

# Mater Misericordiae University Hospital Dublin



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| <b>Job Title and Grade</b>                       | Clinical Nurse Specialist in<br>Oral Anti-Cancer Medication Clinic (OAMS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Organisational Area</b>                       | Ireland East Hospital Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Location of Post</b>                          | <input type="checkbox"/> Oncology/Haematology Day Unit Department<br><input type="checkbox"/> Mater Misericordiae University Hospital (MMUH)<br><input type="checkbox"/> Eccles St Dublin 7<br><input type="checkbox"/> Permanent full time post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Informal Enquiries</b>                        | Directorate Nurse Manager 01 – 8545494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Details of Service/Background to the post</b> | <p>The Mater Misericordiae University Hospital (MMUH) is a charitable voluntary hospital and holds a unique place in the delivery of healthcare. The core objective of the MMUH is to deliver high quality services in its numerous specialities in a safe environment. The hospital not only serves a local catchment population (approx.185,000) but also provides secondary and tertiary referral services in its regional and national specialities. Founded by the Sisters of Mercy in 1861, the hospital has established itself as a major academic teaching hospital with a superb national profile. The MMUH is a prominent member of the Ireland East Hospital Group (IEHG) which is moving toward an Academic Health Sciences Centre model that has at its heart a focus on clinical care and research that rapidly translates research into patient benefits where quality and patient safety are the number one priority for everyone who works at the hospital.</p> <p>The MMUH is the National Referral Centre for patients with Cancer. This service provides specialist care to patients with a cancer diagnosis who are prescribed OAMS. It is estimated that the number of patients receiving oral SACT for the treatment of their cancer will increase by 42-48% between 2015 and 2025 (NCCP). The population of adults with Cancer who are prescribed OAMS continues to grow rapidly with 200 new referrals to the MMUH OAMS Clinic service annually</p> |

(2021). The Oral Anti-Cancer Medication Clinic service at the MMUH was set up in response to the large volume of patients to provide specialist care to the OAMS population lost to follow up.

The CNSp in the OAMS clinic reviews approx. 35 patients on OAMs per a week. Appropriate patients are referred by Clinical Nurse Specialists to the OAMS clinic. Patients are reviewed in OAMS clinic, in line with local KPI, and their medications are reviewed. A SACT nursing assessment, weight, vital signs, medication history and completed in OAMS clinic. The CNSp in OAMS clinic liaises with community pharmacy. Appropriate referrals are sent to dietetics, social work, palliative care, psycho-oncology etc after a discussion with the patients. OAMS patient information leaflet and triage details are given to the patient. Patient is followed up in OAMS clinic based on drug monitoring protocol. Phone line is available for patients to contact OAMS CNSp. OAMs CNSp attends consultant rounds weekly to discuss patients care and drug toxicities.

Research indicates that close monitoring (or follow-up) of individuals receiving OAMs is crucial to achieve intended therapeutic outcomes. Such patient monitoring is required to maximise patient safety and adherence and to reduce toxicity, adverse events and health care costs (Battis et al., 2017). Patient monitoring requires co-ordination of care, is time intensive and consequently expensive. Patient satisfaction levels are high with specialist or advanced practice in nursing clinics (Liljeroos and Stromberg, " 2019; Linedale et al., 2020) and with specific reference to OAM care, Bordonaro and colleagues provide a strong conclusion that, "nursing ... is a fundamental aspect of a high quality home based chemotherapy (service)" (Bordonaro et al., 2012). A study using data obtained from the National Cancer Patient Experience Survey (NCPES) has shown that cancer patients who have good access to care from a designated clinical nurse specialist (CNS) could improve their chances of survival. The study, published in the **British Medical Journal** of Supportive & Palliative Care, identified 99,371 patients with colorectal, lung, breast and prostate cancer who reported their care experience of having a CNS from the National Cancer Patient Experience Survey (2010–2014) and a linked dataset from the English cancer registration.

The prognosis for patients prescribed OAMS is better when cared for within a specialist Oral Clinic service rather than a general day unit. As an influential

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|                                              | member of the MDT, the CNSp in OAMS clinic is fundamental to the delivery of this service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Reporting Relationship                       | <p>The post holder will be</p> <ul style="list-style-type: none"> <li>• Professionally accountable to the Director of Nursing</li> <li>• Operationally accountable to the Directorate Manager and CNM3 for the service</li> <li>• Clinically accountable to the consultant for the service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose of the Post</b>                   | <p>The purpose of this Clinical Nurse Specialist in OAMS post is to:</p> <p>Deliver care in line with the five core concepts of the role set out in the Framework for the Establishment of Clinical Nurse Specialist Posts, 4<sup>th</sup> edition, National Council for the Professional Development of Nursing and Midwifery (NCNM) 2008.</p> <p><b>Caseload</b></p> <p>To provide specialist nursing care for OAMS patients who are referred to the Oral Clinic service within the MMUH. The Clinical Nurse Specialist in The Oral Clinic will provide specialist nurse led care in person or by phone or email. The CNSp in Oral Clinic will work within his / her Scope of Nursing Practice. (NMBI, 2015)</p> |
| <b>Principal Duties and Responsibilities</b> | <p>The post holder's practice is based on the five core concepts of Clinical Nurse Specialist role as defined by the NCNM 4<sup>th</sup> edition (2008) in order to fulfil the role. The concepts are:</p> <ul style="list-style-type: none"> <li>• Clinical Focus</li> <li>• Patient/Client Advocate</li> <li>• Education and Training</li> <li>• Audit and Research</li> <li>• Consultant</li> </ul> <p><b>Clinical Focus</b></p> <p>Clinical Nurse Specialist will have a strong patient focus whereby the specialty defines itself as nursing and subscribes to the overall purpose, functions and</p>                                                                                                         |

ethical standards of nursing. The clinical practice role may be divided into direct and indirect care. Direct care comprises the assessment, planning, delivery and evaluation of care to the patient, family and/or carer. Indirect care relates to activities that influence and support the provision of direct care.

### **Direct Care**

*Clinical Nurse Specialist in Oral Clinic will:*

- Provide a specialist nursing service for patients attending the Oral Clinic who require support and treatment through the continuum of care
- Undertake comprehensive patient assessment to include physical, psychological, social and spiritual elements of care using best evidence based practice in cancer care.
- Use the outcomes of patient assessment to develop and implement plans of care/case management in conjunction with the multi-disciplinary team (MDT) and the patient, family and/or carer as appropriate.
- Monitor and evaluate the patient's response to treatment and amend the plan of care accordingly in conjunction with the MDT and patient, family and/or carer as appropriate.
- Make alterations in the management of patient's condition in collaboration with the MDT and the patient in line with agreed pathways and policies, procedures, protocols and guidelines (PPPG's).
- Accept appropriate referrals from MDT colleagues
- Co-ordinate investigations, treatment therapies and patient follow-up
- Communicate with patients, family and /or carer as appropriate, to assess patient's needs and provide relevant support, information, education, advice and counselling as required
- Where appropriate work collaboratively with MDT colleagues across Primary and Secondary Care to provide a seamless service delivery to the patient, family and/or carer as appropriate
- Participate in medication reconciliation taking cognisance of poly-pharmacy and support medical and pharmacy staff with medication reviews and medication management

- Identify and promote specific symptom management strategies as well as the identification of triggers which may cause exacerbation of symptoms. Provide patients with appropriate self-management strategies and escalation pathways.
- Manage nurse led Oral Clinics with MDT input
- Identify health promotion priorities for the patient, family and/or carer and support patient self-care in line with best evidence. This will include the provision of educational and health promotion material which is comprehensive, easy to understand and meets patients' needs

### **Indirect Care**

*Clinical Nurse Specialist in Oral Clinic will:*

- Identify and agree appropriate referral pathways for Oral Clinic patients
- Participate in case review with MDT colleagues
- Use a case management approach to patients with complex needs in collaboration with MDT in both Primary and Secondary Care as appropriate
- Take a proactive role in the formulation and provision of evidence based PPPGs relating to Oral Clinics
- Take a lead role in ensuring the service for patients attending Oral Clinic is in line with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012)

### **Patient/Client Advocate**

*Clinical Nurse Specialist in Oral Clinic will:*

- Communicate, negotiate and represent patient's family and/or carer values and decisions in relation to their condition in collaboration with MDT colleagues in both Primary and Secondary Care as appropriate
- Develop and support the concept of advocacy, particularly in relation to patient participation in decision making, thereby enabling informed choice of treatment options
- Respect and maintain the privacy, dignity and confidentiality of the patient, family and/or carer

- Establish, maintain and improve procedures for collaboration and cooperation between Acute Services, Primary Care and Voluntary Organisations as appropriate
- Proactively challenge any interaction which fails to deliver a quality service to patients

### **Education & Training:**

*Clinical Nurse Specialist in Oral Clinic will*

- Maintain clinical competence in patient management within OAMS nursing, keeping up-to-date with relevant research to ensure the implementation of evidence based practice.
- Provide the patient, family and/or carer with appropriate information and other supportive interventions to increase their knowledge, skill and confidence in managing their cancer.
- Contribute to the design, development and implementation of education programmes and resources for the patient, family and/or carer in relation to OAMS thus empowering them to self-manage their condition.
- Provide mentorship and preceptorship for nursing colleagues as appropriate.
- Participate in training programmes for nursing, MDT colleagues and key stakeholders as appropriate
- Create exchange of learning opportunities within the MDT in relation to evidence based OAMS care delivery through journal clubs, conferences etc.
- Develop and maintain links with Regional Centres for Nursing & Midwifery Education (RCNMEs), the Nursing and Midwifery Planning and Development Units (NMPDUs) and relevant third level Higher Education Institutes (HEIs) in the design, development and delivery of educational programmes in OAMS care.
- Be responsible for addressing own continuing professional development needs

### **Audit & Research:**

*Clinical Nurse Specialist will:*

- Establish and maintain a register of adult patients attending OAMS clinic within Clinical Nurse Specialist OAMS Caseload.
- Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI's) as directed and advised by the DoN
- Identify, initiate and conduct nursing and MDT audit and research projects relevant to the area of practice.
- Identify, critically analyse, disseminate and integrate best evidence relating to care of adult OAMS patients into practice
- Contribute to nursing research on all aspects of OAMS
- Use the outcomes of audit to improve service provision
- Contribute to service planning and budgetary processes through use of audit data and specialist knowledge
- Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence based practice

**Audit expected outcomes including: follow up**

- Collate data which will provide evidence of the effectiveness of Clinical Nurse Specialist OAMS
- In collaboration with the Directorate Manager, agree local KPIs to include that the CNSp in Oral Clinic ensures that every patient has a nurse consultation at every clinic visit, patients phone enquiry is returned within 24 hours. Every phone enquiry looking for advice from another hospital or GP is returned promptly.
- The CNSp will keep a record of the number & details of the patients attending the service & exact details of the type of condition pertaining to each patient in line with local and National PPPGs relating to GDPR.
- Refer to the National Council for the Professional Development of Nursing and Midwifery final report - *Evaluation of Clinical Nurse and Midwife Specialist and Advanced Nurse and Midwife Practitioner roles in Ireland* (SCAPE Report, 2010) and refer to the National KPIs associated with the speciality. They should have a clinical nursing focus as well as a breakdown of activity - patients seen and treated.

- Evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing management and MDT colleagues (Primary and Secondary Care).

**Consultant:**

*Clinical Nurse Specialist OAMS will:*

- Provide leadership in clinical practice and act as a resource and role model for OAMS practice.
- Generate and contribute to the development of clinical standards and guidelines and support implementation
- Use specialist knowledge to support and enhance generalist nursing practice
- Develop collaborative working relationship with the medical / nursing team ....
- Develop collaborative working relationships with local OAMS Clinical Nurse Specialist's/ Registered Advanced Nurse Practitioner / MDT colleagues as appropriate, developing person centred care pathways to promote the integrated model of care delivery.
- With the support of the Director of Nursing, attend integrated care planning meetings as required
- Where appropriate develop and maintain relationships with specialist services in voluntary organisations which support patients in the community.
- Liaise with other health service providers in the development and on-going delivery of the National Clinical Programme model of care.
- Network with other Clinical Nurse Specialist in OAMS Clinics and in related professional associations.

**Health & Safety:**

These duties must be performed in accordance with local organisational and the HSE health and safety policies. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe

and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood.

### **Quality, Risk and Safety Responsibilities**

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety
- Participate and cooperate with local quality, risk and safety initiatives as required
- Participate and cooperate with internal and external evaluations of the MMUH organisation's structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE and / or other regulatory authorities
- Initiate, support and implement quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirements
- Contribute to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards
- Comply with local MMUH and Health Service Executive (HSE) Complaints Policy
- Ensure completion of incident/near miss forms and clinical risk reporting
- Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the role of Clinical Nurse Specialist in OAMs clinic.

#### **Specific Responsibility for Best Practice in Hygiene**

Hygiene is defined as: "The practice that serves to keep people and environments clean and prevent infection. It involves the study of preserving ones health, preventing the spread of disease, and recognising, evaluating and controlling health hazards. In the healthcare setting it incorporates the following key areas: environment and facilities, hand hygiene, catering, management of laundry, waste and sharps, and

equipment “(HIQA, 2008; P2) It is the responsibility of all staff to ensure compliance with local organisational hygiene standards, guidelines and practices.

**Management/Administration:**

*Clinical Nurse Specialist in OAMS clinic will:*

- Provide an efficient, effective and high quality service, respecting the needs of each patient, family and/or carer
- Effectively manage time and caseload in order to meet changing and developing service needs
- Continually monitor the service to ensure it reflects current needs
- Implement and manage identified changes
- Ensure that confidentiality in relation to patient records is maintained
- Represent the specialist service at local, national and international fora as required
- Maintain accurate and contemporaneous records and data on all matters pertaining to the planning, management, delivery and evaluation of care and ensure that this service is in line with local MMUH and HSE requirements.
- Contribute to the service planning process as appropriate and as directed by the DoN
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

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| <p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p> | <p><b>Candidates must have at the latest date of application: -</b></p> <p><b>1. <u>Professional Qualifications, experience etc</u></b></p> <p><b>(a)</b></p> <p>I) Be a registered nurse on the active Register of Nurses and Midwives held by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be eligible to be so registered</p> <p style="text-align: center;">And</p> <p>II) Be registered in General Nursing Division of the register of Nurses and Midwives in which the application is being made.</p> <p style="text-align: center;">And</p> <p>III) Have successfully completed a post graduate qualification in Cancer nursing is desirable, as certified by the education provider, which verifies that the applicant has achieved a Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic Level 8 or higher relevant to the specialist area of Cancer nursing prior to application.</p> <p style="text-align: center;">Or</p> <p>Can provide written evidence from higher education institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard, relevant to the specialist area of Cancer nursing prior to application</p> <p style="text-align: center;">And</p> <p>IV) Have a minimum of 5 years post registration full time experience or an aggregate of 5 years full time in the General Nursing division of the register in which the application is being made</p> <p style="text-align: center;">And</p> <p>V) Have a minimum of 2 years' experience in specialist area of Cancer Disease Care</p> |
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And

VI) Demonstrate evidence of continuing professional development

(b) Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice

## **2 Annual registration**

(i) Practitioners must maintain live annual registration on the appropriate/relevant Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) for the role

And

(ii) Confirm annual registration with NMBI to the MMUH and HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

## **3 Age**

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

## **4 Health**

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **5 Character**

Candidates for and any person holding the office must be of good character.

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|                                              | <p><b><i>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing &amp; Midwifery Board of Ireland) by way of the Patient Safety Assurance Certificate (PSAC)</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Post Specific Requirements</b>            | <p>This section may be used to include <u>educational or experience</u> requirements that are deemed necessary for a specific post in a specific location. For example; Demonstrate depth and breadth of Nursing experience in the specialist area of Cancer Disease.</p> <ul style="list-style-type: none"> <li>• Attend educational Cancer study days nationally &amp; internationally to maintain and keep updated with specialist Cancer disease knowledge</li> <li>• Self-directed reading of articles &amp; pertinent books relating to Cancer disease to acquire information on cancer disease and management and problems in adulthood.</li> <li>• Attend other Cancer disease specialist centres if feasible to observe practice and ideas to further develop the service</li> <li>• Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate.</li> <li>• Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Ionising Radiation Certificate.</li> </ul> |
| Other requirements specific to the post      | <ul style="list-style-type: none"> <li>• ??</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Skills, competencies and/or knowledge</b> | <p><b>Professional Knowledge</b></p> <p><b><i>Clinical Nurse Specialist OAMS will:</i></b></p> <ul style="list-style-type: none"> <li>• Practice in accordance with relevant legislation and with regard to The Scope of Nursing &amp; Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2014)</li> <li>• Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to develop and maintain the competences required for professional practice</li> <li>• Adhere to the Nursing &amp; Midwifery values of Care, Compassion and Commitment (DoH, 2016)</li> <li>• Adhere to national, regional and local HSE / MMUH PPPGs</li> </ul>                                                                                                                                                                                                        |

- Adhere to relevant legislation and regulation
- Adhere to appropriate lines of authority within the nurse/midwife management structure.

***Clinical Nurse Specialist will demonstrate:***

- In-depth knowledge of the role of Clinical Nurse Specialist OAMS
- In-depth knowledge of the pathophysiology of Cancer
- The ability to undertake a comprehensive assessment of the patient with cancer, including taking an accurate history of their cancer condition and presenting problem
- The ability to employ appropriate diagnostic interventions (including) to support clinical decision making and the patients' self- management planning
- The ability to formulate a plan of care based on findings and evidence based standards of care and practice guidelines
- The ability to follow up and evaluate a plan of care
- Knowledge of health promotion principles/coaching/self-management strategies that will enable people to take greater control over decisions and actions that affect their health and wellbeing
- An understanding of the principles of clinical governance and risk management as they apply directly to Clinical Nurse Specialist OAMS and the wider health service
- Evidence of teaching in the clinical area
- A working knowledge of audit and research processes
- Evidence of computer skills including use of Microsoft Word, Excel, E-mail, PowerPoint

**Communication and Interpersonal Skills**

- Effective communication skills
- Ability to build and maintain relationships particularly in the context of MDT working
- Ability to present information in a clear and concise manner
- Ability to manage groups through the learning process

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|                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Ability to provide constructive feedback to encourage future learning</li> <li>• Effective presentation skills.</li> </ul> <p><b>Organisation and Management Skills:</b></p> <ul style="list-style-type: none"> <li>• Evidence of effective organisational skills including awareness of appropriate resource management</li> <li>• Ability to attain designated targets, manage deadlines and multiple tasks</li> <li>• Ability to be self-directed, work on own initiative</li> <li>• A willingness to be flexible in response to changing local/organisational requirements.</li> </ul> <p><b>Building &amp; Maintaining Relationships including Team and Leadership skills</b></p> <ul style="list-style-type: none"> <li>• Leadership, change management and team management skills including the ability to work with MDT colleagues.</li> </ul> <p><b>Commitment to providing a quality service:</b></p> <ul style="list-style-type: none"> <li>• Awareness and respect for the patient's views in relation to their care</li> <li>• Evidence of providing quality improvement programmes</li> <li>• Evidence of conducting audit</li> <li>• Evidence of motivation by ongoing professional development.</li> </ul> <p><b>Analysing and Decision Making</b></p> <ul style="list-style-type: none"> <li>• Effective analytical, problem solving and decision making skills</li> </ul> |
| <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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