

Mater Misericordiae University Hospital

Dublin



Clinical Nurse Specialist

Skin Cancer Clinical Nurse Specialist

Job Title / Grade: Clinical Nurse Specialist / Clinical Nurse Manager 2

Directorate: Cancer Directorate

Location: Mater Misericordiae University Hospital

Reporting Relationship:

Professionally accountable & Responsible to the: Director of Nursing

Report to the: Directorate Nurse Manager

Clinical Issues: Consultant(s) in Dermatology, Oncology, Plastic Surgery.

Job Description

Job Purpose

The Skin Cancer Clinical Nurse Specialist Co-Ordinator will provide efficient, high quality, multi-disciplinary care to patients diagnosed with skin cancer. The CNS/CNM2 will undertake comprehensive patient assessments and will engage with various disciplines such as dermatology, oncology, plastic surgery and pathology to coordinate best patient care pathways. The nurse will formulate a plan of care based on findings and evidence based standards of care and practice guidelines. This will involve collaboratively developing and reviewing patient referrals and treatment pathways to promote ease of access and flow through the service. The CNS/CNM2 will provide specialist guidance and support at all stages of care and treatment so that patients and families are kept involved and included in decision making. S/he will assist in the development of evidence based clinical nursing practice in line with current research and guidelines, and will establish clear lines of communication within the specialty team to ensure cohesive multidisciplinary management of patients. The post holder will have a key role in promoting the development, review and redesign of services which are responsive and relevant to patient's needs. The post holder will be responsible for the implementation and operationalising NCCP, HSE and OEI standards in line with skin cancer service.

Key Responsibilities:

- Practice nursing according to the Code of Professional Conduct as directed by Bord Altranais and Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) and Professional Clinical Guidelines.
- Manage and advise on the treatment of skin cancer.
- Coordinate Multi-Disciplinary-Team meetings and engage in data collection and present informed analysis of information gathered.
- Support and coordinate the management of patients undergoing surgical intervention including wound care and lymphedema management.
- Coordinate test and investigative requirements and initiate supportive services to assist patients and their families on their treatment journey.
- Develop individualized care pathways for specific patient cohort, e.g. those diagnosed with melanoma or other complex non-melanoma skin cancers.
- Actively engage in / support skin cancer related research programs.
- Develop effective relationships and liaisons with the multi-disciplinary team and internal and external agencies including public health nurses, general practitioners, dietitians, pharmacists, laboratory staff and others as required.
- Follow appropriate lines of authority according to the service and directorate structure – reporting to consultant on clinical issues and to CNM3/DNM as line manager.

Core Competency

Clinical Focus Direct Care:

- Develop expertise in the assessment, treatment, monitoring, evaluation and follow-up of this (skin cancer) patient cohort - utilizing robust assessment tool.
- Employ psychological assessment skills to elicit the patient's holistic needs, to support wellbeing, recovery and self-care.
- In consultation with lead consultant & others as appropriate such as nursing, dietetics, pharmacy etc. develop treatment and care protocols and initiate prescribed/recommended treatments within agreed time parameters.
- Help ward staff to devise the optimum nursing care plan to ensure realization of patient centred care.

- Identify opportunities to share expertise, encourage and offer specialist advice and guidance to those involved in caring / recipients of care within this service.
- Establish regular education and training sessions explaining and providing rationale for treatment and management of the specific skin cancer conditions.
- Be the advocate and support link nurse for patients and their families with queries relating to their diagnosis, treatments and or services available.
- Create, promote and maintain a therapeutic safe supportive care environment that respects the dignity, privacy, independence and potential of each individual patient.
- Actively participate in multidisciplinary meetings with Dermatology, Plastic surgeons and Pathology.

Indirect Care:

- Demonstrate competence relating to the diagnostic interventions required in determining the extent (stage) of the skin cancer.
- Participate in the identification and development of clinical protocols, operational policies and strategies to enhance the continuity and standard of specialist care.
- Provide clinical expertise, specialist advice and support across the service boundaries.
- Actively contribute to planning, organizing, managing and evaluating the outpatient services, identifying areas for improvement.
- Identify improvements to the referral process and communication structures within the MDT and wider network groupings (hospital, national and international) to achieve objectives of delivering safer, high quality, effective and efficient service within a supportive care environment.
- Establish effective liaison with MDT, internal and external agencies, developing a network of contacts to support optimal patient care.
- Have an enquiring mind and constantly remain interested by updating knowledge and expertise in research and practice relating to caring for patients with skin cancers. Use this learning to update policies, procedures and guidelines to safeguard care standards.
- Encourage open positive team discussions regarding patient treatments, OPD and follow up, investigations and evaluations of care to ensure a comprehensive patient experience.
- Actively foster a positive, helpful, flexible and encouraging attitude within self and others to help create and maintain an atmosphere that is supportive and caring.

Patient Advocate

Role model the advocacy concept through thoughts and actions to empower and maximise individual potential at every level. Engage in education and training to identify and represent care needs along with effective communications and establishment of helpful linkages with individuals and agencies in a timely manner to encourage better care and health management.

Education & Training

- Maintain clinical, nursing and managerial competence in the area of skin cancer by keeping up to date with relevant research and evidence based practice.
- Contribute to the design, development and implementation of educational programmes and resources for the patient, family and/or carer in relation to the management of patients with skin cancer.
- Facilitate learning opportunities by planning, co-ordinating and initiating structured and impromptu educational sessions.
- Promote staff competence in assessing, identifying and managing pre skin cancerous and cancerous lesions and support advice on best care and treatment.

- Create exchange of learning opportunities within the MDT in relation to evidence based care delivery through journal clubs, conferences etc.
- Communicate and disseminate information about how improvements in care can be achieved.
- 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 relation to skin cancer care.
- Be responsible for addressing own continuing professional development needs

Audit & Research

- Establish and maintain a register of patients with skin cancer within the CNS/Cnm2 caseload.
- Evaluate clinically relevant data aligned to Key Performance Indicators - including referral data, patient numbers, outcome measures and complications to effect quality improvement.
- Conduct and participate in clinical audit and research to improve standards of care for patient.
- Interpret and communicate results of clinical audit to DON/DNM, medical, nursing and HSCP staff – identifying trends and highlight improvement opportunities.
- Contribute to service planning and budgetary processes through use of audit data and specialist knowledge
- Act as a role model in order to translate knowledge and evidence in practice.
- Identify, discuss and implement initiatives for streamlining care delivery.
- Conduct ongoing review of clinical practice guidelines and protocols in collaboration with Consultants, DNM's, and Clinical Nurse Managers of Dermatology, Oncology, Plastic Surgery and Pathology.

Consultant

- Provide leadership and act as resource in providing specialist knowledge, expertise and care.
- Work with, support, advise and help build up the knowledge and expertise of nursing staff and other healthcare professionals involved in providing care for Skin cancer patients through regular formal and informal educational methods.
- Develop collaborative working relationships to promote the integrated model of care delivery.
- Continually monitor the service to ensure it reflects a person centered ethos.
- With the support of the DON/DNM attend integrated care planning meetings as required and 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.
- Liaise with other health service providers in the development and on-going delivery of the National Clinical Programme model of care.

General Responsibilities and Accountabilities

1. **Confidentiality** Must be aware of the confidential policy and procedure of the Mater Misericordiae Hospital and same to be implemented in all aspects of patient care.
2. **Policies & Procedures:** Must familiarise oneself with and adhere to all policy and procedural documents relevant to your position.
3. **Hygiene Standards:** The highest standard of hygiene must be maintained whilst on duty at all times. All staff members are responsible for ensuring compliance with the Hospital requirements and standards with regards to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental and site hygiene standards.
4. **Health and Safety:** Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Mater Hospital's mission, vision and values. You are required to familiarise yourself with the requirements of employees under the Safety, Health

and Welfare Act 2005 and to promote a work environment which corresponds with this act. Each staff member is responsible for ensuring that the Hospital remains a safe place to work.

5. **Information Technology:** Ensure that the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.
6. **Business Continuity Management:** Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation. All staff employed by the Mater Misericordiae University Hospital is obliged to:
 - Make themselves familiar with the Organisational Business Continuity Plan.
 - Attend BCM education sessions provided
 - Familiarise with their individual roles as set out in their local departmental business continuity plan if applicable and or the Organisational business continuity plan

NOTE:

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent Clinical Nurse Specialist / CNM2 in Skin Cancer will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.

Job title / Grade Person Specification		CNM II/CNS Skin Cancer Coordinator
Location	Emergency & Specialist Medicine Directorate MMUH	
Date	August 2018	
Requirements	1. Registered in the General Division of the Register of Nurses & Midwives maintained by Bord Altranais and Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) 2. Have a minimum of 5 years post registration experience, 3 of which should be in plastic surgery/dermatology/oncology in the acute hospital setting 3. Qualification in Plastic Surgery/Dermatology/Oncology nursing essential level 8. 4. Demonstrate practical experience of teaching in the clinical area 5. Display evidence of continuing professional development 6. Computer skills essential – including Microsoft Word, Excel & Powerpoint	
Essential		
Professional Knowledge	• In-depth knowledge of the role: CNS/CNM2 Skin Cancer Coordinator • In-depth knowledge of the pathophysiology process in skin cancer conditions • Ability to undertake a comprehensive assessment of the patient with skin cancer, including history taking & evaluation and formulating a plan of care • Care based on best practice guidelines (research focused) • Understand principles of clinical governance	
Core Aptitudes	• Analytical & Judgment skills • Planning & Organisational skills • Strong Leadership and influencing skills • Excellent interpersonal & communication skills.	

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____