

## **The Nightingale Cancer Support Centre**

Job Title:	Clinical Nurse Specialist
Salary:	In line with Grade 7NHS Pay Scale
Contract:	Part Time - a minimum of 10 to a maximum of 21 per week
Location:	Nightingale Office
Responsible to:	Head of Services
Direct reports:	None

### **Purpose**

To maintain and expand client services and activities by providing clinical knowledge, advice and expertise to clients, carers, staff and general public. Liaising with colleagues and healthcare professionals such as GP's, Palliative Care Team, District Nurses and a range of other agencies as necessary.

### **Tasks and Responsibilities:**

#### **Key Tasks**

- Maintain high standards of support through assessments/evaluation of the physical and psychological needs of the client.
- Provide specialist advice and support through appropriate methods of service delivery; including face to face, telephone, letter and e-mail and when necessary referring or signposting clients to appropriate support services, both statutory and voluntary.
- Where appropriate, act as an advocate for clients, ensuring that everyone is treated with dignity, respect and empathy and that confidentiality is maintained at all times.
- Maintain and develop a reference resource to support queries and questions from clients/family members and general public.
- Identify and initiate contact with new experts/advisers.
- Develop and run existing support groups and as appropriate work collaboratively to develop new groups and patient self-management programmes.
- Undertake educational and skills training and development as appropriate to the role and with the agreement of the Operational Group.
- Ensure knowledge of service provision both nationally and locally is continually up to date and develop links with information networks.
- Keep accurate database records.
- Ensure literature and information across all communication mediums is regularly reviewed/updated and complies with charity print/publication guidelines, is up to date, relevant and well presented.
- Prepare and submit management reports and information to support funding applications as and when required.

Requirements of the role:

- Possess excellent communication skills in order to assess and interpret individual clients' holistic needs in a sensitive and timely manner.
- The postholder is required to work independently, making decisions in collaboration with Head of Services about service delivery and service development and improvement.
- Maintain professional boundaries and working relationships with all clients and colleagues
- Promote good staff and volunteer morale and help to ensure that the charity maintains a high profile in the community.
- Represent the Charity at varied events, this may include some unsocial hours.
- Carry out other duties as required.
- Drive own vehicle for work.

This job description is not exhaustive but acts to provide guidelines for the duties expected while in post and will be reviewed and amended in the light of changing demand.

## Personal Specification - Clinical Nurse Specialist

Criterion	Desirable or Essential
Registered Nurse	Essential
Post Registration Cancer/Palliative Care Nursing Qualification or equivalent Oncology nursing experience at registered nurse level	Desirable
A good knowledge of cancer and its treatment	Desirable
A commitment to maintain good standards of nursing practice Experience of developing and disseminating information Experience of developing and maintaining good working relationships with third parties (both individual and organisation)	Essential
A good understanding of, and ability to demonstrate, the skills needed to give information to cancer patients and their relatives and friends	Essential
The ability to use interpersonal skills to maintain excellent working relationships and build partnerships with a wide range of people and organisation's	Essential
Experience of planning and developing services which are evidence based	Essential
Good standards of accuracy, numeracy and literacy; ability to produce reports and other documents on time and to an excellent standard	Essential
An ability to analyse basic statistical data; experience of basic evaluation	Essential
Good working knowledge of word processing, email, the Internet and spreadsheet packages (preferably Microsoft Word and Excel)	Essential
Experience of managing staff	Desirable
Experience of facilitating user involvement	Desirable
Have own car and have the ability to navigate under own supervision	Essential