pre referral tests required for 2WW referrals within the PCNs, interpret results of relevant patient investigations in conjunction with clinicians and where indicated provide appropriate management as directed by the clinical team with next steps within the protocolised pathway.

• Be responsible for working with the referring GP for safety netting patients who are on a cancer pathway until point of diagnosis or discharge.

• To complete and maintain accurate records of patient interactions, pre-diagnostic/ referral interventions clinical narrative and outcomes, ensuring that patient confidentiality is adhered to within the PCN Information Governance guidelines.

• To undertake holistic needs assessments of identified patients, enabling timely support and advocacy of patients’ personalised care needs providing relevant information and psychological support; advising patients and their identified carers of expected next steps.

• Actively monitor and escalate issues regarding the patient referral and next steps to the responsible clinician.

• Develop and participate in the promotion of patient-centred care and establish and maintain a supportive relationship with the patient and their family, in making informed decisions about their care from the point of suspected cancer referral.

• Develop a continued updated knowledge of the current services available for patients with complications from their treatment but also services to offer on-going support in primary care into survivorship.

• Developing the service to include a regular face to face clinic for patients with higher support needs who are having treatment or are on a personalised follow up pathway.

**Leadership and Management**

• Prioritise own workload and manage time effectively

• Ensure that all interactions with patients, relatives and colleagues is conducted in a polite and respectful manner

• Establish effective working relationships with other healthcare professionals whose role impinges on the Macmillan cancer nurse role e.g.: GP’s, Vague Symptoms CNS, Pre-Diagnosis CNS, Clinicians, Allied Health Professionals and community care teams.

• Contribute to the development and implementation of evidence-based protocols and guidelines for treatment and care of patients and lead in implementation of these guidelines.

• Assist in the investigation of clinical incidents or complaints relating to care of patients within your care and support any required change to nursing or medical practice.

• Identify the need for service development to improve clinical effectiveness and efficiency

• Fully evaluate the service and be actively involved in business planning for future provision and sustainability with the PCN and SNEEICS colleagues.

• Actively participate in internal and external meetings including the service improvement and other reviews.

• To assist recruiting and acting as line manager and supervisor to a band 4 nurse which may be recruiting to assist in this 18 month pilot.

**Governance, Audit and Evaluation**

• To analyse, interpret and present data to highlight issues, risks and support decision making.

• To audit and evaluate service using quantitative and qualitative measures.

• Be prepared to work with the SNEEICS Cancer Transformation Team develop appropriate evaluation tools and final report.

• The post holder will ensure all service development is evidence based and be able to share and present that evidence with clinical colleagues in primary care

• To lead and support service redesign initiatives with senior system colleagues.

**Professional Conduct and Professional Development**

• Develop and maintain own professional knowledge, competency and skills through lifelong Learning.

• Use reflection to identify and prioritise areas for self-development and share these with the cancer lead and clinical director.

• Exercise professional accountability and adhere to the NMC Code of Professional Conduct.

• Keep abreast of developments within the scope of cancer diagnostic services and cancer treatments, attending any relevant study days and courses, disseminating this information to all groups of staff.

• Ensure all care/treatment is person-centred and delivered with the informed consent of the patient

• Maintain confidentiality of patient information at all times

• Ensure provision of privacy and dignity in all activities

• Be responsible for complying with all PCN policies and clinical guidelines

• Undertake relevant activities to meet development objectives as identified through the performance review process with the line manager.

**Health & safety**

The post-holder will implement and lead on a full range of promotion and management their own and others’ health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures.

This will include (but will not be limited to):

• Using personal security systems within the workplace according to practice guidelines

• Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines

• Responsible for the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements

• Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff.

• Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate

• Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process

• Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes

• Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.

• Safe management of sharps procedures including training, use, storage and disposal

• Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management

• Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised

• Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers

• Undertaking periodic infection control training (minimum twice annually)

• Routine management of own team / team areas, and maintenance of work space standards

• Waste management including collection, handling, segregation, container management, storage and collection

• Spillage control procedures, management and training

• Decontamination control procedures, management and training, and equipment maintenance

• Maintenance of sterile environments

• Demonstrate due regard for safeguarding and promoting the welfare of children.

**Equality and diversity**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues by:

• Acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation

• Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues

• Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

• Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

• Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within the practice, and will:

• Alert other team members to issues of quality and risk

• Assess own performance and take accountability for own actions, either directly or under supervision

• Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance

• Work effectively with individuals in other agencies to meet patients needs

• Effectively manage own time, workload and resources

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

• Communicate effectively with other team members

• Communicate effectively with patients and carers

• Recognize people’s needs for alternative methods of communication and respond accordingly

**Contribution to the implementation of services:**

The post-holder will:

• Apply practice policies, standards and guidance

• Discuss with other members of the team how the policies, standards and guidelines will affect own work

• Participate in audit where appropriate

**Job Description Agreement**

This job description is intended to provide an outline of the key tasks and responsibilities only as being a new role in primary care is likely to evolve through the fixed term. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to consider development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Practice.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

**DECLARATION:**

I have reviewed this job description and I understand all my job duties and responsibilities.

\* Please delete as appropriate:

\* I am able to perform the primary duties as outlined.

\* I am accepting this position and confirm that by the end of the probationary period of 6 months I will be expected to perform all the primary duties as outlined.

I further understand that future performance reviews / appraisals are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description.

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| Name: |  |
| Signature: |  |
| Date: |  |