

Job Description

Job Title	Colorectal Liaison Nurse
Department	Cancer Services/Acute Care Services
Reports to	Chief of Colorectal Surgery, Clinical Director of Cancer Services
Date	September 2012

Overall Purpose of Job

The post holder will work within the multidisciplinary team, to provide a proactive, comprehensive and coordinated service to patients with malignant and non-malignant colorectal disease providing exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The post holder will be responsible for participating in the provision of specialist nursing service to patients having intestinal stoma surgery, colorectal cancer, diagnostic or therapeutic anorectal physiology or complex wound management. They will also be expected to participate in the planning, co-ordination, and provision of direct specialist care to a caseload of GI patients.

Key Responsibilities and Deliverables:

Clinical Responsibilities:

- Working as part of a team undertaking the management of a caseload of patients diagnosed as having disorders of the lower gastro-intestinal system, of malignant and non-malignant nature.
- To be responsible for providing specialist information, education, and support to patients and their relatives/carers.
- To participate in health promotion awareness for prevention and early signs of colorectal cancer.
- To participate in nurse led stoma clinics in order to provide continuity of care and facilitate the early recognition of recurring or new problems (This involves regular contact with body fluids). This involves assessment of stoma related conditions, which may instigate immediate treatment, and/or referral to appropriate specialist.
- To assist with the planning/implementing and coordination of the colorectal/lower GI multidisciplinary team meeting on a bi-weekly basis.

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- Contribute to outpatient follow up of colorectal cancer patients, and the treatment and assessment of those having chemotherapy within the oncology department.
- Formulates an action/treatment plan with other members of the multidisciplinary team based on scientific rationale, evidence based standards of care and guidelines and is able to communicate this to the patient.
- Communicates the patient's health status using appropriate terminology, format and technology.
- Applies the principles of epidemiology and demography in clinical practice by recognising populations at risk, patterns of disease, and effectiveness of prevention and intervention.
- Provide an advisory support service for patients with colorectal cancer/stoma care and their relatives in core working hours.
- According to protocols and guidelines follows up the surgical colorectal cancer patients, organising investigations to monitor for recurrence of disease, breaking of bad news, referring patients on and discharging patients when appropriate.

Management:

- To independently manage own caseload of patients and associated responsibilities.
- To ensure that policies, protocols, and guidelines for colorectal cancer and non-malignant cases are developed and implemented.
- To identify the service development needs on six monthly basis. Development needs to be submitted to Chief Nursing Officer and Director of Cancer Services for service planning purposes.
- To ensure a safe and healthy environment is maintained for patients and staff involved with the colorectal service at UPMC Beacon Hospital.
- To collaborate with other specialist nurses/services appropriate to this group of patients and compliment the nursing services presently provided.

Personal and Professional Development:

- To develop the required skills and knowledge to support the service needs within the scope of professional practice.
- To undertake appropriate further training to enhance nursing practice within the specialist area.
- Identifies own continuing professional development needs and engages accordingly.

Education:

- To possess highly specialised knowledge regarding colorectal diseases, malignant and non-malignant. This knowledge shall be acquired through relevant study and experience.
- To provide an educational service for patients and their families, formally and informally.
- To incorporate health promotion principles into all aspects of nursing care.

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- To participate in teaching programmes and in-service training programmes for all staff.
- To ensure adequate patient education material is available and contribute to developing new educational material where required.
- Recognise the opportunity for clinical supervision and access if appropriate.
- To participate in the development and education of new techniques in patient care in consultation with medical and nursing staff.

Quality Assurance, Audit and Research:

- To initiate and audit the clinical effectiveness of the colorectal services in conjunction with the Colorectal Surgical Team and Medical/Radiation Oncology Service.
- Ensure that relevant statistics are collected, collated, updated and highlighted, pertinent to individual caseloads and referral to colorectal services at UPMC Beacon Hospital.
- Ensure that clinical practice, procedures and standards of care are evidence based and remain dynamic, ensuring quality service development to meet patient's needs.
- Encourage, imitate and participate in nursing research where appropriate.
- To evaluate findings and assist with implementation of necessary change to improve the service.
- To maintain awareness of current developments in the area of colorectal nursing.
- To provide updates of service reports to the Director of Cancer Services and relevant Consultants.
- Contributes to service planning and budgetary processes through use of audit, data and specialist knowledge.

Communication:

- Communicates effectively with patients, families, Consultants and members of the multidisciplinary team.
- Ensures accurate record keeping and maintains patient confidentiality at all times.
- Minimises potential for conflict and complaint, resolving disputes locally where possible.
- Assess the ongoing needs of the patient, carers and families for education and support, managing care that requires specific information or skills.
- Encourages patients to use community resources where appropriate.

Governance:

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations.
- All policies and procedures approved by the UPMC Beacon Hospital.
- Data Protection Act and Freedom of Information Act.

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- Work within limitations of the role.
- An Bord Altranais Professional Code of Conduct.
- Health Technology Assessment (HTA) of a population-bases colorectal cancer screening programme in Ireland (HIQA, 2009).

For the purpose of this post the post holder will have achieved competence in the CNS domains as regulated by the National Council for Nursing and Midwifery.

The post holder will be expected to:

- Support the aims and vision of the UPMC Beacon Hospital and the UPMC Beacon Hospital Cancer Centre.
- Act with honesty and integrity at all times.
- Be a positive ambassador for the hospital.
- Demonstrate high standards of personal conduct.
- Value and respect colleagues, other members of staff and patients.
- Work with others to develop and improve our services.

This job description is not intended to be a complete list of duties and responsibilities but is a guide for information to the job. The post holder may be required, after consultation, to carry out other related tasks, which may not be specifically mentioned above.

Person Specification

Core Domain	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • An Bord Altranais Registration. • Post Grad Diploma in Oncology Nursing. 	<ul style="list-style-type: none"> • Colorectal Nursing Module • Recognised stoma care course.
Professional Training and Development	<ul style="list-style-type: none"> • Minimum of 5 years post registration experience in the specialist area. 	<ul style="list-style-type: none"> • Management Development
Skills, Knowledge, Abilities	<ul style="list-style-type: none"> • Knowledge of radiation treatments for GI patients. • Understanding of stoma care. • Excellent communications. • Excellent time management and organisational skills. • Ability to work within a multidisciplinary team. • Ability to work alone and organise own caseload. • Ability to work under pressure. • Ability to initiate and manage change. • Good IT and computer skills. 	<ul style="list-style-type: none"> • Course in teaching and assessing in clinical practice. • Experience in research
Interest/motivation	<ul style="list-style-type: none"> • Interest in the development of Colorectal Services. 	
Commitment	<ul style="list-style-type: none"> • Flexible towards working hours. 	
Experience	<ul style="list-style-type: none"> • Experience in upper GI/bowel surgery. • Experience in types of chemotherapy and administration of chemotherapy to all GI cancers. 	

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date