Clinical Nurse Specialist –
Upper Gastrointestinal and Hepato-
Pancreato-Biliary Cancer

Date: 2017

Job Title: Clinical Nurse Specialist - Upper GI/HPB

Department: General Surgical Service

Location: Waitemata DHB

Reports to [Line]:
- Head Of Division Surgical & Ambulatory Services for performance objectives and contribution at senior nurse level

Reports to [Professional]:
- Chief of Surgery for collaborative achievement of service strategic plan and performance
- Head Of Division Surgical & Ambulatory Services for the safety of professional practice performance to the highest standard

Direct Reports: None

Functional Relationships with:
Internal:
- Tumour Stream CNC’s/CNS’s
- Clinicians
- Patients and their whanau
- Maori Health Service
- Institute of Innovation and Improvement
- Social Workers/Psychologists
- Faster Cancer Tracker
- Patient Service Centre
- MDM Coordinators
- Outpatients

External:
- Patients, family/whanau
- Primary Care providers
- Other DHB providers
- Non-Government Organisations e.g. Cancer Society, Hospice
- Northern Cancer Network
- Other community support groups

Our Purpose, Values and Standards
At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:
1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whanau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.
Clinical Nurse Specialist – Upper Gastrointestinal and Hepato-Pancreato-Biliary Cancer

Position Description

Purpose: Advanced practice nursing role that focuses on care delivery for patients with upper GI/HPB cancer; on assessment and management of patients referred to the GI/HPB Service. Care assumed according to the CNS level of practice and delegated authority.

KEY ACCOUNTABILITIES

<table>
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<tr>
<th>Domain One</th>
<th>Professional responsibility</th>
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| **Professional Leadership and Expertise** | • Meets all registered nurse PDRP competencies at minimum of RN Level 4 requirements – refer generic RN competencies  
• Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/sensitivity and professional standards.  
• Applies critical reasoning and professional judgement to nursing practice issues and decisions for patients at risk  
• Provides advanced practice specialist nursing care in direct care delivery, contributing to the development of integrated service delivery across the continuum of care – one to one patient management and impact on practices/processes of care on populations of patients at local and system level  
• Role models/leads by example and enhances advanced nursing practice and contributes to the profession locally, regionally and nationally  
• Undertakes or leads specific service or organisational portfolio responsibilities, optimising patient safety |

Position Description: Clinical Nurse Specialist Upper GI/HPB. Approved by: Director of Nursing & Midwifery, 13/08/2017
Clinical Nurse Specialist –
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Position Description

KEY ACCOUNTABILITIES

Professional Development of specialty practice
- Participates in interdisciplinary case review processes and clinical supervision
- Self-directed in achieving learning and development plan, including PDRP responsibilities/current portfolio
- Actively participates in professional nursing groups, maintain effective local, regional, national and international networks. Attends educational opportunities and conferences.
- Maintains own clinical competence
- Utilises Information Technology
  - Know how to access and use available clinical information systems, including the New Zealand Formulary
  - Is conversant with applications required for your specific discipline/role. For example, PIMS, Concerto, Outlook, etc
- Maintaining own professional development by attending relevant IT educational programmes.

Domain Two
Management of nursing care at advanced practice level
Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence

Clinical Care/Care Coordination
- Demonstrates advanced comprehensive health assessment skills and diagnostic decision making relevant to patients with Upper GI/HPB cancer
- Role models expert clinical practice, excellent communication skills and a variety of effective project management/leadership skills
- Works closely and completes delegated work from the surgical/medical specialists
- Implement appropriate interventions based on a systematic decision making process; and the health care environment.
- Initiates ordering of diagnostic tests according to best practice guidelines, clinical pathways and evaluates outcomes where appropriate/within scope of practice
- Implements agreed care plan and treatments, prescribing and managing care to discharge from the service according to approved service protocols
- Follows up outcomes and liaises with the interdisciplinary team, primary and tertiary services
- Provides specialist nursing care and expertise both in direct care delivery and in support to other staff in the management of Upper GI/HPB cancer patients.
- Role models expert clinical practice, excellent communication skills and a variety of effective project management/leadership skills

Education and clinical teaching
- Provides patient education to the patient group to improve patient outcomes and gain participation with their treatment
- Supports other staff in the management of a defined patient group/areas of specialty practice
- Acts as a nursing resource providing expert advice and education to nursing staff and health care professionals / family-whanau within specialty scope of practice, demonstrating skilled mentoring/coaching, teaching and supervision. May teach at post registration level to enhance evidence based practice
- Continues to update and produce new and appropriate education materials for staff.
- Provides education and support to nursing staff within WDHB including primary care
- Develops and maintain links with the relevant community services.
Domain Three  Interpersonal relationships and enhancing the patient experience
Includes accountability for interpersonal and therapeutic communication with clients/patients and members of the health care team.

- Demonstrates clinical and professional leadership through effective teamwork and collaborative relationships
- Role models advanced therapeutic communication, engages patient and family in care planning for self-care, improving knowledge of disease/illness, self-management, prevention of complications and promotion of recovery
- Progressively make contributions to the multidisciplinary team by taking on responsibilities, roles and functions within the team
- Establishes a positive partnership/relationship with the client
- Practices nursing in a negotiated partnership with the client
- Acts as an advocate to promote client needs and rights
- Help the patient/client understand the treatment and care plan
- Leads conversations with patients and families about advance care plans
- Coaches and debriefs with clinical teams regarding situations where patient deterioration or management requires case review
- Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate client care and education

Domain Four  Interprofessional healthcare and quality improvement to deliver organisational objectives
Includes accountability for evaluating the effectiveness of care and promotion of nursing perspective within the health care team

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<th>Supports Professional Activity</th>
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<td>Provides teaching – nursing and medical education; participates in clinical governance activities including audit and research; Administration – organisational requirement; contribution to service planning and policy development; professional development</td>
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<td>Assists in the implementation of nursing practice and models of care appropriate to patient/client population needs</td>
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<th>Quality Improvement: Guideline and policy development</th>
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<td>Leads the development/review of best practice pathways, protocols and guidelines in the specific area of practice that are research based. Change agent/leader</td>
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<td>Leads/contributes/collaborates in quality &amp; care improvement processes, risk management and resource utilisation review, including trending and auditing and developing appropriate responses – educational, policy, advisory at patient, nurse and system level</td>
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<td>Identifies efficiencies through new and innovative ways of working, improve quality of care and patients experience</td>
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<td>Participates in service development and strategic leadership to enhance the patient experience, application of values in practice. Undertakes/leads specific or organizational portfolio responsibilities. Includes assisting in implementation and management of initiatives to address differential access to healthcare services for Maori.</td>
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Position Description

Research & Audit; Evidence based practice
- Researches, evaluates, develops and implements standards of nursing practice in the specific area of practice and supports practice improvements. Works to ensure recommended best practice guidelines/policies are research based and relevant across Waitemata DHB
- Fosters inquiry, critical thinking and research skill acquisition to advance nursing practice and patient/client care
- Confident use of technology. Critiques and uses research findings in practice. Participates in research.

Statutory & Treaty of Waitangi obligations
- Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.
- Shows sensitivity to cultural complexity in the workforce and patient population

To recognise individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015
Contribute to a safe and healthy workplace at WDHB by:
All Employees
- Following & complying with H&S policies & processes & applying them to their own work activities, including using/wearing Personal Protective Equipment as required.
- Participating in activities directed at preventing harm & promoting well-being in the workplace
- Identifying, reporting & self-managing hazards where appropriate
- Early and accurate reporting of incidents at work and raising issues of concern when identified.

VERIFICATION:
Employee: ___________________________
Manager: ___________________________ Date: ______________________

Note: This job description forms part of an individual’s contract of employment and must be attached to that contract.
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Service description:

- Identified population served by the role and patient type/client group, specialty needs, treatments offered
- Area of advanced nursing specialty practice.
- The scope of the role including the setting that care will be delivered in e.g. local, regional, national, hospital, clinical or community settings
- Key points of integration and collaboration with other teams, services or providers

Anticipated outcomes of care:

- Patients presenting to Waitemata DHB with a diagnosed or suspected Upper GI/HPB Cancer.
- Advanced practice role, working within clinical pathway/guidelines/protocols and standing orders for patient groups
- Innovative, evidence based nurse-led solutions to meet patient demand for Upper GI/HPB cancer services
- Close working relationship with Upper GI/HPB surgeons across both Waitemata and Northland DHBs, endoscopy, advanced interventional radiology, and oncology.
- Engaged with CNS in specialty, across Waitemata DHB, regionally and nationally
- Case management of patients presenting to the Upper GI/HPB cancer Service to coordinate care and optimise the patient experience
- Formally presents caseload statistics

Specific Key Responsibilities/KPIS relevant to specialty role

| Assessment and management of patients referred to Upper GI/HPB cancer Service according to care pathways | Initiates assessment and treatments according to bundles of care/pathways, liaising with surgical/medical team
| Initiates ordering of diagnostic tests according to best practice guidelines and evaluates outcomes where appropriate/within scope of practice
| Initiates agreed care plan and treatments, using standing orders/protocols managing care to discharge/transfer
| Manages practice and initiates changes to reduce barriers to discharge and self care
| Follows up care outcomes in liaison with specialist services and general practice to reduce readmission |

| Leads the nursing response in clinical care | Initiates care collaboratively with medical and multidisciplinary staff. |

| Provides range of Clinical Activity Sessions | Leads service delivery and education in the Upper GI/HPB cancer Service
| Case manages patients through the episode of care, coordinating input from the multidisciplinary team
| Actively contributes to team meetings, debriefing and case review.
| Case manages complex and Upper GI/HPB cancer patients coordinating input from the multidisciplinary team |
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PERSON SPECIFICATION

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<th>POSITION TITLE:</th>
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| Education and Qualifications | • Registered Nurse [RCPN, RGON, BHSC] with current annual practicing certificate/Post Graduate Certificate/ Diploma in specialty nursing practice essential. Desirable to have the advanced assessment and diagnostic reasoning skills  
• Studying towards completion of Masters in advanced nursing practice/health specialty |
| Experience | At least five years post registration practice in acute surgical specialty  
Achieved RN Level 4 or equivalent in acute surgical specialty with current portfolio  
Reputation for excellence in specialty practice |
| Skills/Knowledge/ Behaviour | • Advanced physical assessment, history taking, diagnostic reasoning  
Demonstrated operational management/care coordination skills  
• Confident multidisciplinary teacher  
• Patient and family focused/centered practice, that considers participation, partnership and protection as well as Te Whare Wha  
• Evidence-based and confident in using contemporary research to inform practice  
• Clinical professional leadership, confident decision making and advocacy for patient needs  
• Strong teamwork reputation, motivated positive can-do attitude  
• Project management and quality improvement skills  
• Demonstrated confidence in quality improvement to improve service delivery |
| Personal Attributes | 1. Personal Attributes  
• Positive and enthusiastic  
• Possesses a good sense of humour  
• Strong and self-reliant  
• Calm and mature  
• Consistent  
• Realistic  
• Some awareness of the Health and Safety impacts on an organisation  
• Seeks advice and guidance from colleagues and other disciplines as required  
• Self-directed and motivated  
2. Teamwork  
• Sensitive and constructive to others  
• Seeks out opportunities to support others in achieving goals  
• Effectively shares information with colleagues  
• Inclusive of colleagues  
• Resilience, flexible and willing to work across a range of clinical settings  
3. Self-Management  
• Recognises and respects individual differences  
• Develops positive working relationships with staff and managers  
• Identifies and seeks to meet their needs.  
• Treats them as first priority  
• Upholds confidentiality, behaves with integrity and discretion  
• Positive professionally mature  
4. Communication skills  
• Very strong written and verbal communication skills  
• Excellent communicator – clear and complete at all times  
• Sets high standards and strives to achieve challenging goals |
### Clinical Nurse Specialist – Upper Gastrointestinal and Hepato-Pancreato-Biliary Cancer

- Displays drive and energy and persists in overcoming obstacles
- Acts as a good health and safety role model to others
- Acts in a positive manner
- Copes well under pressure, is resilient to change and understands personal limitations
- Is proactive and displays initiative
- Is able to communicate effectively on the phone and via computer and face to face with a variety of people
- Is able to communicate without engendering conflict

#### 5. Learning
- Makes effective decisions within appropriate timeframes and levels of responsibility
- Knows when to ask for help