

JOB DESCRIPTION

Job Title:	Breast Prosthetic HCA lead
Band	Band 4
Care Group	Surgical
Directorate:	Surgery
Department:	Breast Care Team
Location:	UHD
Accountable to:	Breast CNS Band 7
Accountable for:	
Job Matching Reference:	
Main Purpose	<p>The Breast prosthetic fitter will form an integral part of the multidisciplinary team in caring for the physical social and psychological needs of patients diagnosed with breast cancer.</p> <p>The post holder will work independently providing women with breast prosthesis and specialist bras post-surgery and those who need replacement in the future.</p>

General Duties

- Expert fitter of breast prosthesis, swim prosthesis, swimwear and prosthetic nipples in ladies following cancer treatment.
- Provide dedicated and knowledgeable support to cancer patients post surgery.
- Demonstrate a broad knowledge of treatments offered within breast cancer.
- Organize own workload and manage clinics.
- Assist with documentation for Peer Review and annual reports.
- Maintain stock levels and weekly ordering of prosthesis and bra's.
- Participate in obtaining and collating patient satisfaction questionnaires and Audit.
- Communicate directly with patients, relatives and carers demonstrating empathy, understanding, and respect. Information discussed and received will often require tact or persuasive skills to ensure.
- Ensure accurate and timely documentation on computer systems i.e. Somerset Data base.
- Respond to telephone queries and signpost to appropriate support groups.

- Give advice re suitable clothing swimwear and different range of prosthesis.
- Give patients time and opportunity to discuss any feelings they may have about the change in their body image

Communication and Working Relationship Skills

- Receive complex and sensitive information
- Provide telephone advice and triage where appropriate, working within defined guidelines, document and communicate outcomes.
- Provide advice to patients on wound healing issues
- Provide verbal and written information on breast prosthesis, nipple prosthesis. Swim prosthesis and post- surgery bras and swimwear.
- Communicate with patients and their families in a caring and empathetic manner and where there are barriers to understanding e.g. learning or language issues.
- Provide level 1 psychological support within own knowledge boundaries.
- Develop good working relationships and liaison between other departments and healthcare and other healthcare professionals within the breast cancer team and wider Trust
- Attends monthly BOSUM meetings and feeds back on patient issues.
- Hold regular information sessions for breast cancer patients on wearing the correct bra

Analytical and Judgemental Skills

- Requirement to make judgements i.e. in emergency situations
- Requirement to refer on to community support, lymphedema services, medical personal within the Trust
- Identifying situations or change with patients that need further action and referral to lymphedema or appropriate breast clinic.
- Assessment and fitting of appropriate Prosthetic equipment/products

Planning and Organisational Skills

- Organises own workload which includes planning prosthesis clinics on a day to day basis, ensuring bookings are accurate and patients are seen in a timely manner
- Clear and accurate documentation of care and actions taken in relation to patient contacts

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We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**

Responsibility for Patient/Client Care, Treatment and Therapy

- Provide advice on Care of the prosthesis, skin care maintenance of the prosthesis.
- Be aware of the particular physical and psychological needs of cancer patients, observe and listen and report any changes to the patient's condition to the CNS so that any treatment and/or reassurance can be given to the patient in order to maintain patient safety/wellbeing. This will involve prioritising a patients clinical and psychological symptoms and judging how best to action and concerns when there may not be a straightforward option.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- Support colleagues, demonstrating own activities and providing advice as necessary
- Demonstrate excellent interpersonal and communication skills
- Share knowledge of training days with breast team and actively participate to development of the breast cancer services.
- Help facilitate in the delivery of Moving Forward sessions in collaboration with Breast Cancer Care
- Demonstrates the prosthetic service to new members of staff and students.
- Access clinical supervision via breast nurse Specialists
- Data of clinical activity should be keep on a spread sheet for Peer review and the annual breast team report

Responsibility for Information Resources and Administrative Duties

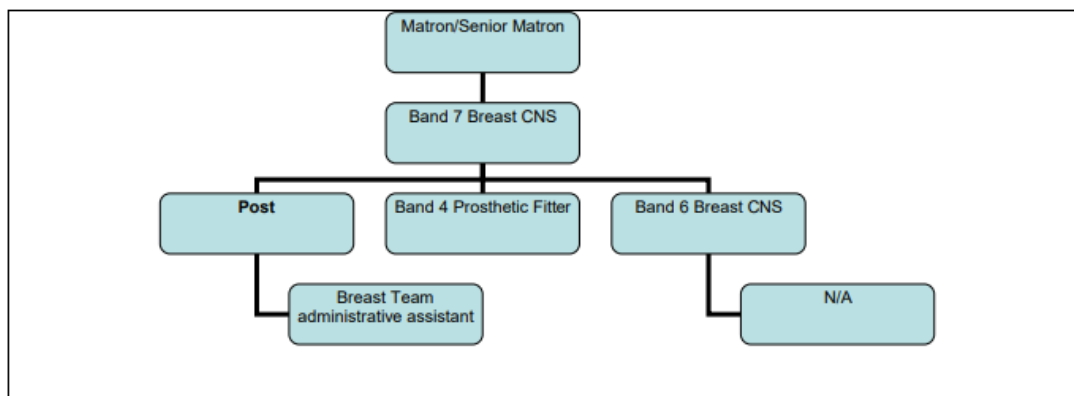
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We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**

- Records personally generated patient information.
- Maintains patient records on Somerset cancer database.
- Independently plans and organized clinics and ensures all appointments are on the PMS system

Responsibility for Research and Development
<ul style="list-style-type: none"> • Undertakes patient surveys of the prosthetic service • Undertakes an annual patient satisfaction audit. • Introduce new prosthetic products to the service and negotiate with purchasing to add to PowerGate ordering system.
Freedom to Act
<ul style="list-style-type: none"> • The post holder will act independently within the limits of their role, being guided by clearly defined occupational policies, clinical procedures and guidelines. Work is managed rather than supervised via the service accountable officer
Mental, Physical, and Emotional Effort
<ul style="list-style-type: none"> • Due to the patient caseload the post holder will be involved in assessing the physical, psychological and social needs of patients often with life –threatening illness and/or limited prognosis • There will be frequent requirement to be involved and have direct patient contact with distressing or emotional circumstances.
Any Other Specific Tasks Required
<ul style="list-style-type: none"> • Ensure that clinical/administrative areas are compliant with infection control guidelines and policies

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients. The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that

personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.