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| Role Details **Job Description** | |
| Job Title | Tees Valley Lung Cancer Screening (formerly known as Targeted Lung Health Check) Responsible Assessor- Please note this role will be hosted by InHealth for 2 years with an honorary contract in place for UHT working |
| Band | 7 |
| Department/Service | Respiratory Medicine |
| Organisational Relationships: | |
| Responsible to: | Tees Valley Lung Cancer Screening Operational Lead |
| Accountable to: | Tees Valley Lung Cancer Screening Clinical Director |
| Professionally Accountable to: | Head of Nursing InHealth |
| Responsible for: | The Responsible Assessor will be responsible for the leadership of the process to select and assess individual cases for entry into the Lung Cancer Screening Programme, the Lung Health Check and any prior risk assessment for lung cancer. They will lead on the auditing of cases, in line with the Standard Protocol. They will also be responsible for presentation at Screening Review Meeting (SRM), and actioning of clinical decisions made at SRM. |
| Organisational Chart: | |
| Tees Valley Lung Cancer Screening (LCS) Clinical Director  Tees Valley Targeted LCS Operational Lead  Tees Valley LCS Responsible Assessor (This role)  Tees Valley LCS Patient Pathway Facilitators | |
| Job Summary/ Role: | |
| This role will be fundamental in the delivery and running of the Tees Valley (TV) Lung Cancer Screening programme, which identifies asymptomatic people, providing early diagnosis of both lung cancer and other lung diseases. The role will also be fundamental to planning appropriate follow-up for participants screened through the programme.  The work to continually oversee and monitor the programme will need a leader who is able to collaborate with multiple partners including Primary and Secondary care, the Northern Cancer Alliance, Local Authorities, Public Health, cancer charities and external providers.  Working as part of the LCS team (consisting of the Clinical Director, Responsible Radiologist, Responsible Clinician and Programme Operational Lead) the post holder will ensure the service is delivered according to the National Standard protocol through delivery and reporting of the 15 quality standards that together form the Quality Assurance framework for skills and training, information and communication, and safe and effective clinical delivery.  The post holder will act as the Responsible Assessor and continually oversee and monitor clinical activity for the programme and will be expected to:   * Provide day-to-day clinical leadership of the clinical service:   + Eligibility selection/assessment and triage processes for entry onto the programme.   + The lung health check and risk assessment for lung cancer.   + Oversee external provider recruitment, processes and quality assurance. * Contribute to clinical governance, training and quality improvement. * Responsible for data entry regarding lung health assessment and quality assurance, with a focus on data completeness and audit. * Responsible for facilitating onward referrals for clinical findings identified at the screening review meeting (SRM, maintaining visibility of the patient throughout their whole journey through Secondary care, return to Primary care or reintroduction to the programme). * Maintain a good knowledge of emerging policies from government departments, to assist in the development of local policies. * Working with the LCS Operational Lead, develop policies and processes to ensure the safe and effective delivery of the screening programme.   The post holder will be expected to work with autonomy and to exercise advanced decision-making skills, providing expert clinical advice and support to other staff and teams within the TV LCS programme, partner organisations and LCS patients. | |
| Key Relationships: | |
| Builds and manages internal and external stakeholder relationships:  Northern Cancer Alliance  Clinical Director  Responsible Clinician  Responsible Radiologist  LCS Operational Lead  GPs / LMC Practice Managers  Trust Operational Managers  Trust Clinical Directors  Private Providers  Commissioners  National LCS team  Patients  Communications Teams  Public Health colleagues  Local Authority colleagues  Other LCS programme colleagues | |
| Core Functions: | |
| To take a lead role in providing education and clinical support for staff working within the Tees Valley Lung Cancer Screening Service.• Lead the selection of patients for the programme and ensure their progress can be tracked at all points.• Oversee and monitor the clinical programme, the management of participants and provide day-to-day leadership of the clinical service.• Assist in the design of the patient pathways.• Ensure improvements and corrective actions are implemented to support governance, training and improve quality.• Ensure appropriate action is taken when clinical findings are identified as part of the assessment for eligibility and during any add-on investigations such as spirometry and assessing cardiovascular risk. This may include further management in primary and/or secondary care.• Provide professional nursing leadership to the LCS SRM within the sphere of clinical responsibility. Lead and motivate others by giving clear direction and setting achievable objectives.• Refer for appropriate investigations as agreed at SRM.• Refer to physicians as needed.• Undertake practice sensitive to the needs of patients, carers and relatives from multi-cultural backgrounds.• Demonstrate the mandatory competencies of the Trust, attending all required mandatory updates.• Develop a service philosophy and models of care to ensure that all policies and procedures are implemented and to lead on the development of nursing practice. Monitor any impact on the patient experience.• Ensure that any patient quality and safety issues are addressed in a timely manner. This includes monitoring and evaluating standards of care by the clinical team and providing regular feedback to the specialty team on the standards of care.• In collaboration with members of the multidisciplinary team, ensure that the users of the service and their families have a positive experience and using feedback (patient experience surveys, concerns and complaints) evaluate patient processes and pathways of care are redesigned as required.• Ensure concerns raised by patients and their families are dealt with in an open, honest and transparent way, quickly and effectively, in line with trust policies, procedures and Duty of Candour legislation.• Ensuring that accurate and timely SRM records are maintained, monitoring standards and taking corrective action as required.• Communicate with patients in an empathetic manner, appropriate to the situation and patient’s level of understanding.• Refer patients to other health care professionals as required in the hospital and/or in the community, such as smoking cessation services.• Implement the Nursing Strategy by setting clear achievable objectives into any staff’s annual performance and development reviews and evaluate performance.• Work closely with the Operational Lead and key stakeholder partners. | |
| **Administrative Responsibilities** | Clinical data and information are entered into the appropriate clinical system with a focus on data completeness to support effective clinical audit.  Analysis of data, reviewing of a range of options.  Manage the activities necessary to ensure delivery in line with the National Standard and Quality Assurance Protocols. |
| **Clinical Responsibilities** | To act as a champion for patients and their interests and involve the public and patients in the design of process to select and assess the individual cases for entry into the programme, the lung health check and the risk assessment for lung cancer.  Ensure the patient assessment element of the programme is implemented as outlined in the National Standard Protocol.  Support the delivery of excellent clinical care across all patient settings.  Contribute to the strategic planning process and delivery of priorities and manage consequential adjustments to activities.  Ensure appropriate action is taken when clinical findings are identified, this may include further management in primary and/or secondary care.  Combine clinical expertise with operational knowledge, converting delivery and operational findings into clinical learning.  Ensure patient-centred care across the service.  Sensitively reassure and empathise with patients face to face and on the telephone, especially when they raise issues of a highly sensitive nature.  Ensure co-operation throughout this process, ensuring that all barriers (e.g. patients who are hard of hearing/patients who do not have English as their first language) are overcome and that patients are not left anxious or distressed. |
| **Management and Leadership**  **Responsibilities** | Champion improvement and leadership strategies, through attendance at leadership and development training programmes i.e. New and Aspiring Leaders and Foundation Quality Improvement training.  Attend the Programme Steering Board and meetings with varied internal and external key stakeholders to facilitate the delivery of the strategic objectives. |
| **Policy and Service Development** | Champion, lead and implement quality improvement initiatives across the programme, contributing to Quality Improvement programmes across stakeholder Trusts.  Identify opportunities for service redesign, focusing on a patient centred approach to delivery, liaising with operational and clinical colleagues, where appropriate.  Support in the development and implementation of business cases and bids with internal and external colleagues to improve services. |
| **Research and Audit Responsibilities** | Ensure appropriate audit processes are in place as set out in the National Standard and Quality Assurance Protocols. |
| **Managing Resources Responsibilities** | Support in ensuring resource throughout the LCS programme pathway is appropriately trained as per the National Standard Protocol. |
| **Education and Training** | Take responsibility for personal development and education and the development of a Personal Development Plan.  Seeks, applies and shares knowledge both internally and externally by making use of the knowledge and experience of other team members and colleagues to improve business performance. |
| The job description and duties may be subject to future review as the needs of the service change. | |

# Graphical user interface Description automatically generatedPerson Specification

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| **KNOWLEDGE & SKILLS** | | |
| **Essential** | **Desirable** | **Assessment Method** |
| * A specialist nurse with a proven knowledge of Respiratory Medicine * Able to work within and outside the trust with credibility in both areas * Demonstrate significant contribution to practice and service development, able to lead, plan and develop education programmes and training * Understanding of National cancer priorities, specifically relating to lung, early diagnosis evidence base, and the wider cancer screening agenda * Demonstrable experience of establishing policies and procedures | * Demonstrable experience across community and acute settings * Previous demonstrable experience of staff development and performance management * Demonstrable experience of management of staff - e.g. sickness and absence, recruitment |  |
| **QUALIFICATIONS & TRAINING** | | |
| **Essential** | **Desirable** | **Assessment Method** |
| * Valid NMC registration * Master’s degree or equivalent demonstrable experience in Respiratory Medicine * Professional knowledge through degree / diploma or equivalent demonstrable experience * Willing to undertake additional training as required * Understand the appropriate attitudes, ethics, regulations and procedures related to clinical care and screening | * Management degree or experience |  |
| **EXPERIENCE** | | |
| **Essential** | **Desirable** | **Assessment Method** |
| * Experience of working as a clinical leader * Good understanding of collaborative cross boundary work | * Proven evidence of use of information systems |  |
| **PERSONAL ATTRIBUTES** | | |
| **Essential** | **Desirable** | **Assessment Method** |
| * Strong inter and intrapersonal skills * Strong presentation skills * Effective communicator both orally and on paper * Skill in working with cross-functional teams * Well-developed influencing skills across hierarchies and disciplines * Ability to act and ensure delivery * Responsive and flexible attitude / approach * Able to identify opportunities for improvement and lead on change * Excellent customer care skills * Compassion |  |  |

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| General Requirements: |
| Communications and Working Relations The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team. Policies and Procedures All duties and responsibilities must be undertaken in compliance with the Trust’s Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust’s attention immediately.   1. **Health and Safety**   The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.   1. **No Smoking**   All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust’s Smokefree Policy (G35)   1. **Confidentiality**   All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.   1. **Equal Opportunities**   The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.   1. **Infection Control**   The post-holder will ensure that (s)he follows the Trust’s hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.   1. **Safeguarding Children and Adults**   The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams. |

**APPENDIX 2**

**PROFILE SUPPLEMENT**

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| **This Role Involves:** | **Yes** | **No** | **Rare** | **Occasional** | **Frequent** | **Examples** |
| **Lifting weights/objects between 6-15 kilos** | x |  |  | x |  | Maybe required whilst supporting or delivering outpatient clinics. |
| **Lifting weights/objectives above 15 kilos** | x |  | x |  |  | Maybe required whilst supporting or delivering outpatient clinics. |
| **Using equipment to lift, push or pull patients/objects** | x |  |  | x |  | Maybe required whilst supporting or delivering outpatient clinics. |
| **Lifting heavy containers or equipment** | x |  | x |  |  | Maybe required whilst supporting or delivering outpatient clinics. |
| **Running in an emergency** | x |  | x |  |  |  |
| **Driving alone/with passengers/with goods** | x |  | x |  |  | Maybe required to visit different Trusts, NHS sites or work-related events. |
| **Invasive surgical procedures** |  | x |  |  |  |  |
| **Working at height or in a confined space** |  | x |  |  |  |  |
| **Concentration to assess patients/analyse information** | x |  |  |  | x | Reviewing patient information to assess patient eligibility. Review patient medical history and assessing CT scan reports to ensure appropriate action is taken. |
| **Response to emergency situations** | x |  | x |  |  | Maybe required whilst supporting or delivering outpatient clinics. |
| **To change plans and appointments/meetings depending on the needs of this role** | x |  |  | x |  | Will be required to change plans and/or rearrange meetings according to the needs of the service. |
| **Clinical interventions** | x |  |  | x |  | May be required to support or deliver outpatient clinics. |
| **Informing patients/family/carers of unwelcome news** | x |  |  | x |  | May be required to telephone patients regarding appointments/outcomes/diagnosis. |
| **Caring for terminally ill patients** |  | x |  |  |  |  |
| **Dealing with difficult family situations** | x |  |  | x |  | This may be required following informing patients/family/carers of unwelcome news. |
| **Caring for/working with patients with severely challenging behaviour** | x |  | x |  |  | This may be required whilst supporting or delivering outpatient clinics. |
| **Typing up of formal minutes/case conferences** | x |  |  | x |  |  |
| **Clinical/hands on patient/client care** | x |  |  |  | x | May be required to support or deliver outpatient clinics. |
| **Contacts with uncontained blood/bodily fluids** | x |  | x |  |  | This may happen whilst supporting or delivering outpatient clinics. |
| **Exposure to verbal aggression** | x |  | x |  |  | This may happen whilst supporting or delivering outpatient clinics or during telephone conversations. |
| **Exposure to physical aggression** | x |  | x |  |  | This may happen whilst supporting or delivering outpatient clinics. |
| **Exposure to unpleasant working conditions dust/dirt/fleas** |  | x |  |  |  |  |
| **Exposure to harmful chemicals/radiation** |  | x |  |  |  |  |
| **Attending the scene of an emergency** |  | x |  |  |  |  |
| **Food preparation and handling** |  | x |  |  |  |  |
| **Working on a computer for majority of work** | x |  |  |  | x | Reviewing and recording patient information, performing audits and analysing programme data. |
| **Use of road transport** | x |  |  | x |  | Maybe required to visit different Trusts, NHS sites or work-related events. |