

MyelomaAcademy™

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1. Job Identification

Job title: Myeloma Clinical Nurse Specialist – hospital based. Suggested Band 7

Reports to: Lead nurse oncology services: Lead for hospital and community services

Department(s): Department of haematology/oncology

Directorate: Rare Cancers

Operating division:

Job reference:

Number of job holders:

Last updated (insert date):

2. Job purpose

The post holder will be responsible for the provision of specialist nursing care for myeloma patients and their families from the point of diagnosis, throughout the patient pathway to end of life care. The post holder will be responsible for:

- Initial patient assessment and initiating a care plan for patients in partnership with the wider multidisciplinary (MDT) team
- Supporting patients undergoing diagnostic processes
- Specific clinical expertise (in-depth knowledge and understanding of myeloma)
- Undertaking medicine management for myeloma patients
- Assessing prescriptions to maximise patient management and recovery
- Initiating and implementing standards of nursing treatment and care for myeloma patients
- Developing new approaches to running services
- Undertaking strategic planning to incorporate specific speciality needs and evidence-based practice
- Providing nurse-led clinics as appropriate such as pre and post transplant and inpatient/outpatient

Advanced skills in communication, listening and recognising physical and psychological side-effects are required to enable the post holder to advise, counsel and provide supportive care which will ensure best

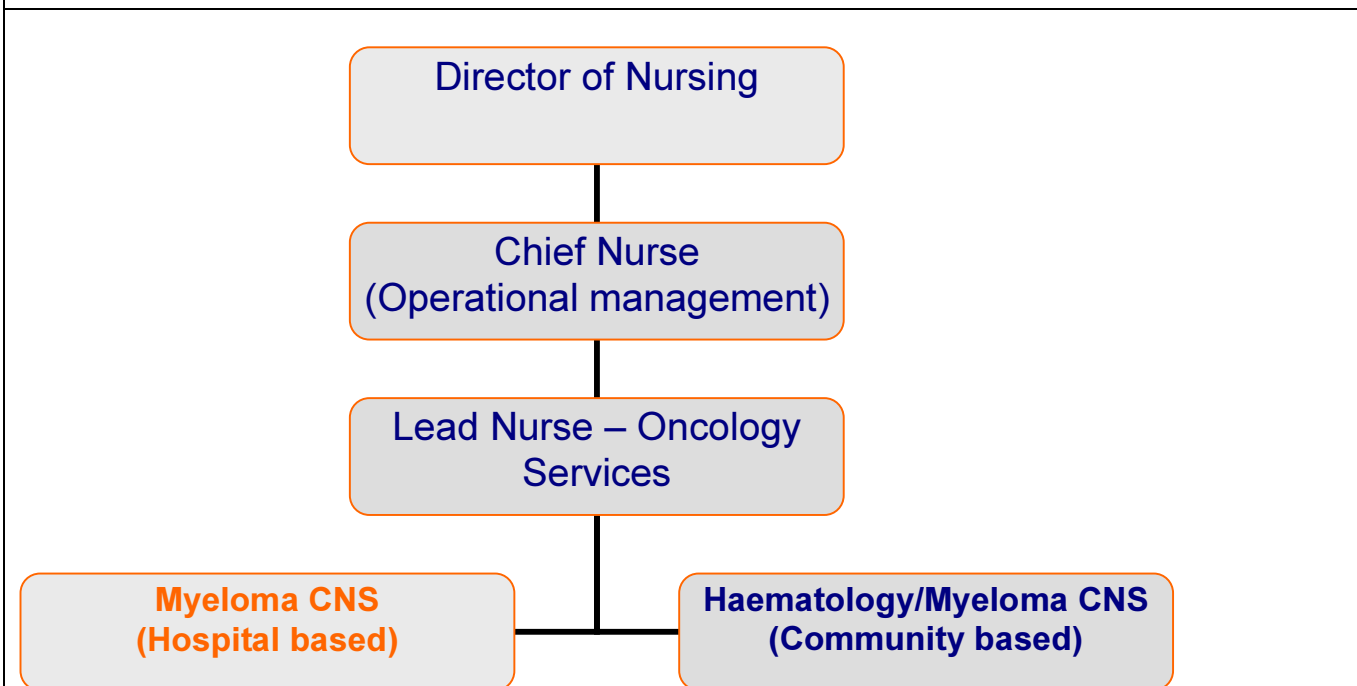
outcomes for myeloma patients.

The post will operate within a multidisciplinary team, and will develop links with cancer units within the network to ensure continuity of care throughout the patient care pathway.

3. Dimensions

- Number and level of staff supported: (to be completed)
- Staff management/Supervisory responsibilities, including numbers and levels: (to be completed)
- Budgetary responsibilities: (to be completed)
- Client group: Myeloma patients and their families, occasionally other haematological groups

4. Organisational position



5. Key result areas

Professional

The post holder will:

- Practice at all times within the Nursing and Midwifery Code of Professional Conduct (2008) to ensure the myeloma patients nursing needs are met

- Develop the role by using evidence based practice and continuously improve their own knowledge, in accordance with PREP guidelines

Clinical practice function

The post holder will:

- Possess specific clinical expertise (in-depth knowledge and understanding of myeloma and treatments) to work as a core member of the multidisciplinary team (MDT); ensuring patients receive information, support and care which are timely, appropriate and effective
- Act as a point of contact for patients and their families, to discuss treatment options and clinical trials available to them to help the patient make informed decisions about their treatment and care
- Take responsibility for the assessment of the myeloma patient prior to each cycle of chemotherapy administration and use professional judgement to determine the need to refer to any member of the multidisciplinary team
- Use specialist expertise to assess and recognise acute changes in patients with myeloma and take appropriate action
- Use specialist knowledge to assess and put into place a care plan for patients with chronic complications and side-effects as well as acute complications and side-effects and be knowledgeable about symptom control issues i.e. pain, constipation
- Monitor and manage symptoms of disease and/or side-effects of treatment, report concerns to the lead cancer nurse, consultant haematologist or the MDT
- Develop, implement and improve the standards of nursing care for patients with myeloma and their family across all care environments within the hospital setting
- Initiate interventions which will impact and provide optimum care for myeloma patients
- Undertake nurse-led clinics when appropriate
 - i. ensure accountability with regard to documentation of nurse-led consultation and correspondence with general practitioner
 - ii. be aware of professional and legal implications of conducting nurse-led clinics and extended role activity
 - iii. ensure vicarious liability through maintenance of up-to-date specialist practice competency register
- Ensure patient perspectives are incorporated into procedures and standards wherever possible

Professional leadership

The post holder will:

- Contribute to the development of safe, quality and timely care for myeloma patients
- Monitor the assessment and care planning of the team to ensure a range of needs are met with patients at different stages of diagnosis with myeloma
- Lead as well as initiate clinical practice development initiatives in relation to symptom management, protocol development and safe practice
- Develop, monitor and assess outpatient care plans and refer patient where necessary for specialist treatment and care
- Work proactively in partnership with the voluntary sector to allow patients and their families the opportunity to gain independent advice, support and advocacy at different times throughout all stages of their cancer

Education and research development

The post holder will:

- Ensure the delivery of appropriate myeloma education through innovative ways of collaborative

working with higher education institutions, voluntary sector and other myeloma support groups

- Draw on professional knowledge and expertise, working collaboratively to identify and support shared learning opportunities for nurses (pre and post registration), and other disciplines, and to influence the development of the learning environment
- Promote the integration of evidence-based practice in care for myeloma patients
- Work collaboratively with the multidisciplinary team to develop nursing research projects to improve quality of care and service of myeloma care
- Oversee patient care and teaching/education to non-specialist ward staff
- Work with the MDT, in partnership with the patient, to ensure information about myeloma-related clinical trials/research is made available to them
- Pursue opportunities to teach and/or speak about myeloma nursing inside and outside the Trust at local and national levels
- Pursue development research and contribute to innovations in myeloma management
- Actively participate in investigating and leading clinical audits

Management

The post holder will:

- Provide autonomous clinical advice during working hours and otherwise establish and manage a system for out-of-office-hours enquiries
- Accept relevant budgetary responsibilities

Service development

The post holder will:

- Work in collaboration with the MDT, the voluntary sector, and patient/carer representatives to develop new approaches to running patient focussed services
- Work collaboratively to develop and implement clinical audit to influence and support practice and service development

6. Systems, equipment and machinery

The post holder will be required to:

- Have necessary IT skills and clinical information skills to access laboratory and radiology systems on a daily basis
- Have a working knowledge of Microsoft Office to enable electronic communications, collection of data and writing of service reports
- Have overall responsibility for risk assessment and maintenance of stock levels of specialist equipment
- Verify safe custody and administration of drugs and blood products according to haematology unit policy and procedures
- Use intravenous infusion devices and manage access devices on a regular basis
- Maintain safe and functioning treatment and equipment areas
- Be cognisant of the Health and Safety at Work Act and its relation to Control of Substances Hazardous to Health (COSHH)
- Use resuscitation equipment as required
- Have the necessary knowledge and ability to use all the equipment used in the area, as required
- Has the knowledge and ability to resuscitation equipment

- Has expert knowledge and experience of the use of different cytotoxic agents used in the treatment of myeloma

7. Assignment and review of work

The post holder will be required to:

- Manage their workload, which is primarily generated through the haematology services and determined by the numbers of patients diagnosed with myeloma and therefore has no maximum
- Assess myeloma patients to initiate a care plan, with input from all members of the MDT
- Monitor their own caseload activity
- Prioritise their own and the team's workload on a daily basis and anticipate and resolve problems
- Be responsible for initiating and receiving patient referrals from and to a wide range of agencies, including patients and carers
- Undergo performance review by the Clinical Nurse Manager/Lead Myeloma Nurse (Haematology Services) on an annual basis and agree a professional development plan. This will be recorded on the E-KSF system

8. Decisions and judgements

The post holder will be required to:

- Work will be largely self-directed and self-generated in response to the myeloma site specific group of the NCLN, national directives, and the operational goals of the MDT, and will require minimal supervision
- Close team working will be required with the lead clinicians and other members the MDT
- Judgements will be made that involve a range of facts or situations related to myeloma, which require analysis and comparison of a range of options
- Decisions and judgements will be made that act in the myeloma patient's best interests to ensure their rights are upheld

9. Most challenging/difficult aspects of the job

The post holder will be required to:

- Achieve a balance between the demands of direct patient care and existing resources in a complex dynamic environment
- Manage a caseload of myeloma patients with unexpected patient activity and demand including patients with complex needs, distressed and in pain
- Address the equality and diversity needs of patients receiving different treatment pathways

10. Communicating and relationships

The post holder will be required to engage in a range of relationships with different groups, staff members and other stakeholders, including;

Caring: Nature of communication

The post holder will be required to:

- Work with an identified patient caseload
- Communicate myeloma related information to patients who are newly diagnosed, in an understandable and appropriate way
- Act in a supportive manner when communicating difficult and distressing news to patients and families
- Represent and act as patient advocate when necessary, enabling the individual to make choices and assist with decision-making relevant to their particular case
- Liaise closely with specialist cancer and palliative care teams to ensure myeloma patients receive the best care possible
- Ensure regular dialogue with consultant haematologist and the wider MDT

Managing directly and indirectly: Nature of communication

The post holder will be required to:

- Communicate clinical, operational and corporate information both to senior and junior staff
- Develop informal and formal contacts and liaise both within the organisation and with other external partners
- Liaise with primary care teams, ensuring they understand the needs of myeloma patients
- Communicate and negotiate services with all departments involved in the care of myeloma patients i.e. laboratory, radiology, inpatient haematology wards, bed managers
- Liaise with external bodies e.g. other hospitals in the region, primary care, voluntary organisations and patient groups
- Communicate with their line manager regarding workload and personal development

11. Physical, mental, emotional and environmental demands of the role

Physical

The post holder will be required to:

- Have a flexible approach to working hours in order to meet the requirements of the work, with occasional unsocial hours

Emotional

The post holder will be required to:

- Have frequent exposure to distressed patients and their families
- Support patients and their families who have to make difficult decisions about their treatment and care
- Support patients who are approaching the end of their life

12. Knowledge, training and experience required to do the job

The post holder will be required to:

- Be a first level registered nurse
- Have a degree in a related discipline
- Have a minimum of five years' experience working in haematology, some of this time at a senior level

- Show evidence of further education including post graduate certification/diploma/continuous professional development in a relevant area; i.e. haematology, palliative care
- Be qualified as an independent/supplementary prescriber (desirable or a willingness to undertake)
- Demonstrate they have achieved certification in Advanced Communication Skill
- Palliative care experience or qualification is strongly desirable
- Be able to travel
- A nursing teaching qualification is advantageous

13. Job description agreement	
A separate job description will need to be signed by each job holder to whom the job description applies.	
Job holders signature:	Date:
Job holders name (please print):	Date:
Head of department signature:	Date:
Head of department name (please print):	Date: