

**Clinical Nurse Specialist Breast Cancer
Job Specification & Terms and Conditions**

Job Title and Grade	Clinical Nurse Breast Cancer 33.5 hours per week
Organisational Area	Mater University Hospital
Location of Post	☐ <i>Cancer Directorate</i> ☐ <i>Symptomatic Breast Health Unit</i>
Informal Enquiries	Tracey Fitzpatrick Directorate Nurse Manager traceyfitzpatrick@mater.ie
Details of Service/Background to the post	Cancer is one of the largest causes of morbidity and mortality in Ireland (National Cancer Forum, 2006). One in 9 people in Ireland will develop breast cancer in their lifetime. In Ireland 3700 cases of breast cancer are diagnosed each year. The symptomatic Breast health unit in the Mater Hospital receives over 7000 referral every year and diagnoses up to 400 breast cancers The CNS Breast Cancer is pivotal to the patient journey supporting patients from diagnosis, surgery, post-operative recovery and follow-up.
Reporting Relationship	Directorate Nurse Manager Cancer Directorate CNM 3 Oncology Services
Purpose of the Post	The purpose of this Clinical Nurse Specialist Breast Cancer post is : The Clinical Nurse Specialist will work with the multi-professional Breast Health team in the promotion of a patient centred approach to cancer patients and their families. In doing so, he/she will provide nursing expertise, education and a management consultation service to patients, their relatives and members of the multidisciplinary team in all areas of this specialty. The post holder will also be expected to contribute to nurse-led quality initiatives which meet national, regional and local standards in cancer, supportive and palliative care. The post holder will ensure all patients referred by a GP to the Breast Health Unit are triaged and those requiring access to the Triple Assessment Clinic are able to do so in conformance with the National Assurance Standards for Symptomatic Breast Disease 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, 4th edition, National Council for the Professional Development of Nursing and Midwifery (NCNM) 2008 Caseload The Clinical Nurse Specialist breast cancer will focus on the following patient caseload. Patients over 16 diagnosed with breast cancer
Principal Duties and Responsibilities	The post holder's practice is based on the five core concepts of Clinical Nurse Specialist role as defined by the NCNM 4th edition (2008) in order to fulfil the role. The concepts are: • Clinical Focus • Patient/Client Advocate • Education and Training • Audit and Research • Consultant Clinical Focus Clinical Nurse Specialist breast cancer will have a strong patient focus whereby the specialty defines itself as nursing and subscribes to the overall purpose, functions and

ethical standards of nursing/midwifery. 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 Breast Cancer will :

- Provide a specialist nursing service for patients with a diagnosis of breast cancer 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.
- The post holder will ensure all patients referred by a GP to the Breast Health Unit are triaged and those requiring access to the Triple Assessment Clinic are able to do so in conformance with the National Assurance Standards for Symptomatic Breast Disease
- Allocate appointments for urgent referrals ensuring they are offered an appointment date for Triple Assessment Clinic with 10 working days as per KPI
- 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 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 Breast Cancer will:

- Identify and agree appropriate referral pathways for patients with a diagnosis of breast cancer.
- 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 breast cancer support care.

- Take a lead role in ensuring the service for patients who require breast cancer care is in line with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012)

Patient/Client Advocate

Clinical Nurse Specialist Breast Cancer 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 Breast Cancer will:

- Maintain clinical competence in patient management within breast cancer 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 condition.
- Contribute to the design, development and implementation of education programmes and resources for the patient, family and/or carer in relation to breast cancer thus empowering them to self-manage their condition.
- Provide mentorship and preceptorship for nursing colleagues as appropriate.
- Participate in training programmes for nursing/midwifery, MDT colleagues and key stakeholders as appropriate
- Create exchange of learning opportunities within the MDT in relation to evidence based breast cancer 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 breast cancer care.
- Be responsible for addressing own continuing professional development needs.

Audit & Research:

Clinical Nurse Specialist Breast Cancer will:

- Establish and maintain a register of patients referred to the Clinical Nurse Specialist breast cancer.
- Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI's) as directed and advised by the Directorate Nurse Manager.
- 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 breast cancer.
- Contribute to nursing research on all aspects of breast cancer care for cancer patients.
- 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:

- Collate data (insert agreed KPIs/clinical targets) which will provide evidence of the effectiveness of Clinical Nurse Specialist breast cancer interventions undertaken 3 or 4 - 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.
- Regular audit of triage referral documents to ensure compliance with NCCP requirements
- Regular audit of adherence to Key Performance Indicators.
- 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 Breast Cancer will:

- Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI's) defined by the National Cancer Program as directed and advised by the Directorate Nurse Manager.
- Ensure that his/her own practice is compliant and up to date with "best practice", which is reflected in research development.
- Collect and maintain accurate data in relation to this service improvement initiative and the impact of the role within the oncology/haematology service as determined and developed nationally.
- Participates in the regular audit of his/her own clinical practice.
- Ensure the development and maintenance of a quality assurance programme which is patient centred utilising up to date research findings.
- Use such research findings to influence care within the speciality.
- Set objectives and develop policies, procedures and standards for the cancer nursing services based on current nursing research and relevant research from other disciplines.
- Identify areas within the specialty relevant to nursing practice, which would benefit from research.
- Promote an awareness of research-based practice amongst staff.
- Participate in departmental research related to the specialty.

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 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 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 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 breast cancer the physical and psychological care of cancer patients.

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 Breast Cancer 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 HSE requirements.
- Contribute to the service planning process as appropriate and as directed by the Directorate Nurse Manger.
- 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.
Eligibility Criteria Qualifications and/ or experience	Candidates must have at the latest date of application: - 1. <u>Professional Qualifications, experience etc</u> (a) 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 And II) Have successfully completed a post registration programme of study, 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 in breast cancer nursing or oncology nursing Or 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 prior application And III) Have a minimum of 5 years post registration full time experience or an aggregate of 5 years full time in the general division of the register in which the application is being made And IV) Evidence of career development and personal development plan (b) Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice 2 <u>Annual registration</u> (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 HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3 <u>Age</u> 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 <u>Health</u> 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 <u>Character</u> Candidates for and any person holding the office must be of good character. <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 & Midwifery Board of Ireland) by way of the Patient Safety Assurance Certificate (PSAC)</i>
Skills, competencies and/or knowledge	Professional Knowledge <i>Clinical Nurse Specialist Breast Cancer will:</i> • Practice in accordance with relevant legislation and with regard to The Scope of Nursing & 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) • 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 • Adhere to the Nursing & Midwifery values of Care, Compassion and Commitment (DoH, 2016) • Adhere to national, regional and local HSE PPPGs • Adhere to relevant legislation and regulation • Adhere to appropriate lines of authority within the nurse/midwife management structure. • <i>Clinical Nurse Specialist Breast Cancer will:</i> • In-depth knowledge of the role of Clinical Nurse Specialist Breast cancer • In-depth knowledge of the pathophysiology of breast cancer. • The ability to undertake a comprehensive assessment of the patient with referred to breast cancer service, including taking an accurate history of their condition and presenting problems. • The ability to employ appropriate diagnostic interventions 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 Breast Cancer role 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 • Ability to provide constructive feedback to encourage future learning • Effective presentation skills. Organisation and Management Skills: • Evidence of effective organisational skills including awareness of appropriate resource management • Ability to attain designated targets, manage deadlines and multiple tasks • Ability to be self-directed, work on own initiative • A willingness to be flexible in response to changing local/organisational requirements. Building & Maintaining Relationships including Team and Leadership skills • Leadership, change management and team management skills including the ability to work with MDT colleagues. Commitment to providing a quality service: • Awareness and respect for the patient's views in relation to their care • Evidence of providing quality improvement programmes • Evidence of conducting audit • Evidence of motivation by ongoing professional development. Analysing and Decision Making • Effective analytical, problem solving and decision making skills
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates". Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.

The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.

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.