

Title: Clinical Nurse Specialist for Gastroenterology Multi-Disciplinary Diagnostic Centre (MDC CNS)

Directorate: GI Services

Board/corporate function: Surgery & Cancer

Band: 7

Responsible to: Divisional Matron

Accountable to: Chief Nurse

Hours: 37.5 per week (12 months fixed term)

Job Purpose

This post will be based at XXX with the main purpose of managing the multi-disciplinary diagnostic centre (MDC). This pilot project has been accepted as part of the national ACE Early Diagnosis Programme, jointly funded by Cancer Research UK, Macmillan and NHS England. The ACE (Accelerate, Co-ordinate, Evaluate) programme is part of the National Awareness and Early Diagnosis Initiative (NAEDI) that aims to test the effectiveness of different models so that commissioning can be informed as rapidly as possible by examples of 'real world' implementation in the NHS.

The MDC aims to address an important area of unmet need for GPs, namely urgent referral to diagnostic centres when the GP needs a quick and profound evaluation of their patient with nonspecific, serious GI symptoms to reach a definitive diagnosis, management advice and rapid onward treatment of cancer if it is found.

The current pathways for patients meeting the inclusion criteria are painless jaundice, unexplained weight loss, vague abdominal symptoms and multiple A&E or Primary care attendance due to undiagnosed abdominal symptoms.

Duties include

- To provide a clear focus for nursing clinical leadership across the MDC service and to be responsible for ensuring the delivery of high quality patient care
- To lead initial MDC clinics, assessing patients and directing them to the appropriate pathway, in line with developed protocols
- To be accountable for co-ordinating patient care with the MDC administrator and to contribute to the management of resources within the GI department
- To be responsible and accountable for the provision of expert care in the Outpatient setting, in collaboration with the multidisciplinary team.
- To be responsible for the implementation of audit, quality and risk management initiatives and support the evaluation of the MDC service
- To represent the Trust and the speciality at internal and external meetings related to the MDC service.

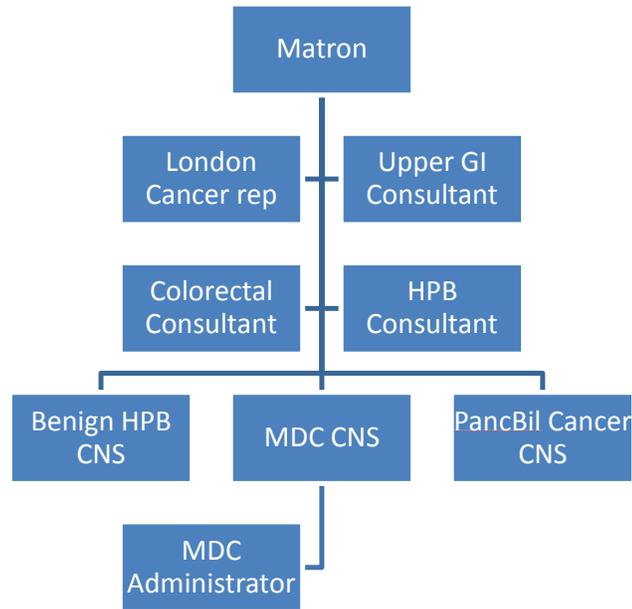
Nurses working at an advanced level will:

1. Practice autonomously and be self-directed
2. Undertake assessment of individuals using a range of different assessment methods, which may include physical examination, ordering and interpreting diagnostic tests or advanced health needs assessment
3. Draw on a diverse range of knowledge in their decision-making to determine evidence-based therapeutic interventions
4. Actively seek and participate in peer review of their own practice
5. Appropriately define the boundaries of their practice
6. Promote and participate in the implementation of the UCLH Nursing & Midwifery strategy and Core Standards and contribute towards achieving the Trust's "Top 10"

Objectives

Key Working Relationships

Gastroenterology teams (upper GI, colorectal medicine, hepatobiliary Consultants, SpRs and CNSs), MDC administrator, Cancer Network, GPs



Key Results Areas

- Provide a better pathway for abdominal cancer concerns
- Reduce the number of emergency presentations for cancers
- Reduce inpatient stays for cancer
- Reduce the number of times a patient attends the GP, urgent care and/or Emergency Department, and the associated administration cost
- Identify new models of diagnosis and better information about cancer risk
- Improve the value of the whole system support provided to people with cancer
- Improve 1 year and 5 year survival rates of people with oesophageal, gastric, pancreatic, biliary, liver, colorectal, uterine and cervical cancers

Main Duties and Responsibilities

Clinic

- To participate in the decision making process with the medical and multidisciplinary team to ensure appropriateness of referral to the nurse-led MDC.
- To take referrals from GPs directly into the service
- To ensure patients are assessed during the consultation within the set guidelines and protocols

- To comprehensively assess patient suitability and level of risk using service proformas and policy, and contribute to the recommendation of best treatment options using clinical protocols as a suitable reference point (for example, refer straight for CT scan)
- To ensure that the patient assessment meets the requirements of laid down record-keeping standards/guidelines
- To ensure that the consultation environment is conducive to a professional patient assessment, positively reflects the reputation of the service and affords the patient maximum privacy and dignity
- To book appropriate investigations for the patient and to ensure these are completed within the set guidelines times
- To evaluate blood test and investigation results, taking appropriate action or referring to medical team and initiating prescribed treatment as required

Post Clinic

- To review the patient results and complete referrals as required to appropriate services
- To ensure the patient is informed of the outcome of their tests within the set guidelines times via telephone or clinic consultation
- To ensure the GP is informed of the outcome of the patient consultation and future plan, or inform GP if unable to accept referral to MDC
- To liaise directly with the MDT regarding any actual/potential significant clinical risk issues.
- To ensure that communication with the MDT, other departments and third party centres/external customers is optimized
- To write to General Practitioners where additional tests/information are required prior to a patient's diagnosis and communicating these to relevant members of the MDT
- To use outcome data to review and refine the MDC service, working collaboratively with London Cancer.
- To participate in variance tracking and analysis with MDT, presenting results at appropriate forums, and using the results to lead appropriate clinical practice changes
- To initiate any referrals to other relevant members of the MDT at any stage in accordance with service policy.

Other

- Depending on your experience and interest, you will be involved in other aspects of GI CNS role, such as supporting the HPB service, the colorectal cancer service and supporting the telephone pre-assessment of endoscopy patients.

Generic

- To ensure that effective risk management data is collected from clinics and used to improve care and services
- To continue to capture follow-up audit data and process for data inputting in accordance with protocols
- To maintain a patient-centred approach when planning care, involving patients, carers and members of the MDT in care decisions
- To formulate and update the MDC policies in line with latest research for best practice
- To liaise with other departments, community agencies and other NHS Trusts
- To monitor the MDC service provision that it as well as individual patients achieve clinical goals

- To ensure a smooth transition from the outpatient, through the inpatient and back into the outpatient setting through planning and collaboration, co-ordinating continuing care and evaluating effectiveness
- To establish and monitor protocols / care pathways
- To promote a patient-focused, multidisciplinary approach to care in collaboration with carers, health care professionals and other agencies
- To develop appropriate standards of care whilst monitoring the care environment.
- To support the ward and inpatient service with advise & teaching as required.

CLINICAL PRACTICE

- Monitor and maintain health, safety and security of self and others in own work area through ensuring own and others' knowledge of relevant local / national policies and procedures, and that these are adhered to
- Work according to the NMC Code of Professional Conduct and relevant professional standards and guidelines
- Act as a role model in promoting peoples' equality, diversity and rights through ensuring that own and others practice is the best interests of users
- Receive direct referrals within the speciality and to provide expert assessment of patients needs
- Work in partnership with nurses and other health professionals to address people's health needs through planning and delivering interventions which are based on best practice and clinical judgement
- Delegate and refer to other practitioners when this will improve health outcomes or when risks and needs are beyond own competence and scope of practice
- Support patients in the delivery of care and meeting their health and wellbeing needs by providing expert advice and information, promoting their wishes and beliefs and addressing their concerns
- Promote peoples' equity, diversity and rights, through ensuring that own and others' practice is in the best interests of patients
- Monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care.

EDUCATION/RESEARCH

- Identify objectives for own professional development which reflect local and national service needs
- Act as a resource to others in developing and improving knowledge and skills in clinical practice, through acting as an assessor, teacher and facilitator
- Contribute to the development of practice knowledge within the speciality through internal and external presentation and publication.
- Promote a learning environment through identifying opportunities and seeking resources required for own and others learning
- Provide specialist input to post-registration courses and professional development programmes.
- Reflect on own practice through clinical supervision / mentorship and to act as a clinical supervisor / mentor to others

- Maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice.
- Identify areas of potential research relating to the speciality and to participate in relevant research activities
- Develop evidence based standards, policies and guidelines at a local, network and national level to improve the practice of own and other professions
- Evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement
- Support quality improvement through offering advice and support to others
- Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance

CONSULTANCY/COLLABORATION

- Develop and maintain others' awareness of role within the speciality, the organisation and local networks and maintain mechanisms for contact and referral
- Review and evaluate services collaboratively with own and other professions and users, identifying areas for service development
- Facilitate service changes collaboratively with the multi-disciplinary team to make best use of resources, improve practice and health outcomes in line with local and national best practice.
- Promote and facilitate the implementation of the Nursing and Midwifery strategy, Core Standards and top 10 objectives
- Lead in the implementation of national policy and practice initiatives and to implement these at a local level within the speciality
- Provide expert advice and support to colleagues internally and externally within speciality
- Ensure that appropriate information is disseminated within the speciality, the organisation and within external agencies and forums.
- Develop and maintain partnership working with other practitioners, local and national bodies and forums
- Identify, develop and sustain mechanisms to support patient involvement and feedback.

LEADERSHIP

- Participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this
- Negotiate and agree with individuals, groups and other practitioners' outcomes, roles and responsibilities, and action to be taken to develop resources, services and facilities
- Maintain appropriate channels and styles of communication to meet the needs of patients, relatives and carers, managers, peers and other professions / agencies.
- Employ effective decision making skills to address complex issues and use effective change management skills to implement these
- Use effective prioritisation, problem solving and delegation skills to manage time effectively
- Establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise.
- Maintain a peer network of support, information and learning with other nurse specialists within the organisation
- Ensure adequate arrangements are in place to cover absence

General

- Adhere to the Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times
- Comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times
- Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure
- Take personal responsibility for ensuring that resources are used efficiently and with minimum wastage, and to comply with the Trust's Standing Financial Instructions (SFIs)
- Comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps
- In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic
- Be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act
- Maintain confidentiality at all times

Other

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract. The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post-holder.

All staff will be regularly assessed on their knowledge, skills and behaviour, and application of all aspects of the job description, in line with the Trust's Personal Development Review (PDR) process.

Staff will also be expected to work according to the Nursing and Midwifery Council and code of professional practice and relevant professional guidelines.

Person Specification

**Post: Clinical Nurse Specialist
Band 7 (Higher Level Practice 1&2)**

**Candidate's
Name:**

* Subset Outline – (SO) Higher Level Practice 1 – (HLP1)

Full Outline - (FO) Higher Level Practice 2 – (HLP2)

*Essential / Desirable – E/D

HOW WILL CRITERIA BE ASSESSED? (A)APPLICATION / (T) TEST / (I) INTERVIEW / (R) REFERENCES

REQUIREMENTS	*E/D	How asses sed	Met	Not Met	EVIDENCE TO SUPPORT ASSESSMENT
<u>1. Knowledge & Qualifications</u>					
a. Registered Nurse Part 1, 2 or relevant section of the register	E	A			
b. Relevant post-registration programme	E	A			
c. Teaching/Assessment programme	E	A			
d. Leadership development programme	D	A			
e. Clinical Examinations course	D	A			
<u>2. Experience</u>					
a. Minimum 2 years' relevant post registration experience in GI	E	A			
b. Completed/completing Masters Degree	E	A			
or					
c. Minimum 3 years' relevant post-registration experience in GI	E	A			
d. Honours Degree in Nursing, midwifery, research or ethics	E	A			

<p><u>3. Communication</u></p> <p>a. Demonstrates awareness of the importance of working in a multidisciplinary team</p> <p>b. Communicates effectively verbally, in writing and in electronic formats</p> <p>c. Communicates with patients and carers in an empathetic manner</p> <p>d. Demonstrates understanding of good practice in Customer Care</p> <p>e. Presentation skills</p>	E	I			
<p><u>4. Personal And People Development</u></p> <p>a. Demonstrates evidence of professional development in line with KSF, maintains updated Portfolio</p> <p>b. Experience as a preceptor/facilitator/mentor</p> <p>c. Reflective in Practice</p> <p>d. Demonstrates evidence of ability to educate others</p> <p>e. Demonstrates up to date knowledge and expertise in the specialty</p> <p>f. Evidence of developing & leading nurse led clinics / services</p> <p>g. Evidence of ability to work both collaboratively and autonomously</p> <p>h. Published articles / poster presentations</p>	E	A/I			
<p><u>5. Health, Safety And Security</u></p> <p>a. Monitors and maintains health, safety and security of self and others</p> <p>b. Promotes, monitors and maintains best practice in health, safety and security</p>	E	I			
<p><u>6. Service Improvement</u></p> <p>a. Demonstrates awareness of research and</p>	E	I			

evidence-based practice					
b. Willing to provide support to other clinical areas within the division	E	I			
c. Demonstrates awareness of resource management issues within boundaries of role	E	I			
d. Previous experience in audit and evaluation	E	I			
e. Able to work across organisational and professional boundaries	E	I			
f. Able to negotiate effectively with different disciplines	E	I			
g. Understanding of relevant national strategy / policy and how this relates to the service	E	I			
h. Innovative approach to service delivery	E	I			
i. Experience in developing service strategies	D	I			
<u>7. Quality</u>					
a. Demonstrates understanding of principles of Clinical Governance, e.g. risk management, audit	E	A/I			
b. Commitment to quality initiatives, e.g. Nursing & Midwifery strategy, Trust top 10 objectives, CNO 10 key roles and relevant NSFs	E	A/I			
c. Experience of developing standards, guidelines and policies	E	A/I			
d. Experience in audit and evaluation of practice / services	E	A/I			
<u>8. Equality and Diversity</u>					
a. Respects the privacy and dignity of the individual	E	I			
b. Understands the implications of Equal Opportunities in practice	E	I			

<p><u>9. Promotion of health</u></p> <p>a. Demonstrates understanding of relevant national strategy /policy and how this relates to the service</p>	E	I			
<p><u>10. Assessment and treatment planning</u></p> <p>a. Prioritises own workload</p> <p>b. Prioritises workload of others</p> <p>c. Acts on own initiative and problem-solves, utilising resources available</p>	E	I			
<p><u>11. Provision of care to meet health and wellbeing needs</u></p> <p>a. Articulates reasons for desire to work in this clinical area; has clear vision of the role</p> <p>b. Committed to providing safe, effective and timely patient-centred care in accordance with NMC Code of Conduct and Trust Core standards</p> <p>c. Decision making skills</p> <p>d. Able to resolve complex problems</p>	E	A/I			
<p>b. Committed to providing safe, effective and timely patient-centred care in accordance with NMC Code of Conduct and Trust Core standards</p>	E	I			
<p><u>12. Information collection and analysis</u></p> <p>a. Able to work with electronic patient records (EPR)</p> <p>b. able to maintain database of patients</p> <p>c. able to carry out audit of service and help to interpret the results</p>	E	I			
<p>b. able to maintain database of patients</p>	E	A/I			
<p><u>13. Learning and development</u></p> <p>a. Practical experience in teaching patients & staff</p> <p>b. Presentation skills</p> <p>c. Experience of applying research evidence to clinical practice.</p>	E	I			
<p>b. Presentation skills</p>	E	I			
<p>c. Experience of applying research evidence to clinical practice.</p>	E	I			

d. Skills in critical analysis and application of research to practice	E	I			
<u>14. Specific requirements</u>					
a. Flexible approach to working patterns	E	I			
b. Knowledge of key professional issues and NMC guidelines relating to professional Practice	E	I			
c. Ability to manage and evaluate change	E	I			

Shortlist: Yes / No

Reason:

Signatures:

Offer Post: Yes / No

Reason:

Signatures: