Job information pack
Pancreatic Cancer Specialist Nurse
(Midlands and East Region)
THANK YOU
FOR YOUR INTEREST IN
PANCREATIC CANCER UK

It is a pleasure to know that you are interested in working with us. Please find enclosed further information about this position, which I hope you find helpful.

Pancreatic Cancer UK is fighting to make a difference. We’re taking on pancreatic cancer together: by supporting those affected by the disease, investing in research, lobbying for greater recognition of pancreatic cancer, and being there for everyone involved in the fight. For too long this disease has been side-lined. We want to make sure that everyone touched by it gets the support and information they need:

• We provide expert, personalised support and information via our Support Line and through a range of publications
• We fund innovative research to find the breakthroughs that will change how we understand, diagnose and treat pancreatic cancer
• We campaign for change; for better care, treatment and research, and for pancreatic cancer to have the recognition it needs.

Pancreatic cancer is the tenth most common cancer in the UK, with 9,400 people diagnosed each year. For decades pancreatic cancer has remained on the side-lines, with survival rates stuck at 3%, and only 1.4% of the total cancer research spend dedicated to beating the disease.

But things are changing.

We’ve seen the start of positive change in treatment and care for pancreatic cancer patients. Today five year survival rates across the UK are at around 5%, that’s 180 more people each year surviving for five years or more.

We will have the first ever national pancreatic cancer clinical guidelines to aid those involved in the diagnosis and treatment of the disease. And UK research investment has now reached £10 million a year.

We have much more to do.

Our ten-year vision is to transform the future for everyone affected by pancreatic cancer. We will work to increase research spend to a game changing £25 million, with £10 million raised by our own team in the next five years. We will campaign for improved access to treatments, and better care for everyone with the disease. We will double the reach of our flagship service, the Pancreatic Cancer UK Support Line. And increase our income to £10 million a year by 2022.

But we can’t do this alone. We have always been at the heart of a determined community of people who share our ambitions.
In particular we are looking to build our national and regional networks across the UK to enhance awareness and support of pancreatic cancer.

This is an exciting time to help us develop our services in the Midlands and East of England. The role of Regional Nurse will enable us to really make a difference to people affected by pancreatic cancer by developing and delivering our own local services and support and building strong relationships within the NHS to improve people’s experience of treatment and care.

If you feel energised by the prospect of joining us and taking this challenging agenda forward, we would love to hear from you.

You will be joining a great team of determined staff and volunteers in a growing charity, with high levels of job satisfaction (94% in 2016) in a collaborative, professional culture.

Please take time to read through this job pack, take a look at our website and read through the job description and person specification to see how you would meet with our needs. We hope to hear from you soon.

With best wishes

Alex Ford
Chief Executive
JOB DESCRIPTION
PANCREATIC CANCER SPECIALIST NURSE
(Midlands and East of England)

Background
Pancreatic Cancer UK has a growing range of services which it provides to people affected by pancreatic cancer. These include

- Our national Support Line which provides individual specialist information about pancreatic cancer, treatment options and managing symptoms and side effects to anyone affected by pancreatic cancer.
- An online discussion forum for pancreatic cancer patients, carers and families to enable them to share experiences, information, inspiration and hope - http://forum.pancreaticcancer.org.uk
- Up-to-date information on pancreatic cancer through our website and a growing range of printed materials – www.pancreaticcancer.org.uk
- Living with Pancreatic Cancer Information Days for newly diagnosed patients and families
- A network of independent support groups.

We also provide training for healthcare professionals who are involved in the care of pancreatic cancer patients through a national pancreatic cancer study day and regional training events.

Over the past 2 years we have been piloting the development of regional services with our first regional nurse based in Northern Ireland. Due to the success of this work we now want to extend the role to other parts of the UK and have an ambitious plan to develop a network of regional nurses over the next 3-5 years.

Purpose of role
As our Pancreatic Cancer Specialist Nurse for the Midlands and East of England, you will develop strong relationships with healthcare professionals across the region to raise awareness of our information, services and support and help drive up improvements in treatment and care. You will also develop and deliver Pancreatic Cancer UK services in the local area. This is a varied and exciting role and will involve providing face to face information and support to people with pancreatic cancer and their carers as well as offering training and support to the healthcare professionals working with them. As part of our nursing team you will work closely
with other regional nurses as they are recruited and with our specialist nurses who deliver our national Support Line.

**MAIN RESPONSIBILITIES**

**Local service delivery**

- Promote, with the help of our Community Co-ordinators, the information and support services provided by PCUK to ensure that everyone affected by pancreatic cancer in the region is aware of the charity.

- Deliver local face to face information and support to people affected by pancreatic cancer living in the area. This will initially be through the delivery of our Living with Pancreatic Cancer Information Days but as the role develops will include other types of service provision.

- Engage with local support groups, offering specialist nursing support and help with facilitation and/or set up of these groups.

- Work closely with the newly appointed Community Co-ordinators to establish and develop effective working relationships with local organisations with an interest in pancreatic cancer.

- Identify partnership opportunities for delivering support to people affected by pancreatic cancer such as working with local hospices or independent cancer centres.

- Work with the Service Development Manager and Head of Services to develop new ideas for local service delivery and face to face support, contributing to quality standards, policies and procedures where appropriate.

**Health professional engagement**

- Establish strong working relationships across the region with hepatobiliary and pancreatic teams working at the specialist surgical centres, specialist nurses and other health professionals in Acute Trusts caring for pancreatic cancer patients and promote PCUK services and training to these hospitals.

- Work to encourage hospitals within the region to use our ‘Newly diagnosed pack’ and other publications.

- Identify relevant groups across the area and secure attendance at e.g. HPB Pathway Board meetings and other relevant strategic groups.

- Establish links with Clinical Commissioning Groups and primary care providers to promote PCUK services and training.
• Promote awareness of the Charity’s local and national information and support services through presentations at conferences and by attending events, exhibitions, lectures and study days.

• Build links with local cancer support services and other charities where a partnership approach to support those affected by pancreatic cancer might be beneficial and collaborate to improve the quality of support locally.

Education and training

• Identify opportunities to run regional training days for nurses and other healthcare professionals in the region and contribute to their delivery.

• Identify and deliver bespoke training opportunities with for example, local hospices, and other organisations who may come in to contact with people affected by pancreatic cancer.

• Contribute to the delivery of our national study day, inputting into possible speakers, themes and agenda items.

Drive improvements in standards of care

• Build up an evidence base of issues and challenges in the region to inform our policy, campaigning and research work.

• Develop knowledge of good practice examples in the region and use to contribute towards the charity’s gold standards work.

• Share examples of promising practice identified from other areas of the UK through our gold standards work and promote with pancreatic teams across the region.

• Promote the PCUK Patient Charter and encourage hospitals to sign up to it.

Supporting national services

• Carry out horizon scanning for new treatments, care protocols and research trial results and disseminate to the services team.

• Take part in the rota to monitor and moderate the online discussion forum, providing clinical input as appropriate.

• Provide annual leave cover for the Support Line staff.
• Provide clinical input into the revision of existing information materials and help develop ideas for new information products in response to patient needs and treatment developments.

• Contribute to health professional communications and provide input for the development of our health professional network.

• Participate in monthly nurse journal club and nurse training days.

General

• Collect accurate services data to an agreed format using Raiser’s Edge, the charity’s database and support the monitoring and evaluation of regional services and training events.

• Act as a specialist resource providing a nursing perspective on wider issues within the Charity including input into fundraising proposals and acting as a media spokesperson for regional requests.

• Contribute to the development of support services provided by the Charity through involvement in consultations, team meetings, training and away days, ensuring that services develop in line with national trends and policies, and user needs.

• Keep up to date on treatment and care of pancreatic cancer and related issues through self-directed learning, review of publications, attending study days / conferences and liaison with allied healthcare professionals.

• Adhere to quality standards, policies and procedures for our support services and discussion forum.

• Maintain confidentiality according to PCUK’s policy and within data protection guidelines.

• Support diversity and equality of opportunity in the workplace and within service delivery.

• Adhere to the standards of good practice outlined in the Nursing and Midwifery Council professional code of conduct.

• Maintain nursing registration and compliance with Post Registration Education and Practice (PREP) requirements ensuring ongoing clinical education and professional development.

• Participate in regular clinical supervision
PERSON SPECIFICATION

Qualifications, experience and knowledge

Essential:

- Qualified Registered Nurse with a current NMC registration and authorised to work in the UK.
- Experience of working at Agenda for Change band 6 or equivalent.
- Experience in upper gastrointestinal / hepatobiliary, oncology or palliative care.
- Evidence of continuing education and professional development relevant to the role.
- Good working knowledge of pancreatic cancer and its treatment and an understanding of the needs of patients and carers.

Desirable:

- Knowledge / understanding of clinical trials.
- Experience of facilitating support groups.
- Post registration qualification in upper gastrointestinal/hepatobiliary, oncology, chemotherapy or palliative care.
- Experience of giving presentations at conferences or study days.

Skills and abilities

- Excellent oral, written and listening skills.
- Able to clearly communicate complex health information face to face, via the telephone and in writing to a wide range of people.
- Confident and comfortable in talking to people who are affected by pancreatic cancer and their carers.
- Ability to organise and prioritise work effectively and work with a high degree of autonomy.
- Commitment to providing and developing high quality services.
- Ability to adapt from a clinical environment to the voluntary sector.
- Ability to establish credibility and build, develop and maintain relationships with key stakeholders including healthcare professionals.
- Excellent negotiation and influencing skills.
- IT literate with good Microsoft Office skills, familiar with using skype for instant messaging and video calls.
- Willingness to undertake training and develop skills in use of databases and other IT programmes used to monitor and evaluate our service provision.

**Personal Qualities**

- Confident, warm, caring and empathetic personality with a collaborative working style.
- Commitment to providing and developing high quality services
- Passionate about changing the lives of people with pancreatic cancer; committed to our ambitions and values.

**Other requirements**

Must be a car owner, centrally located in the Midlands (ideally the Birmingham / Leicester area) and able to travel easily around the Midlands and East of England.

Must have sufficient space at home to set up a comfortable home office in a confidential environment with no distractions.

Able to work variable hours if required including evenings and weekends.

**MAIN TERMS OF EMPLOYMENT**

**Status:** This is a permanent contract.

**Location:** Home based with extensive travel across the Midlands and East of England. The post holder will be expected to travel to the Charity’s head office in London (likely to be around 5 - 7 visits per year). Occasional travel to other locations within the UK, for example for team meetings or to support events, will also be required.

**Hours:** 35 hours per week, normal working hours 9am to 5pm but some evening and weekend work will be required for which time off in lieu will be given.

**Salary:** Starting salary £34,000 – £38,000 according to experience.
Flexible working: We provide flexible working arrangements to support team productivity and stability.

Holidays: 25 days per year plus bank holidays, pro rata.

Pension: Staff will be auto-enrolled in a pension scheme. The charity will make a contribution of 4% of salary.

Benefits: Mileage expenses are paid in line with HMRC published rates. We operate a government approved childcare voucher scheme, offer travel loans for the purchase of an annual season ticket and we also have a death in service benefit.

How to apply

1. Please submit a CV with a Supporting Statement setting out how you meet the criteria set out in the person specification above. Please note that you are very unlikely to be shortlisted unless you prepare this Supporting Statement – a generic covering letter is unlikely to provide the information we need.

2. Complete our equal opportunities monitoring survey at http://is.gd/pcukequalopps

3. The closing date for submitting applications is 9a.m. Monday 27th February 2017.

4. Interviews will be scheduled in Birmingham on Monday 20th March 2017.