

## JOB DESCRIPTION

- Job Title:** Staff Nurse – Breastcare Nurse  
Contract – 22 to 28 hours per week.
- Responsible to:** Senior Sister – Outpatients Department (OPD)
- Accountable to:** Matron/Chief Executive
- Overall Objective:** Functioning as a specialist Breastcare nurse, provide a high quality service for patients with cancer, throughout the period of investigation, diagnosis and treatment.

### MAIN DUTIES & RESPONSIBILITIES:

#### Clinical Practice:

1. Co-ordinates, plans and delivers efficient patient centred care.
2. To be present at diagnostic clinics and provide information and support to patients/ carers.
3. To communicate effectively with patients and families, to assess and provide relevant support, information, education, advice, counselling and refer appropriately to other specialities.
4. To ensure patients have the relevant knowledge to make informed decisions regarding surgery/treatment options.
5. To identify physical/social/psychological needs and refer to other specialists and surgeons when necessary.
6. To maintain accurate records.
7. Attends and participates in meetings within the clinic.
8. Represents the clinic externally at oncology meetings – MDT meetings.
9. Practices in accordance with all clinical policies, procedures and guidelines, participating with the updating of the same, as required.
10. Be adaptable and innovative in the approach to patient care in relation to changing needs and advances in treatment.
11. To work effectively as part of the multidisciplinary team in the clinic and externally.
12. To be flexible with working hours when other Breast Care Nurses are on leave as required and attend Breastcare conferences as applicable.

### PROFESSIONAL RESPONSIBILITIES:

1. To organise and participate in the management of oncology service within the clinic to agreed standards.
2. To act in accordance with the NMC Code of Professional Conduct.
3. Work closely with the other members of the Breast Care/ Oncology team.
4. Communicate effectively with other departments within the clinic and the community to provide a seamless service for patients/carers.
5. Maintains and improves own professional competency.
6. To participate in audit/evidence based practice/ quality improvement.

7. Effectively manage his/her own workload.
8. Co-operates with the off-duty scheduling so as to ensure adequate cover and efficient staffing.
9. To handle complaints, suggestions and queries promptly and appropriately and report to the Line Manager.

**EDUCATIONAL:**

1. To address the educational needs of the patients and carers, particularly in relation to personal and public attitudes to cancer.
2. Liaising with other specialist services and giving patients literature as required.
3. To provide information and education to ward staff and students relating to oncology and treatment options.
4. Participates in the induction and training of new staff – supporting, mentoring and teaching as necessary.
5. Ensure knowledgeable in best practice and research findings in the management of patients undergoing chemotherapy, and also keep up to date with new treatments.
6. Promote evidence based practice.
7. Follow appropriate patient pathways

**ENHANCE PATIENT EXPERIENCE:**

1. Develop and maintain a culture of personal-centred care within the breast service.
2. Act as a key worker for patients with breast cancer offering an accessible point of contact across the patient journey, consistent with the responsibilities governed by the department.
3. Within a nurse provided service, undertake advanced holistic assessment to include physical, emotional, psychological, social and spiritual needs and develop an appropriate plan of care and appropriate onward referral.
4. Provide nurse led clinics to meet the needs of the clinic.

**GENERAL DUTIES:**

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures at all times.
2. Comply with the Ulster Independent Equal Opportunities Policy at all times.
3. Complete mandatory training and development activities as required in order to remain competent and develop within the role.
4. Attend all mandatory in-service training and lectures.
5. Actively participate and contribute to the continuous improvement of the service in own work area.
6. Adhere to and carry out all duties and responsibilities in accordance with hospital Health and Safety policies and statutory regulations.
7. Adhere to Fire Accident prevention policy within the hospital.

8. Co-operate with and communicate effectively with all users of service, being courteous and respectful at all times.
9. Participate in annual performance reviews and maintain own personal development file.
10. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines – where relevant.
11. Adhere to and abide by professional code at all times.

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

## PERSONNEL SPECIFICATION

### Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
<b>Knowledge and Experience</b>	<p>Five years recent post-registration experience working as Adult Registered General Nurse and within a breast surgery/oncology setting caring for patients with breast cancer.</p> <p>Demonstrate an up-to-date knowledge of the current pathways and care for patients with breast cancer to include diagnosis, investigation, treatment and management.</p>	
<b>Education/Qualifications / Training</b>	<p>Have obtained a degree in nursing</p> <p>Have completed the Breast Cancer Care module</p> <p>Have completed the Advanced Communication course</p>	
<b>Professional Membership</b>	<p>Current NMC registration.</p>	
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts and evening / late evening clinics.</p> <p>Current professional indemnity insurance</p> <p>Evidence of continuing personal and professional development</p>	

	<p>Computer literate - Highly computer literate including the ability to use MS Office.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References.</li> <li>• Satisfactory *ACCESSNI clearance.</li> <li>• Evidence of right to live and work in UK **</li> <li>• Qualification checks</li> <li>• NMC Registration and Professional Indemnity Insurance</li> </ul>	
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**Hourly rate: Starting from £21.07**

**COMPETENCIES:**

- Patient focus.
- Have effective communication and interpersonal skills to meet the needs of the post in full.
- Demonstrate the ability to work effectively as part of a multi-disciplinary team.
- Ability to deal with complex and difficult emotional situations.
- Effective communication and interpersonal skills.
- Ability to plan and organise their own work.

## Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\*You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.