

NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

<b>POSITION INFORMATION</b>
<b>1. Job Details</b>
Post/Title: <b>Breast Care Nurse</b>  Responsible To: <b>Ward Manager</b>  Accountable To: <b>Director of Clinical Services</b>
<b>2. Job Summary</b> (A brief description of the main purpose of the post)
<ul style="list-style-type: none"><li>• To work in a clinical and service development capacity to ensure the service to breast patients is planned, delivered and evaluated in line with evidence-based practice</li><li>• To work closely with the multi-disciplinary team to help create and maintain a robust service whilst seamlessly incorporating other centre services such as diagnostics, chemotherapy and radiotherapy</li><li>• To provide psychological support, information and advice to patients diagnosed with breast cancer</li><li>• To provide overall clinical leadership for all breast services</li></ul>
<b>3. Role of the Department</b> (The function of the department in which the post holder works)
To provide exceptional nursing care to all breast cancer patients of New Victoria Hospital. As part of a dedicated team you'll work collaboratively to meet the needs of patients, within framework of New Victoria's policies and procedures.
<b>4. Key Working Relationships</b> (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)
All members of the team have regular weekly, if not daily contact with the following range of individuals and organisations: <ul style="list-style-type: none"><li>• Patients and their visitors</li><li>• All members of the nursing team</li><li>• Consultant users</li><li>• All other Medical Disciplines</li><li>• All employees</li></ul>

## 5. Duties and Responsibilities of the Post

- Assess, implement and evaluate physical, social and emotional care for patients with breast cancer in line with current evidence and both national and local policies
- Be an expert communicator
- Act as the patient's advocate and key worker
- Ensure all patients understand their treatment options, providing all necessary information in a format suitable to the patients' needs to ensure informed consent
- Be part of the multi-disciplinary team and communicate with other members to ensure the best care is delivered seamlessly to the patient
- Form and maintain good relationships with consultants
- Assist in outpatient clinics with the consultants
- Play a key role in co-ordinating the patient's care pathway across different treatment modalities
- Work with the team supporting and developing innovative service delivery in line with evidence-based practice and national standards
- Be an expert within the field of breast cancer, sharing knowledge and experience to enhance the patient pathway
- Act as a role model at all times and in accordance with the NMC Code of Professional Conduct
- Adhere to the NMC Code for Record Keeping and ensure all documentation is undertaken promptly to maintain contemporaneous patient records and to ensure effective communication across the MDT
- Be part of the Breast MDT where appropriate
- Be involved in the education and training of the clinical team to improve knowledge.
- Keep up to date with all current practices and research within the field of breast cancer
- Be part of clinical audit, data collection and service peer review where appropriate
- Actively commit to working in an open, transparent and honest manner within a culture dedicated to learning and improvement that strives to alert avoidable harm (statutory Duty of Candour).

## INDIVIDUAL RESPONSIBILITIES

### 6. General

The post holder is expected to:

- Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
- Understand and incorporate the organisational values into daily working practice:
  - Compassionate
  - Exceptional
  - Ethical
  - Evolving
- Attend mandatory training as identified by the Hospital

- Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
- Work as part of a team and collaborate with colleagues
- Ensure good communication links are established with all other departments within the hospital
- Maintain a high level of security awareness

## **7. Health and Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **8. Risk Management**

All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken.

## **9. Confidentiality and Information Governance**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Hospital's Information Security policy.

The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.

## **10. Equality and Diversity**

Employees are responsible for ensuring that they assist in the implementation of this the Hospital's Equality and Diversity policy by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.

## **11. Infection Control**

It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas.

<b>12. Safeguarding Children and Vulnerable Adults</b>
It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk.
<b>13. Disclosure and Barring Service Check</b>
This post requires the disclosure of all criminal record information including details and dates of 'spent' convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability.

## PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Knowledge	<ul style="list-style-type: none"> <li>• Registered Nurse (Adult) Part 1 of the NMC register</li> <li>• Breast Care Course</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• 3 years post-registration</li> <li>• Previous experience as a breast care nurse</li> </ul>	
Skills and aptitude	<ul style="list-style-type: none"> <li>• Exceptional communication skills (written and verbal), with the ability to demonstrate fluency, clarity and effectiveness at all levels.</li> <li>• Ability to prioritise workload</li> <li>• Attention to detail</li> <li>• Numerate</li> <li>• Organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with current professional issues and relevant research</li> </ul>
Personal circumstances	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Problem solving skills</li> <li>• Commitment to personal and professional development</li> <li>• Flexible and responsive to change</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in teaching/ability to teach</li> </ul>