

## **JOB DESCRIPTION**

### **1. General Information**

|                 |   |
|-----------------|---|
| JOB TITLE:      | Advanced Immune and Cell Therapy (AICT) coordinator (CNS) |
| GRADE:          | Band 7  |
| HOURS:          | 37.5 hours per week                                       |
| RESPONSIBLE TO: | ANP Cell Therapy  |
| ACCOUNTABLE TO: | Head of Nursing Haematology                               |

### **About the Trust**

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best-known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high-quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

## **2. Job Summary**

The primary aim of this post is to support patients receiving Advanced Therapy Medicinal Products (ATMPs) and bispecific antibody treatments for cancer. Advanced therapies (including bispecific antibodies) are set to transform current care pathways with treatments that can potentially restore normal function and significantly modify disease states. A specialist team is needed to efficiently deliver these complex treatments. With consultant oversight, the Advanced Immune and Cell Therapy (AICT) coordinator will be responsible for leading and managing a portfolio of patients receiving cellular therapy and bispecific antibody treatments. The post holder will coordinate patient care across multiple areas – outpatient clinics, starting material collection, product manufacturing facilities, inpatient nursing and medical teams, and the community – in order to provide continuity of patient care across settings and to ensure intense oversight and planning of the pathway. The coordinator will attend educational activities and conferences, including the Immune Effector Cell (IEC) and bispecific antibodies education programme, and will provide regular training and competency evaluations for the in-patient nursing teams. The coordinator will also be supported by the wider CNS team and work alongside the Lead Cell Therapy Research Advanced Nurse Practitioner in leading the education programme. The post holder will be offered a wealth of opportunities for interactions with members of the wider ATMP delivery team offering a broad variety of expertise from biological material procurement, to product manufacture, as well as complex clinical management and quality and governance. The post holder will also be given the opportunity to be involved in audits and service improvement initiatives.

The post holder will be responsible for contributing to the ongoing development of clinical practice, research and standards of care within the service, including development of policies, protocols and guidelines and contribute to service developments in collaboration with multidisciplinary colleagues. The AICT coordinator post holder will also be involved in establishing and maintaining clear lines of communication within the specialty team, with the multidisciplinary team, referring hospitals, local Cancer Network and tertiary referral centres across the UK, providing advice, support and education where appropriate and to ensure cohesive multidisciplinary management of patients.

## **3. Key Relationships**

Matron, Head of Nursing, ANP Cell Therapy, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

As the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for our patients, our staff and for you. Speak to us about how we

might be able to accommodate a flexible working arrangement whether that's job share, part time or another flexible pattern. If it works for the service, we'll make it work for you.

### **Organisational Values:**

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- a. **Put patients first**
- b. **Take pride in what they do**
- c. **Respect others**
- d. **Strive to be the best**
- e. **Act with integrity**

Our values and behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GT Intranet

## **Duties and Responsibilities**

### **4.1 Clinical Leadership and Managerial**

- Coordinate the care of patients receiving cell therapies and bispecific antibodies across multiple areas – outpatient clinics, starting material collection, product manufacturing facilities, inpatient nursing and medical teams, and the community
- In conjunction with the multi-disciplinary team, plan the work-up and admission schedule for patients, organising and making any necessary adjustments according to the patients' condition.
- Ensure arrangements are made for the harvesting of the patient, ensuring their wellbeing pre and post procedure
- To facilitate and assist with discharge planning, ensuring safe and appropriate follow up
- Be knowledgeable in identification and treatment of all known side effects of cell therapies and bispecific antibodies including cytokine release syndrome and neurological toxicities. To interpret information and take appropriate action and to lead others to do the same
- Ensure patients are admitted at the optimal time by working in collaboration with the Consultant team, referring teams and Senior Nursing Team to ensure efficient bed management.
- Act as patient advocate when appropriate, respecting patient confidentiality and privacy with respect for diverse cultural backgrounds and requirements.
- Ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.

- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- Actively engage service users through the facilitation of user groups and open days.
- Co-ordinate the provision of specialist services for patients, both within hospital and/or in the community setting, effectively liaising with multidisciplinary colleagues
- Empower patients to develop awareness of self-management skills through the delivery of patient education groups around cell therapy and bispecific antibodies.
- Direct, support, encourage and advise clinical teams, by the provision of specialist knowledge and advice in the care of patients within the area.
- Participate in the promotion of patient centred care, and establish and maintain a supportive relationship with the patient and their family during the period of assessment, treatment and after care
- Support and enable patients and carers to make informed decisions relating to their treatment and management.
- Promote high quality clinical care, and assist in the development of the specialist service, through the use of evidence-based practice and clinical standards
- Provide professional and clinical leadership and expertise in the speciality and to act as a resource for education and clinical expertise in the hospital and community settings.
- Promote and deliver high standards of care at all times, which utilises research-based evidence, and is audited and improved accordingly.
- Participate in the promotion of the specialist service through dissemination of specialist knowledge, both locally and nationally.
- Establish, develop and maintain effective working relationship between clinicians, practitioners and managers within the specialty, across the Trust and in the community
- Actively participate in local, national and international networking to maintain and develop expert level of knowledge in the specialty.
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review.
- Develop and evaluate assessment tools that will ensure an appropriate level of nursing intervention so that patients who present with the most complex needs receive the most appropriate specialist care.

## **4.2 Quality**

- Support the Advanced Therapies Quality Manager in preparing for JACIE accreditation.
- Facilitate a high quality, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust
- Lead on and participate in key developments relating to the specialty so that high quality patient focused services are promoted.
- Attend and participate in multi-professional team meetings.
- Set, monitor and review standards of care on a regular basis and initiate corrective action plans

- Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring instances to the attention of the Matron / Head of Nursing for the area.

### **4.3 Education and Training**

- Attend educational activities and conferences, including the Immune Effector Cell (IEC) and bispecific antibodies education programme
- Provide regular training and competency evaluations for the in-patient nursing teams
- Work alongside the Lead Cell Therapy Research Advanced Nurse Practitioner in leading the cell therapy education programme
- Act as a facilitator/mentor/preceptor to student nurses and others.
- Assess own educational needs and take steps to keep up to date with clinical and nursing developments in line with requirements of the Nursing & Midwifery Council.
- Develop the partnership between the Trust and academic staff at local Universities involved in pre-registration and post-registration nursing and medical programmes.
- Maintain the high profile of GSTFT in the use of these treatments.
- Ensure that the learning environment and specialist training is appropriate for both pre and post registration learners and participate in the development of appropriate programmes
- Work closely with the Sister/Charge Nurse, and Practice Development Teams within the area, ensuring that relevant clinical based teaching programmes are in place for all staff
- Contribute in the Trust's clinical supervision programme for staff
- Teach on relevant courses and training programmes provided by the Florence Nightingale School of Nursing & Midwifery/KCL and within the area. To lecture on external courses as required.
- Lead and participate in education and training programmes within the speciality service, and develop training packages as required.
- Co-ordinate the development and delivery of a patient focused education and information giving strategy within the speciality
- Motivate, develop, support and identify training needs for department staff.
- Participate in appraisals and the setting of objectives for junior staff in the department to enable them to achieve optimal effectiveness and to understand their contribution to the directorate.
- Ensure that appropriate written induction programmes are available and utilised for all new staff within the department

### **4.4 Research and Development**

- Promote and undertake nursing research and to publish the outcome, updating own knowledge to promote excellence in clinical practice.
- Utilise research findings in the delivery of specialist patient care, developing new ways of working and to disseminate relevant information to staff.
- Participate in and be aware of other clinical research trials for patients

- Lead and contribute to audit and research within the specialty in collaboration with colleagues, developing action plans and disseminating information.

#### **4.5 Management and Leadership**

- Provide a leadership role model and demonstrate expert knowledge and high standards of clinical practice.
- Develop the role according to patients changing needs and research findings, within the resources available.
- Maintain accurate records of the clinical service and ensuring that confidentiality of information is adhered to
- Organise own work and manage own caseload and practice, identifying and maintaining supportive networks for self and other staff members.
- Implement new initiatives where possible to run a cost effective, timely service
- In conjunction with the other multidisciplinary colleagues, provide monthly reports of case mix, work load and education activity.
- Develop policies, protocols and clinical guidelines in support of the specialist service and JACIE accreditation.
- Participate in the promotion of the specialty by publishing and presenting innovations and research findings locally and nationally.
- Provide specialist education to members of the clinical team, which facilitates learning and individual personal development.
- Implement and work within the Trust's HR policies on all staffing matters, including sickness, capability and disciplinary issues. Take corrective measures if indicated in liaison with Human Resources and the Matron.
- Adhere to Trust and departmental policies and procedures, ensuring that all staff do the same.
- Participate in the IEC working group and lead and chair the IEC educational working group.
- Assist the Head of Nursing, Clinical Lead and Delivery Manager with the strategic planning for the service within Guy's and St Thomas' Foundation Trust, as an expert practitioner.
- Represent Guy's and St Thomas' Foundation trust as an expert practitioner in the speciality in external situations e.g. conferences, committees, etc

#### **4.6 General**

- Act in accordance with the Nursing & Midwifery Council Code of Professional Conduct and Scope of Professional Practice and be accountable for his/her actions at all times.
- Maintain up-to-date records. Ensuring that confidentiality is respected and that the standards for "Record Keeping" are met.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

## **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 2018. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 2018 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2000, post holders must apply the Trust's FOI procedure if they receive a written request for information.

## **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

## **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

## **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Flexible Working**

As an organisation we want to support you to work in a way that is best for our patients, our staff and for you. Speak to us about how we might be able to accommodate a flexible working arrangement, if it works for the service, we'll make it work for you.

### **Safeguarding 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.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy**

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

### **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.



## PERSON SPECIFICATION

### CLINICAL NURSE SPECIALIST

#### Requirements

|   | <b>ESSENTIAL</b>   | <b>A/I/T*</b>                                  | <b>DESIRABLE</b>  | <b>A/I/T*</b>       |
|---|--|--|---|---------------------|
| <b>Qualifications/<br/>Education</b>                | <p>BSC/1<sup>st</sup> degree (health related) or equivalent qualification/training and experience</p> <p>Your professional knowledge acquired at degree level will be supplemented by specialist training, experience and short courses to Masters level equivalent.</p> <p>Post registration qualification in appropriate area of speciality or equivalent post qualification experience.</p> <p>Leadership course</p> <p>Mentorship course</p> | <p>A</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p> | <p>To have or working towards a masters degree</p> <p>To have or working towards a non medical physical assessment course</p> | <p>A</p> <p>A/I</p> |
| <b>Professional/<br/>Statutory<br/>Registration</b> | RN1 or RN Child Registered Nurse on the NMC register. To hold the appropriate level for the area of speciality.  | A  |   |                     |
| <b>Previous<br/>experience</b>                      | <p>Extensive experience of working autonomously at an advanced level within the specialist area delivering effective patient focused care.</p> <p>Proven evidence of management / leadership skills and autonomous practice</p> <p>Previous experience of student supervision and clinical education at undergraduate level</p> <p>Experience of delivering patient advocacy</p>   | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>    |   |                     |

|   |  |     |  |   |
|---|--|-----|--|---|
|   | Experience of audit, research & evidence based care  | A/I |  |   |
|   | Experience of delivering change management both personally and as a facilitator  | A/I |  |   |
| <b>Skills/<br/>Knowledge/<br/>Ability</b> | Advanced clinical, managerial and leadership skills in specialty.  | A/I | Ability to interpret and analyse complex data and findings | I |
|   | Proven listening / counselling skills with the ability to manage complex situation and appropriately deliver sensitive and difficult outcomes. | I   |  |   |
|   | Evidence of teaching skills in particular teaching patients in how to manage their conditions and raise their awareness of their condition.    | A/I | Undertaken clinical & nursing research                     | I |
|   | Ability to clinically lead & influence staff   | I   |  |   |
|   | Up to date knowledge of current clinical and professional issues   | I   |  |   |
|   | Sound knowledge of current issues in the profession and practice of nursing  | I/T |  |   |
|   | Excellent verbal, written, interpersonal & communication skills  | I/T |  |   |
|   | Able to use skills of history taking and physical assessment to direct patient care  | I   |  |   |
|   | Time management and organisation skills  | I   |  |   |
|   | Ability to conduct & evaluate own projects successfully  | I   |  |   |
|   | Demonstrate an understanding of: the National agenda for speciality. Knowledge of quality standards & NICE recommendations/NSF                 | I   |  |   |
|   |  | I   |  |   |

|                               |  |     |  |  |
|-------------------------------|--|-----|--|--|
|                               | Knowledge of current clinical & nursing research | I/T |  |  |
|                               | Ability to carry out audit and research          | I   |  |  |
|                               | IT Skills  | A   |  |  |
|                               | Presentation skills                              | I   |  |  |
| <b>Additional Information</b> | Creative, lateral thinker                        | I   |  |  |
|                               | Sensitivity based on knowledge                   | I   |  |  |
|                               | Diplomatic                                       | I   |  |  |
|                               | Flexible and positive approach to work           | I   |  |  |
|                               | Good health/attendance record                    |     |  |  |