

MyelomaAcademy™

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1. Job Identification

Job title: Specialist Community Nurse in Haematology - Band 7 or Specialist Haematology/Myeloma Outreach Nurse

Responsible to (insert job title): Lead nurse for hospital and community services

Department(s): Department of haematology/oncology

Directorate: Cancer services

Operating Division:

Job reference:

2. Job purpose

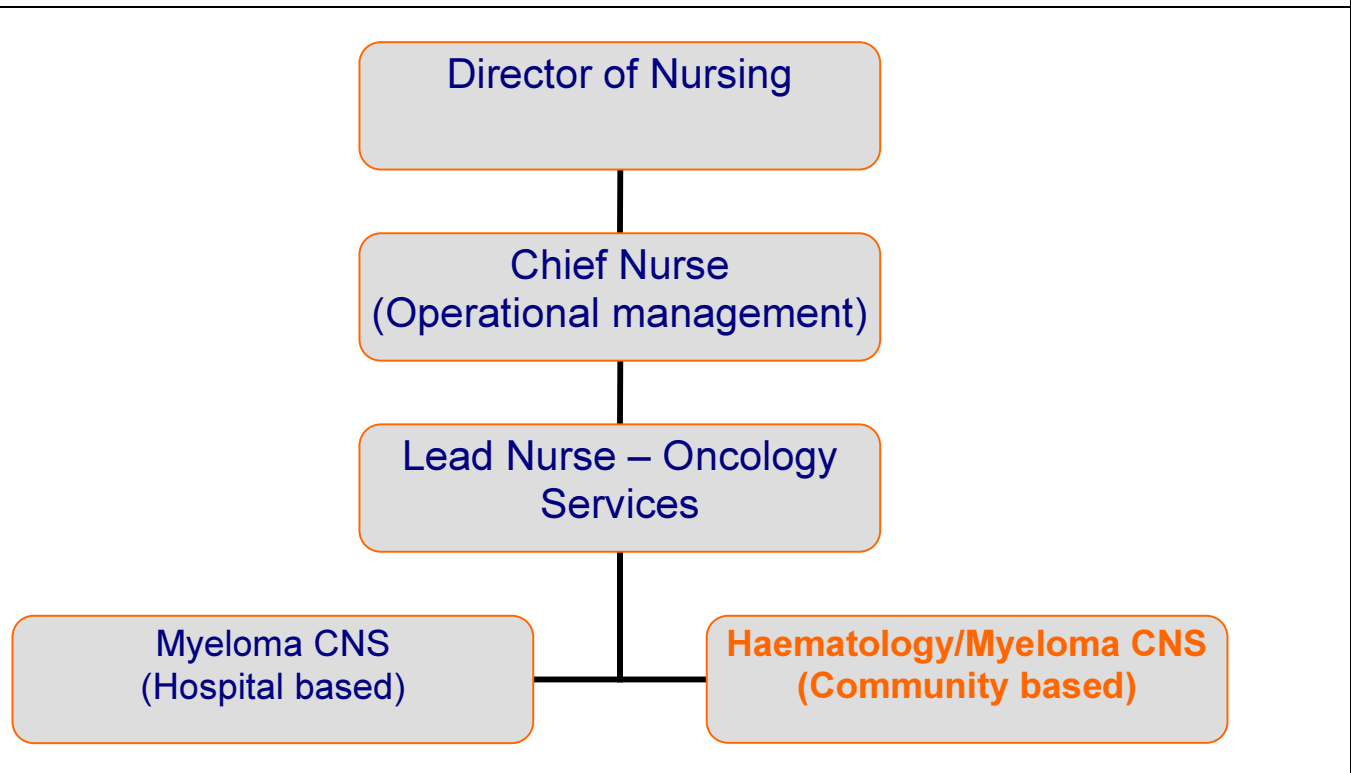
The post holder will be responsible for the delivery of care to a caseload of complex patients with malignant haematological conditions throughout the course of the disease. The post holder will coordinate care as patients move between hospital and community services. They will be an expert in malignant haematology care, demonstrating advanced assessment skills and symptom control knowledge. They will use decision-making and negotiation skills with confidence in order to affect good outcomes for patients.

They will work as part of a team, actively participating in the strategic and operational development of haematology services both within the hospital and in the community. They will contribute to haematology audit, the development and delivery of haematology education and participate in related research.

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: Malignant haematology patients and their families

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 haematology 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:

- Deliver specific clinical interventions to patients with haematological conditions
- Provide information, guidance, support, care and counselling to patients and their carers along the patient pathway. To know when to refer on to other professionals for more specialist guidance when appropriate
- Exercise a high degree of personal and professional autonomy and critical judgement
- Act as patient advocate
- Work as an autonomous practitioner responsible for the organisation and management of a clinical case load (either myeloma-specific or generic haematology) and for the planning, delivery and evaluation of care
- Take responsibility for the assessment of haematology patients' needs within the community setting and use professional judgement to determine the requirements to refer to the GP and/or any member of the haematology multidisciplinary team
- Assess and recognise acute changes in patients with haematological conditions and take appropriate action, including referral as per protocol to acute haematology services
- Monitor and manage side-effects of treatment(s), report concerns to the consultant haematologists/local lead GP
- In conjunction with the lead haematology consultant, identify the range of medicines which can be prescribed from the nursing formulary without referral to a physician
- Provide a seamless service between primary and secondary care settings, including coordinated early discharge from hospital, by developing strong links with secondary care. The care needs of patients over the 24-hour period should be considered and liaison undertaken with all relevant agencies and services
- Educate patients and their carers about management, interventions, treatment and care. To promote patient autonomy through education and support so that the individual is able to make informed choices about their own care. This will include explaining palliative care management plans as necessary, which requires compassion and sensitivity
- Initiate/contribute to discussion and case conferences with other healthcare professionals either in the acute or community setting
- Be required to work collaboratively with a wide range of health/social/academic professionals, i.e.
 - Multidisciplinary Team (MDT) members and leads
 - Oncologists
 - Haematologists
 - Palliative Care Specialists
 - Chemotherapy service providers
 - Primary Health Care teams
 - Social Services

- General Practitioners
- District Nurses/Out of Hours services
- Allied Healthcare Professionals
- Act as the patient's advocate, promote and deliver the highest standard of nursing care, ensuring all fundamentals of care are addressed, and current policies and procedures adhered to
- Maintain accurate and concise records of the clinical service, compiling statistical information to profile and inform future service delivery and development
- Educate patients who have been discharged from acute care to a community to identify risk factors associated with myeloma-related and treatment-related complications, such as infection
- Demonstrate a knowledge of the changing needs of myeloma patients at palliative and end of life care

Professional leadership

The post holder will:

- Lead, manage and develop Community Nurses in the management of haematological conditions
- Contribute to the development of safe, quality and timely care for patients with myeloma, leukaemia and lymphoma in the community
- 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 during the disease course

Education and research development

The post holder will:

- Ensure the delivery of appropriate haematology education through innovative ways of working collaboratively with higher education institutions, haematology support groups and specialist groups and organisations
- Identify and support shared learning opportunities for nurses (pre and post registration), and other disciplines, to influence the development of the learning environment
- Promote and evaluate the integration of evidence-based practice into care for patients with haematological conditions, including provision of a resource with regard to clinical effectiveness
- Utilise up-to-date research/evidence to deliver patient care and to disseminate this knowledge to all members of the MDT
- Work collaboratively with the multidisciplinary team to develop nursing research projects to improve quality of care and service in the field of haematology
- Work with the MDT, to ensure information about clinical trials/research is made available to patients and understood by them. This included GCP training
- Pursue opportunities to teach and/or speak about haematology nursing at local and national level to community and hospital personnel

Management

The post holder will:

- Be responsible for working with and developing the associated community nursing team
- Provide autonomous clinical advice during working hours and establish and manage a system for out-of-office-hours enquiries
- Have budgetary responsibilities for relevant expenditure
- Ensure the quality of nursing care by setting, monitoring and evaluating professional standards
- Participate in service audit on a regular basis with the multi-professional team so that patient care is continuously reviewed and improved, ensuring that documentation and record keeping is

comprehensively maintained

- Manage the resources to ensure efficient and effective use within the given area of responsibility including manpower, equipment and supplies
- Work in partnership with commissioning bodies to ensure patient needs are appropriately met
- Facilitate the management of change within a haematology caseload, particularly using innovative practices to foster patient independence
- Use e-technology, including telemedicine where appropriate to liaise with haematology teams in providing care to patients
- Participate in the identification of risk, and develop risk management strategies to ensure the safe delivery of care to haematology patients in the community

Service development

The post holder will:

- Work in collaboration with the MDT, voluntary sector and patient/carer representatives to develop new approaches to running services, which are patient focussed
- Work collaboratively to develop and implement clinical audit to influence and support practice and service development
- Audit the service on a regular basis with the multi-professional team so that patient care is continuously reviewed and improved, ensuring that documentation and record keeping is comprehensively maintained

6. Systems, equipment and machinery

The post holder will be required to:

- Have necessary IT skills and experience of clinical information systems 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
- Be able to use Intravenous infusion devices and manage access devices on a regular basis
- Be cognisant of the Health and Safety at Work Act and its relation to Control of Substances Hazardous to Health (COSHH)
- Has expert knowledge and experience of the use of different cytotoxic agents used in the treatment of myeloma
- Be able to use resuscitation equipment as required
- Be aware of blood transfusion guidelines
- Have the necessary knowledge and ability to be responsible for the safe use, transportation, and where appropriate, storage, of all diagnostic and treatment equipment relevant to the post as needed

7. Assignment and review of work

The post holder's workload is generated by the open access referral system between hospital haematology department and the community services. Therefore workload will fluctuate and there will be no defined maximum caseload size/dependency but the post holder will be required to monitor their caseload activity.

As an autonomous practitioner the post holder will be expected to prioritise their own and the team's workload on a daily basis and anticipate and resolve any workload problems. The post holder is responsible for initiating and receiving patient referrals from and to a wide range of agencies.

The Clinical Nurse Manager/Lead Nurse (Haematology Services) will undertake performance review with the post holder on an annual basis and agree a professional development plan. This will be recorded on the E-KSF system.

8. Decisions and judgements

Work will be largely self-directed and self-generated according to the site-specific haematological group guidelines, national directives, and the operational goals of the MDT. The post holder, will be able to work with minimal supervision but ensure close working with the lead clinicians in haemato-oncology and other members of multidisciplinary teams.

Judgement to resolve clinical problems will require possession of a wide knowledge of haemato-oncology, advanced clinical decision making skills and analytical skills to permit comparison of a range of options to be made. Decisions and judgements will need to be made in the haemato-oncology patient's best interests and to ensure their rights are upheld.

Continuous assessment of the patient's condition will be required by the post holder and action taken as appropriate.

9. Most challenging/difficult aspects of the role

The post holder will be required to:

- Achieve a balance between the demands of direct patient care and existing resources in a complex and ever changing environment
- Manage a caseload of haematology patients who may be distressed and in pain, and with complex needs, resulting in unplanned activity and demand, working with critical and terminally ill patients
- Work with a wide range and number of health professionals across hospital and community services
- Meet patient and family expectations with finite resources and with finite treatment options and outcomes

10. Communications and relationships

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

Caring: Nature of communication

The post holder will be required to:

- Communicate specific information to patients who are newly diagnosed with a haematological

malignancy in an understandable and sensitive way

- Be supportive when communicating difficult and distressing news to patients and families at all stages of the illness
- Represent and act as advocate for patients as necessary
- Enable the individual patient to make choices and assist them with decision making relevant to their cancer
- Liaise closely with specialist haematology, cancer and palliative care teams to ensure patients receive the best care possible
- Ensure regular dialogue with consultant haematologist and the patients GP

Managing directly and indirectly: Nature of communication

The post holder will be required to:

- Communicate clinical, operational and corporate information to both more senior and more junior staff
- Develop informal and formal contact and liaison on a daily basis both internally and with other partners
- Liaise with the GPs and primary care teams, ensuring they understand the needs of haematology patients
- Act in consultancy role for GPs and primary care teams with regard to specialist haematology issues
- Communicate and negotiate services with all departments involved in the care of haematology patients i.e. laboratory, radiology, in-patient haematology wards, hospital based haematology and transplantation nurse specialists
- Liaise with external bodies e.g. other hospitals, primary care teams, voluntary organisations and patient groups
- Communicate with their line manager regarding workload and personal development
- Participate in local and national haematology nursing forums

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

Physical skills

- Administration of blood products, chemotherapy, intravenous antibiotics
- Management of Hickman lines, picc lines and portacaths
- Venepuncture/cannulation

Physical demands

- The post may require a flexible approach to working hours in order to meet the requirements of the work, with occasional unsocial hours
- Occasional travel in adverse conditions

Emotional

- Frequent exposure to distressed patients and their families
- Supporting patients who are approaching their end of 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
- Show evidence of further education including post graduate certification/diploma/continuous professional development in a relevant area; i.e. haematology, palliative care
- Have a post registration qualification in community nursing (desirable)
- Be qualified as an independent/supplementary prescriber (desirable, if not a willingness to undertake)
- Be able to travel
- Have an advanced level of communication skills

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: