

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

**Kind:** the kindness that people show to each other every day

**Connected:** the connections we build with everyone around us

**Bold:** the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser', written over a light grey rectangular background.

Professor David Rosser,  
Chief Executive Officer

## JOB DESCRIPTION

<b>Job Title</b>	Teenage Cancer Trust Clinical Nurse Specialist
<b>Pay Band</b>	6
<b>Department</b>	Oncology
<b>Division</b>	5
<b>Reports to</b>	Teenage Cancer Trust Lead Nurse
<b>Professionally Responsible to</b>	Teenage Cancer Trust Lead Nurse

### JOB SUMMARY

In partnership with members of the multidisciplinary team the post holder will develop individual competence and knowledge which will support the provision and evaluation of seamless specialist nursing service, ensuring patients receive the highest standard of clinical care. Through work based learning and development the post holder will develop specialist knowledge and skills, demonstrated through the provision of advice, education and support to staff, patients their families and carers. Whilst undertaking the role the post holder will be supported by more experienced nurse or nurses to enable them to achieve competence in agreed areas of specialist practice through exposure, training and education to agreed levels of competence to enable autonomous practice within the speciality. The post holder will actively undertake and participate in clinical audit and service evaluation within their specialist area. The post holder is responsible for contributing to the ongoing development of clinical practice, standards of care within the service including the development of policies, procedures, protocols and guidelines. They will contribute to service developments in collaboration with multidisciplinary colleagues. The post holder is accountable for their safe, effective clinical practice and working as part of a defined team and supporting team performance, ensuring efficient and effective use of physical and human resources. They will provide a range of educational and training packages for health care staff and patients

### TEAM/DEPARTMENT STRUCTURE CHART

Teenage Cancer  
Trust Lead Nurse

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Teenage Cancer  
Trust Clinical  
Nurse Specialist

**Internal:** Clinical Nurse Specialists and Team Managers within the specialist field or affiliated service , all members of the multi-professional team, including registered and unregistered nursing staff, medical, allied health care professionals, support workers, ward and reception staff, and ancillary



staff.

**External:** Staff in other health care organisations and social care settings that will be involved in the ongoing care of patients or have transferred patients from their care or social setting to secondary care. Teenage Cancer Trust funded clinical colleagues and Teenage Cancer Trust employed staff

#### KEY SKILLS

1. The post holder will be professionally accountable for the maintenance of standards and professional practice as set by Trust Policies/Procedures, the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines,
2. Provide specialist nursing advice to a cohort of patients referred for specialist intervention, care and support within the services, being a point of contact for assessment, information and advice for the patient, family and carers and all staff involved in the care the patients.
3. In liaison with others support the development of staff caring for patients through support, formal education, practice development and role modelling.
4. To teach and act as a facilitator and supervisor to other staff.
5. As a Specialist Nurse the post holder will practice under the direction of the Clinical Nurse Specialist Team / Service Leader, working towards achieving agreed levels of competence, skills and knowledge to enable independent autonomous practice within their scope of clinical practice.
6. In conjunction with other relevant clinical staff the post holder will assist with clinical development in maintaining and improving all aspects of clinical governance, evidence-based practice and quality assurance and monitoring within the service.
7. Use a range of techniques to ensure and monitor standards of clinical practice, audit, research and teaching to continually improve standards of care and patient experience.
8. Ensure safe and effective clinical practice.
9. Enhance patient experience.
10. Ensure effective delivery of organisational objectives
11. As the post is funded by **Teenage Cancer Trust**, act in accordance with the Charities strategic vision for Nursing, working actively as part of the national Nursing Professional Forum.

#### KEY RESPONSIBILITIES

##### Clinical Practice

1. Under the direction of a more experienced Clinical Nurse Specialist the post holder will work towards achieving agreed competency's , skills and knowledge through work based practice , education and training to enable the provision of specialist nursing. Through agreed process's the post holder will work towards independent autonomous specialist nursing practice, where the post holder will assume responsibility for managing a caseload of patients within a speciality whilst working as part of a multidisciplinary team (defined or virtual), delivering individualised and personalised direct patient care, advice and support to patients, staff, families and carers..
2. Provide a specialist nursing service and advice in a variety of clinical settings and disciplines for staff, patients, their families and carers, effectively liaising with multidisciplinary colleagues. Receive referrals via a variety of media including (where defined) direct patient referral. Triage case load and clinical priorities according to agreed protocols and working practices.
3. Participate in multidisciplinary clinics, ward rounds, patient reviews and multidisciplinary team

meetings, where the post holder will work towards autonomous practice and co-ordinate treatment independently or in conjunction with a wider multidisciplinary team. Undertake and provide treatment / advice as per speciality and scope of practice. These may be face to face, virtual or telephone, and incorporate the use of agreed protocols clinical and professional guidelines. This service may be provided within an acute secondary health care facility or in a primary, community or home care settings.

4. Responsible for carrying out highly visible specialist clinical practice within a designated group of patients as part of a multidisciplinary team. Ensure that high quality, current evidence based nursing care underpins all actions and interactions with patients and is aligned to the professional values of care, compassion and respect. Responsible for the application of knowledge across a range of work procedures and practices, underpinned by theoretical knowledge and practical experience.

5. Have accountability for the correct administration and custody of medicines according to the Trust Policy to include the safe administration of medicines , controlled drugs intravenous drugs, transfusion of blood and blood products where this is a requirement of the clinical area. Where there is a requirement utilise scope of practice to undertake Non Medical Prescribing role and or advise on medicines management issues associated with the patient group.

6. Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review, referring to other specialists as required. Provide guidance to staff, patients, their families and carers on pathway navigation. Seek support, guidance and advice from more experienced colleagues from within the team or affiliated teams as required.

7. Contribute to the development and updating referral guidelines for the service, demonstrate competence in assessing and prioritising referrals and planning clinical and educational workload.

8. Demonstrate safe, appropriate practice and specialist nursing advice using up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice. Make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care

9. Communicate with patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing. Where there is a requirement undertake training to support and enhance effective communication ability.

10. Continuously assess the communication, educational and information needs for patients and their families and devise plans to ensure needs are met; ensure instructions/information are understood. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report findings as required. Be mindful of own and others body language and barriers which may affect communication.

11. Facilitate the active engagement of service users through facilitation of patient family and carer feedback via user groups, open days, support groups and ensure feedback informs service development

12. Use professional judgment to intercede and act as advocate for patients to ensure a patient focused approach to the delivery of care. Support and enable patients and carers to make informed decisions relating to their treatment and management, escalate concerns within nursing / professional structures as required.

13. Demonstrate critical analysis and decision making skills, ensuring patients receive high quality clinical care and a good patient experience, having regard to their customs, beliefs and

doctrines.

14. Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients. Advise on the promotion of health and prevention of illness escalating concern as required to appropriate members of the multi-disciplinary team.
15. Take a clear and concise history from patients by assessing their health and well-being, complete documentation (paper based and electronic systems) ensuring all entries are accurate, legible and timely and in accordance with Trust standards
16. Carry out those activities required to conduct and record a comprehensive assessment of a person's nursing requirements. Be mindful and record relevant details of cognitive understanding, spiritual and religious beliefs and patient's wishes
17. Undertake a range of physical observations appropriate to the scope of practice using a range of equipment, record and report and escalate exceptions as required to relevant multi-disciplinary team members.
18. Recognise significant observations made, and use them to develop and initiate and devise plans of care. Within own scope of practice request/undertake diagnostic procedures/clinical investigations within expanded practice protocols and clinical competence.
19. Monitor patients progress, ensuring accurate records of all relevant observation and clinical assessments are, take appropriate action as indicated
20. Work towards safe and timely discharge and or transfer of care of patients from or between hospital and services and health care professionals and ensure barriers to discharge/ transfer of care are identified and acted on appropriately.
21. Report and raise concerns about Safeguarding, accessing advice and support at the point of need. Be conversant with Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for consideration requests for Deprivation of Liberty Safeguards (DOLS) and the application of the principles of Prevent (counter terrorism awareness).
22. Supervise, carry out and assist with clinical procedures / practice as required, ensuring optimal recovery to health of the patient in accordance with Trust Policy, procedures, guidelines and expanded practice protocols. Delegate these tasks as appropriate.
23. Ensure effective handover of patients between health care professionals using a range of communication aids such as verbal handover, email, IT systems, written documents, reports and letters.
24. Facilitate high quality cost effective specialist service through monitoring and audit and other quality initiatives, this includes the use of consumables associated with the service. Actively contribute to the evaluation and feedback of equipment and consumables ensuring economic use.
25. As the post is funded by Teenage Cancer Trust there are the following local area variations to the core Job description
  - Contribute to the implementation of the strategic Teenage Cancer Trust Nursing Strategy.
  - To participate in the national Teenage Cancer Trust funded nurses group for mentorship and development
  - Contribute to the delivery of Teenage Cancer Trust Nursing Outcomes and delivery of an Annual report to the Charity.
  - Attend national education programmes/meetings on behalf of Teenage Cancer Trust.
  - Attend Teenage Cancer Trust events and meetings as requested and agreed with the Charity

26. Be fully conversant and wholly accountable for his / her practice, act and uphold the professional standards detailed within the Nursing and Midwifery Council Code of Professional Standards of Practice and Behaviour for nurses and midwives.
27. Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
28. Take personal responsibility for attendance at mandatory/ statutory training and updating as per Trust statutory and mandatory training requirements and inform your manager if there is any deviance from training attendance at mandated intervals
29. Provide and accept constructive feedback and use this to reflect on your own practice.
30. Recognise signs of stress and the emotional impact of care in in self and others and take appropriate action, escalating to line manager as required.
31. Act with personal and professional integrity within professional, ethical and legal frameworks and process to maintain and improve standards of care and practice
32. Take responsibility and maintain professional records for personal and professional updating (portfolio of practice) to support revalidation; take an active involvement in professional development discussions and personal development plan.
33. Adhere to all Trust policies ensuring a high standard of personal and professional behaviour and dress is maintained at all times whilst acting as an ambassador for the trust and a role model to others. The post holder will act as a positive role model at all times in promoting the personal growth of self, peers and junior colleagues.
34. Utilise opportunities to support ongoing professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums

The posts holder may be deployed / expected to work in any part of the organisation should the need arise to ensure patient safety is maintained.

#### **BUDGETARY AND RESOURCE MANAGEMENT**

1. Take an active role in risk assessment, supporting the implementation of strategies to minimise risks. Ensuring incidents and near misses are reported and managed as per Trust Policy / Procedure. Where the management of incidents is delegated have responsibility for the processing of reports as per Trust Policy and Procedures. Take part in clinical incident reviews including the investigation of incidents. Participate in learning from incidents, including provision of feedback, reflection and action in practice. Where required support the development of action plans which lead to systematic change through specialist advice or provision.

Work according to hospital policies, procedures, clinical guidelines and participate in the updating of these within the specialist field of practice.

#### **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

1. Act as a clinical role model and demonstrate specialist knowledge and high standards of

clinical practice and provide support or advice when necessary.

2. Support the development of the role according to patients changing needs, service requirements and research findings.
3. Work autonomously, organise own workload, manage own caseload and practice, identifying and maintaining supportive networks for self and others. Identify and articulate workload pressures to line manager and or capacity within case load accepting reallocated work when required to do so.
4. Promote team working and collaborative working practices to maintain a harmonious working environment. Ensure effective communication and liaison with all members of the multi-disciplinary team. Actively participate in participation in ward rounds, case discussions and multidisciplinary team meetings. Liaise with inter-hospital departments/personnel across organisational and professional boundaries.
5. Actively participate in and facilitate service/departmental projects, audits, quality initiatives and statutory accreditation processes. This will include the setting, monitoring of clinical standards and care on a regular basis and contributing to the updating of protocols, guidelines, policy and procedures. Undertake as required literature searches and reviews to support service development and updating.
6. Develop links and collaborative working relationships which enhance the interface between staff, patients, community and visitors across organisational and professional boundaries.
7. Participate and contribute to initiatives that are aimed at improving patient quality of care and patient experience. Where appropriate suggest changes which are aimed to improve standards
8. Support the development of/and utilise information systems to aid clinical audit and decision making, and provide information and annual activity analysis, statistical returns and service reports.
9. Maintain a safe, clean environment. Ensure that hazards in the practice setting are reported as per Trust procedures and any I equipment in use is in good working order and report appropriately when defective.
10. Ensure through good practice that patient experience initiatives are supported. Address any immediate concerns or complaints as they arise and escalate as required.
11. Attend and participate in multi-professional meetings and forums as a representative of the service.

#### Education

12. Act as a specialist educational resource for clinical staff, patients' carers and relevant external agencies by providing formal and informal education
13. Ensure the learning environment and specialist training is appropriate for both pre and post registration learners.
14. Support the development, updating and coordination and delivery of training programmes and seminars based upon agreed protocols, clinical guidelines and standards. Utilise a range of media including teaching packages for students, staff, patients and carers. Ensure appropriate recording of activity to support reporting of service activity.
15. Act as a mentor/assessor to staff as required, provide education advice and support to staff. Ensure the departments can access appropriate teaching, support and guidance, in



accordance with the clinical area/departmental needs to agreed levels of skill and competence. Support and contribute to the development of standards for education and training associated with the field of specialist practice.

16. Contribute to fostering a learning culture that is stimulating, supportive and rewarding to staff.
17. Participate in education and practice development on a Trust wide basis and as required in a national and international level by attending, presenting at, and/or assisting with the co-ordination of study days, seminars, forums and conferences.
18. Where required ensure staff are fully trained on the range of equipment, consumable products associated with the care and treatment of patients and that they are educated to understand the correct method of clinical assessment before using such items with patients. Maintain own skill and competence with the range of consumables and equipment required to undertake the role and train and assess others to agreed levels of competence in practice

#### Personal , people and service development and improvement

19. Take responsibility for the care provided, communicate clearly, work cooperatively with others, share skills knowledge and experience with others in a manner which meets the requirements of organisational policies, procedures and guidelines.
20. Participate in the appraisal process, where required undertake appraisal of others and actions to support revalidation.
21. Establish and maintain robust communications process within and external to your team.
22. Attend team meetings at an appropriate frequency, reading and minutes of these, participate in the exchange of ideas and contribute to the agenda.
23. Work cooperatively in partnership with others in planning, reviewing and developing the service / ward, promoting the involvement of patients /public. Work according to agreed work patterns and or rosters.
24. Contribute to job planning and service planning and reporting.
25. Take, participate in and contribute to innovation, service redesign or review where required, ensure these are linked to organisational priorities and support improved patient clinical and experience outcomes.
26. Support the development of, and be responsible for the implementation of new ways of working, updating nursing practice and standards.
27. Seek opportunities for personal and team development.

#### RESEARCH AND DEVELOPMENT

1. Utilise research findings in the delivery of specialist patient care, developing new ways of working to disseminate relevant information to staff.
2. Where required assist with clinical trials and research. To promote a progressive attitude to the continual improvement of patient care through research and evidence based practice.

3. Be aware of research/ trials being undertaken within the specialist field of practice.

#### **EFFORT**

1. Develop and maintain a working knowledge of local, national and professional strategy and policy. Ensure organisational goals are reflected in personal objectives and reflected in service development plans.
2. Contribute to policy and strategy development at departmental and organisational level.
3. Be fully conversant and wholly accountable for his / her practice as outlined within the NMC Code of Professional Standards of practice and Behaviour, as well as and associated national guidelines and abide by their guidance
4. Take responsibility and maintain professional records for personal and professional updating (portfolio of practice) for revalidation, taking an active involvement in their own professional development review and personal development plan.
5. Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and inform the manager if there is any deviance from training attendance at mandated intervals.
6. Adhere to all Trust policies ensuring a high standard of personal and professional behaviour is maintained at all times whilst acting as an ambassador for the Trust and a role model to others.
7. Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
8. Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team, patients carers and relatives.
9. Provide and accept constructive feedback and use this to reflect on personal practice.
10. Recognise the emotional impact of practice in self and others, and take appropriate action, escalating to line manager where this may be impacting on personal performance or the performance of others.
11. Act with personal and professional integrity within professional, ethical and legal frameworks and process to maintain and improve standards of care and practice.
12. Utilise opportunities to support ongoing professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums.
13. The post holder may be deployed/ expected to work in any part of the organisation should the need arise to ensure patient safety is maintained.

## TRUST VISION & VALUES

### *DO NOT AMEND THIS SECTION*

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

**Kind:** The kindness that people show to each other every day

**Connected:** The connections we build with everyone around us

**Bold:** The ability to be bold in how we think, speak and act

## ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: September 2022

## PERSON SPECIFICATION

<b>JOB TITLE: Teenage Cancer Trust Clinical Nurse Specialist</b>	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Registered Nurse on the NMC Register. ( E )</li> <li>BSC / 1<sup>ST</sup> degree ( health related ) or equivalent qualification / training or experience ( E )</li> <li>Professional knowledge acquired at degree level with be supplemented by specialist training , experience and short courses to degree / masters level equivalent ( E )</li> <li>Post registration qualification in ( appropriate area of speciality ) ( E )</li> <li>Recognised mentorship course ( E )</li> </ul>	
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Evidence and ability to revalidate as required by the NMC ( E )</li> <li>Significant experience at Band 5 Staff Nurse with evidence of passion/ enthusiasm and knowledge for areas of specialist practice ( E )</li> <li>Evidence of achievements and career development in current post and of ongoing professional development/ competence. ( E )</li> <li>Demonstrate specialist knowledge underpinned by theory and CPD relevant to speciality ( E )</li> <li>Experience and enthusiasm for teaching / assessing and supervising others in a clinical setting.( E )</li> <li>Awareness of current relevant NHS policy context relating to the speciality (E)</li> <li>Has understanding / experience of the principles of Safeguarding ( E )</li> <li>Knowledge of corporate and clinical governance (E)</li> </ul>	<ul style="list-style-type: none"> <li>Experience in service development ( D )</li> <li>Working in a multi-disciplinary and cross agency work environment (D)</li> <li>Awareness of current research related to the speciality ( D )</li> <li></li> </ul>
<b>SKILLS &amp; ABILITY</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Ability to explain the requirement to balance clinical caseload and developing skills, knowledge and competence ( E )</li> <li>Demonstrate achievement of numeracy and literacy skills. ( E )</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work autonomously , manage / prioritise own workload (D)</li> <li>Can evidence participation in clinical audit and relate this to practice ( D )</li> </ul>





<ul style="list-style-type: none"> <li>• Ability to communicate with a wide range of health care professionals, on a variety of complex and sensitive issues which require persuasive and empathetic skills. ( E )</li> <li>• Willingness to achieve competence in a range of clinical skills and expanded practices relevant to the scope of practice required. (E).</li> <li>• Ability to work under pressure across competing priorities ( E )</li> </ul>	
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Ability to adapt behaviour to changing circumstances ( E )</li> <li>• Positive and enthusiastic attitude ( E )</li> <li>• Ability to communicate articulately and motivate others ( E )</li> <li>• Ability to work a varied shift pattern where required ( E )</li> <li>• Ability to act on own initiative (E).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>