



Job Title: Breast Care Nurse

Location/Base: Parkside Hospital, 53 Parkside, Wimbledon SW19 5NX

Dept.: Nursing

Reporting to: Senior Breast Clinical Nurse Specialist

Accountable to: Matron

## **1 JOB PURPOSE:**

To provide (in collaboration with the primary carers) a breast cancer support service to patients and their families/carers receiving treatment for breast cancer at Parkside Hospital and Parkside Oncology Clinic.

To provide an advisory and consultative service in the speciality to nurses and other healthcare workers and to work with them to provide optimum care to breast cancer patients.

To participate in and develop educational programmes in the field of breast cancer care.

To promote and sustain a high quality breast care service.

Initiate practice that is evidence based and facilitates informed choice.

## **2 KEY ACCOUNTABILITIES:**

### **Clinical/Professional**

1. In collaboration with the primary carers, assess the needs of breast cancer patients and their families/carers following referral from their consultant breast surgeon/oncologist. Utilise this assessment to ascertain the level of input that the patient requires throughout their treatment.
2. To work with a caseload of patients, their families and carers to establish effective partnerships whilst providing relevant support, education and information. Where appropriate provide access to counselling and psychological support.

3. Provide advice and support to the multi-disciplinary team, working with them to provide optimum care for breast cancer patients. Be approachable to all MDT members for advice and referrals.
4. Participate and assist in practice development initiatives for the breast care role within Aspen Healthcare, to insure an appropriate level of nursing intervention so that patients who present with complex needs receive the most appropriate specialist care.
5. Sustain awareness of ethical dilemmas in patient care and develop skills to manage difficult situations.
6. Ensure safe and effective care for breast cancer patients including specialist advice regarding surgical treatments including management of wounds and seroma. Work collaboratively with colleagues to enhance surgical assessment prior to breast surgery.
7. Give practical help and advice by assessing the cosmetic needs of patients, giving information regarding appropriate lingerie and assisting in the provision of breast prosthesis. Liaise with manufacturers, representatives and suppliers of breast prosthesis and lingerie.
8. Liaise effectively with other hospitals, community and voluntary organisations to share information and knowledge in order to promote the continuous care of the patient with breast cancer, recognising opportunities to enhance care for this client group.
9. Maintain an active involvement with breast patients undergoing chemotherapy and radiotherapy, offering support and advice.
10. Offer ongoing support and follow up to patients receiving hormone treatment.
11. Attend and participate in the Breast MDT as relevant and necessary.

### **Managerial**

1. Manage own workload effectively and be an active participant in the development of breast care services within Parkside Hospital and Cancer Centre London.
2. Maintain effective liaison and communication with GP's, hospitals and other relevant agencies to ensure continuity of care.
3. Ensure effective communication with all hospital and community staff regarding all aspects of breast care in order to promote a high quality, cost effective service.

4. Maintain patient's records and ensure that all information is documented in line with NMC standards of record keeping.
5. Assist in the development of local protocols and guidelines to ensure that the structure and role of the service is clearly identified.
6. Participate in the ongoing identification of quality issues and the development of care standards, audit programmes and develop the role according to patients changing needs.
7. Collect service activity data on an ongoing basis.
8. Participate in the Hospital's Individual Performance Review, to evaluate performance through realistically set objectives.
9. Ensure awareness and compliance with all NMC codes, statutory regulations, hospital policies and Health and Safety regulations.
10. Deputise for Senior CNS in their absence.

### **Education**

1. Identify personal education and training needs and take responsibility to meet the requirements of professional development in line with the NMC's current and future recommendations.
2. Support the Senior CNS in identifying the training needs of nursing/other clinical staff within the hospital relevant to breast care, and assist in providing teaching programmes to meet these needs.
3. Identify the educational needs of patients, their families or carers in order to provide an appropriate level of teaching, using written information to back up teaching in specific areas of care.
4. Feedback to clinical teams following professional updates in breast cancer and surgical care.
5. Assist with Senior CNS the ongoing development of breast care surgical skills with all grades of staff on the surgical floors as relevant.
6. Develop skills to manage difficult situations (e.g Advanced Communications Course)
7. Attend and contribute to Clinical Supervision.

## **Research and Audit**

1. Ensure continuous review of patient care and operational policies to allow the integration of current research recommendations.
2. Undertake where appropriate, nursing and/or collaborative clinical research on breast/cancer care.
3. Participate and contribute to nursing/multi-disciplinary clinical and organisational audit using recognised methods of data collection and analysis.
4. Develop systems to ensure that the expressed views and needs of both the key and lay users of the service influence its on-going development.
5. To be familiar with current clinical research protocol issues and relevant treatment procedures.

### **3 SUPPLEMENTARY INFORMATION**

#### **Our Values**

We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

Beyond Compliance – Going above and beyond to improve our business

Personalised Attention – Taking time to care for others

Partnership and Teamwork – Inclusive and collaborative

Investing in Excellence – Working to be the best

Always with Integrity – Respected, admired and reliable

#### **Code of conduct**

I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.

I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.

I will always be honest and act with integrity.

I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.

I will show my commitment to working as a team member with all my colleagues and the wider community.

I will take responsibility for my own learning and development.

If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

#### **Equality & Diversity**

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

#### **Health & Safety at Work**

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

#### **Statutory & Mandatory Training**

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager's support at the earliest opportunity.

### **Infection Prevention & Control**

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

### **Confidentiality**

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient. Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

### **Information Security**

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

Saving data and information

Password management and responsibilities

Transfer of data and data sharing

### **Whistleblowing - Raising Concerns**

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company's business:

A criminal offence

The breach of a legal obligation

A miscarriage of justice

A danger to the health and safety of any individual

Damage to the environment

Deliberate attempt to conceal any of the above.

any other legitimate concerns

### **Data Protection**

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

### **Mobility/Flexibility**

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies' facilities.

### **Safeguarding the Welfare of Children and Vulnerable Adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

### **For all posts requiring professional registration**

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

### **Other responsibilities**

You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review

The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.



## Person Specification

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Dept.: Nursing

Reporting to: Senior Breast CNS

Accountable to: Matron

	ESSENTIAL	DESIRABLE
Educational qualifications	RGN Breast care course Previous experience is essential Diploma or Degree in Healthcare related subject Evidence of continuous professional development	ENB 998 or equivalent
Specific training/skills /knowledge required	Up to date clinical and professional knowledge. Ability to assess plan implement and evaluate relevant advice/information to patients and relatives. Change Management Communication Skills Health & Safety Legislation	

	<p>Time management skills and ability to work independently and negotiate and influence team.</p> <p>Infection Control</p>	
Experience	<p>1+ years breast care nursing experience</p> <p>Competent on management of patients within speciality</p>	
General	<p>Positive attitude</p> <p>Assertiveness</p> <p>Good attendance record</p> <p>Flexibility</p> <p>Excellent customer care skills</p>	