#### JOB DESCRIPTION

**1. JOB DETAILS**

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| --- | --- |
| **Job Title:** | Liver Health Checks Practitioner |
| **Band:** | Band 6 Liver Health Check Practitioner |
| **Base** | The Royal Surrey County Hospital:  The post holder will be required to travel extensively across the network to deliver the service |
| **Department / Portfolio** | Hepatology / Medicine |
| **Reports to:** | Lead Liver Nurse and Liver Health Checks Pilot Program Manager |
| **Accountable for** | Supporting the delivery of the NHS England Liver Health Checks Pilot within the Surrey Operational Delivery Network. |

**2. CONTEXT and JOB PURPOSE**

This is a new role to support the delivery of the Surrey Liver Health Checks Operational Delivery Network (ODN) which will integrate the existing Hepatitis C ODN.

Primary liver cancer is the eighth most common cause of cancer death in the UK accounting for 3% of cancer related mortality (CRUK). Hepatocellular carcinoma (HCC) is the most common type of primary liver cancer and presents in patients with cirrhosis. The dominant risk factors include cirrhosis caused by alcohol or viral hepatitis, and metabolic or fatty liver disease. There is a strong link with deprivation including homelessness, drug addiction, and obesity. Whilst HCC incidence is increasing in the UK (Burton JHEP reports 2021) survival remains poor with less than 15% 5-year survival.

The NHS Long Term plan <https://www.longtermplan.nhs.uk/> sets out stretching targets ambitions and commitments to improve cancer outcomes and services in England over the next ten years with an ambition that by 2028 75% of cancers will be diagnosed at stage I or stage II. Liver cancer is a specific focus and represents 1/20 of the shift in early diagnosis required nationally to achieve this goal.

The Royal Surrey is one of twenty-two providers commissioned to deliver a local HCV ODN and has been selected as one of ten pilot sites for the Liver Health Checks / Cirrhosis Surveillance ODN. Funded by NHS England and Improvement the work of the HCV and Liver Cirrhosis ODNs are mutually synergistic. Initial funding for this post within the pilot is for 12 months, but the programme is anticipated to extend beyond the pilot phase as the network develops and matures.

The Primary purpose of the role is to deliver liver health assessments in primary and secondary care including GP surgeries, hospital clinics, the mobile outreach van, and static clinics within drug services. Additional responsibilities will include co-ordination of care for patients engaged in hepatocellular cancer surveillance pathways and work to improve access to care for Hepatitis C positive patients.

A background in clinical hepatology oncology or research would be an advantage but induction and training will be available for the successful appointee. Whilst this post may appeal to a nurse seeking a CNS role candidates with research and case management experience with appropriate skills will be eligible for appointment.

**2.1 JOB SUMMARY**

This is a new post required to expand Hepatology services for the effective delivery of a program of work in the Liver Health Checks pilot. Working with existing team members the post holder will deliver clinics designed to identify people with undiagnosed cirrhosis within target populations at risk for metabolic liver disease, alcohol related liver disease or people at risk of viral hepatitis.

This post has strategic and operational components and the post holder will be required to work with key stakeholders and patients across the network, to proactively support timely and rapid progression from diagnosis to cancer surveillance pathways for those identified on fibro scan assessment to have liver cirrhosis.

The successful candidate will be trained to undertake fibro scans – a non-invasive diagnostic test to identify patients with advanced liver fibrosis or cirrhosis. Community based liver health checks clinics will recruit patients for assessment working closely with GPs, the HCV ODN van team, and other stakeholders. The post holder will have a key role in delivering education and health promotion advice to all patients enrolled in the program, including those with normal diagnostic investigations.

The liver health checks practitioner will co-ordinate onward referral to secondary care liver clinics and Hepatocellular cancer surveillance pathways and will work closely with the lead clinician peer support workers and pathway navigators to retain patients in cancer surveillance pathways. There will be significant overlap with the existing HCV ODN, and the post holder will also collaborate with the existing clinical nurse specialists (HCV and HBV), hepatologists and HCV ODN MDT coordinator to ensure any patient with liver disease caused by viral hepatitis can access additional diagnostics e.g., HCV diagnostics and treatment.

**3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:**

* To provide liver health assessment clinics and the delivery of diagnostic fibro scanning across the network including but not exclusive to GP surgeries, the Tier 4 obesity service (ASPH) drug treatment providers and the mobile outreach van operated within the Hepatitis C ODN.
* Provide advice, information and support for participants enrolled in the liver health checks and HCC cancer surveillance pathways.
* Be responsible for care delivery for patients enrolling in the liver health checks programme and to meet the needs of patients arising as a result of:
  + Having been invited to participate in fibro scan assessment
  + Having been identified to have advanced fibrosis (11.5KPa or over)
  + Needing to be referred to liver services for specialised assessment e.g., additional laboratory tests USS or alternative diagnostic investigations
* Be competent to:
  + Deliver fibro scan assessment within a clinic setting
  + Undertake phlebotomy
  + Autonomously support patients to make informed decisions prior to undergoing a surveillance USS.
  + Communicate test results and implement surveillance and follow-up
* Manage patients within the liver cancer surveillance pathway in accordance with relevant society and National guidance (e.g., NICE QS152).
* To use specialist knowledge and advanced communication skills with patients and carers when obtaining consent for procedures and providing psychological support where necessary
* Acting as the patient advocate supporting them to navigate and make

informed choices throughout the screening process.

* Ensure timely access to USS surveillance for those individuals diagnosed with advanced fibrosis in the pilot who are at risk of liver cancer.
* To establish effective links with local hepatology teams at each of the spoke sites within the network, and the HCC MDT team base at Royal Surrey, in order to ensure that when cancer is detected, there is timely

presentation and transfer of patients to the multi-disciplinary team

* Populate and maintain the Liver Health Checks database*.*
* Accurate use of Microsoft office, NHS net, in house databases, remote connectivity in order to practice effectively and independently.
* Participate in on going data collection and quality assurance, service

feedback and audit with particular responsibility for the delivery of the annual patient feedback survey.

* For patients with normal investigations communicate these in a timely manner to the patient and their GP
* For patients entering liver cancer surveillance pathways perform comprehensive assessment of patient needs, plan, implement

and evaluate care according to Liver Cancer Surveillance protocol.

* Collect, collate, evaluate, and report information, maintaining accurate

patient records.

* Work collaboratively with other professionals and organisations to ensure patient needs are met, especially in relation to referrals to network hospitals and cancer MDTs.
* Work within set budget guidance (no budgetary responsibility).
* Take part and be involved in all aspects of service delivery of the programme as changes evolve.
* The post holder will assume responsibility for developing specialist care and providing highly specialist advice on liver disease to patients, clients and/or carers. They will also need to implement these care plans .
* Co-ordinating health promotion activities with local health promotion

services to improve access to liver health checks by all sections of the society.

**4. KEY WORKING RELATIONSHIPS AND COMMUNICATION**

|  |  |
| --- | --- |
| Royal Surrey Foundation Trust | External to RSCH |
| Executive and Operational Leadership at RSCH | Surrey and Sussex Cancer Alliance |
| ODN Management team: Lead Clinician Lead Nurse and ODN manager | Consultant Hepatologists across the ODN |
| Matron for Gastroenterology and Hepatology | Primary Care colleagues |
| Lead clinician for the Bariatric medicine clinic | Liver CNS and clinical team across the ODN territory |
| Hepatology CNS Team and alcohol liaison Team at RSCH | Drug Treatment Service Provider teams |
| Diagnostic imaging team | Surrey County Council and ICS |
| HCV MDT coordinator & Liver Cancer Surveillance pathway administrator | Peer workers |
| HCC and Hepatobiliary team |  |
| PALS managers |  |

1. **DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:**

**The Liver Health Checks and Cirrhosis ODN integrate with existing staff in the HCV ODN and Hepatology nursing teams.**

**Cirrhosis**

Lead Nurse

B7/8

B8 Network Manager

ODN Lead Clinician

**ODN**

**Management**

**Team**

Liver Pharmacist

HCV ODN Case Finding CNS B6

Liver Health Checks Practitioner B6

General Hepatology CNS team

**CNS**

B5 HCV ODN coordinator &

B4 Pathway coordinator

B3 HCA / Fibro scan tech

1. **OTHER RESPONSIBILITIES**

**Management**

* To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post
* Support the provision of helpline services relevant to the ODN community Projects including the outreach van and static liver health checks sites (e.g., in Primary care) by providing advice, information and support to callers.
* To ensure patient records for the project are completed to include results of all diagnostic investigations, onward referrals, and clinical communication.
* To maintain professional competence and support that of other staff within Hepatology.
* Support the development of the Liver Health Checks and Cirrhosis surveillance pathway in Surrey.
* Contribute to the business and strategic planning for the service
* Provide specialist, expert knowledge to clinical colleagues, patients

and carers/relatives.

* Evaluate service delivery, identify areas for improvement and initiate

change.

* To manage the cirrhosis surveillance pathway within the 2-week rule for

cancer waits

**Education & Development**

* Participate in education and awareness sessions as identified by the lead nurse and Hepatology consultant team
* Identify learning needs, plan, implement and evaluate programmes of

education to meet identified need.

* The post holder will need to take part in professional/clinical supervision.

This may include supervision of students and providing training to staff.

* Ensure own compliance with regards to mandatory training

requirements.

**Clinical Governance**

* To ensure that clinical risks are identified, reported, and managed within

the department and adhere to local clinical governance policies*.*

* Identify need for, and undertake, research, clinical audit and

benchmarking in order to improve effectiveness of patient care*.*

* Disseminate research and audit findings through presentation to

professional groups and publication.

* Responsible for the development and implementation of policies,

procedures and guidelines relevant to own area of work *.*

* Promote patient and public involvement activities in the BCSP, leading

to service improvement.

* Promote people’s equality, diversity, and rights*.*

To abide by the NMC Code of Professional Conduct for Registered Nurses and ensure safe practice. As a registered nurse or midwife, you are personally accountable for your practice. In caring for patients and clients you must:

* Respect the patient or client as an individual.
* Obtain consent before you give any treatment or care.
* Protect confidential information.
* Co-operate with others in the team.
* Maintain your professional knowledge and competence.
* Be trustworthy.
* Act to identify and minimise risk to patients and clients.

These are the shared values of all the United Kingdom health care regulatory

**Finance** You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organization, other NHS organization or voluntary organization) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

**Confidentiality**

* All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g., system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust’s disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

**Equal Opportunities**

* The Trust is aiming to promote equal opportunities. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
* Members of staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

**Corporate Governance**

* The Trust, as a public organization, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive’s Controls Assurance program and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
* One of the controls assurance standards relates to Health & Safety. Under the Health & Safety as Work Act 1974, all of us have a duty:
  + To take reasonable care of ourselves and others at work; and
  + To co-operate in meeting the requirements of the law.

Further details are available from the Trust’s Health & Safety Advisors.

**Safeguarding**

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people, and adults.  The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognizes that abuse of vulnerable adults/children can occur within domestic, institutional, and public settings, and as such we have a responsibility to protect patients and associated dependents within our care.  All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding.  All employees would be fully supported in raising any safeguarding concerns.  All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

**Our vision, mission and values**

The Trust recently undertook a listening exercise with its staff which has formed our new vision, mission and values. We are currently working with staff to define our new behaviors which will become part of everything we do.

**Our Mission**

Together we deliver compassionate, safe care every day

**Our Vision**

To provide nationally celebrated, community focused health and care

**Our values are:**

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1. **RIDER CLAUSE**

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):------------------------------------------- Date:-----------------------------------

Print name (Employee):---------------------------------------------------------------------------------

***Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.***

**PERSON SPECIFICATION**

**POST: Liver Health Checks Practitioner**

**BAND: 6**

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**\***Assessment will take place with reference to the following information

A=Application form I=Interview T=Test C=Certificate

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| --- | --- | --- | --- |
| **Area** | **Essential** | **Desirable** | **Assess-**  **ment** |
| **Values and Behaviors** | | | |
| **ESSENTIAL CRITERIA FOR ALL POSTS** |  |  |  |
| Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes | **√** |  | **A/I** |
| Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care | **√** |  | **A/I** |
| Value diversity and difference, operates with integrity and openness | **√** |  | **A/I** |
| Treating others with compassion, empathy, and respect | **√** |  | **A/I** |
| Share information openly and effectively with patients, staff, and relatives | **√** |  | **A/I** |
| Works across boundaries, looks for collective success, listens, involves, respects, and learns from the contribution of others | **√** |  | **A/I** |
| Uses evidence to make improvements, increase efficiencies and seeks out innovation | **√** |  | **A/I** |
| Actively develops themselves and others | **√** |  | **A/I** |
| **Qualifications** | | | |
| Experienced healthcare professional e.g. Registered nurse with current NMC PIN Qualifications *or* current research practitioner with extended scope of practice including patient facing activities.  Educated to masters level/ degree level in nursing or an allied health professional qualification e.g. midwifery, radiographer | √ |  | **A/I** |
| Mentor/Teaching/Assessing qualification |  | √ | **A/I** |
| Qualification in advanced communication skills |  | √ | **A/I** |
| **Knowledge and Experience** | | | |
| Knowledge of specialist areas relevant to this post acquired through experience in clinical settings e.g., Hepatology inpatients or outpatients, drug or alcohol services, cancer care or research..  State the specific knowledge | √ |  | **A/I** |
| Experience of independent practice assessing patients in a clinical area. | √ |  | **A/I** |
| CPD - Evidence of post qualifying and continuing professional development | √ |  | **A/I** |
| Must understand the background to and aims of current healthcare policy/national guidance/CQC/ and appreciate the implications of this on engagement for this project | √ |  | **A/I** |
| Knowledge of Liver disease management including relevant diagnostic investigations |  | √ | **A/I** |
| Understanding of Cancer Pathways relevant to liver disease surveillance and management |  | √ | **A/I** |
| Understanding of the importance of informed consent | √ |  | **A/I** |
| Clinical Governance and risk management | √ |  | **A/I** |
| Working in a multi-disciplinary team environment | √ |  | **A/I** |
| Ability to manage own caseload in accordance with Screening targets, NHS cancer targets and working across multiple sites. | √ |  | **A/I** |
| Research and or audit experience |  | √ | **A/I** |
| Skills and Capabilities | | | |
| Communication skills in a variety of settings with patients, relatives, health professionals and senior colleagues and ability to dealing with – conflicting/ controversial/sensitive situations | √ |  | **A/I** |
| Excellent written communication skills including the ability to construct professional correspondence to communicate investigation results to clinical colleagues and patients | √ |  |  |
| Phlebotomy skills (or commitment to complete relevant competencies within the induction period) | √ |  | **A/I** |
| Analytical Skills Problem-solving skills and ability to respond to sudden unexpected demands | √ |  | **A/I** |
| Strategic thinking and forward planning – an ability to anticipate and resolve problems before they arise | √ |  | **A/I** |
| Planning Skills Demonstrated capability to plan over short-, medium- and long-term timeframes taking ownership and driving to completion. | √ |  | **A/I** |
| Ability to develop effective interpersonal relationships with colleagues across multiple working sites to improve patient experience and care.  Communication skills, negotiation skills, influencing skills | √ |  | **A/I** |
| Experience of independent informed patient consent for procedures |  | √ | **A/I** |
| Management Skills and leadership skills - Must be able to prioritise own work effectively and be able to direct activities of others. | √ |  | **A/I** |
| Strong decision-making skills and ability to liaise with other Health professionals within own scope of professional registration as underpinned by compliance with policies | √ |  | **A/I** |
| Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales | √ |  | **A/I** |
| Ability to work autonomously across sites | √ |  | **A/I** |
| Keep abreast of any research required for the role (best practice, latest trends or related to the post) | √ |  | **A/I** |
| Excellent IT Skills, Working knowledge of Microsoft Office with intermediate keyboard skills OR/AND any other relevant IT systems applicable to the applicant | √ |  | **A/I** |
| Equality and Diversity Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems | √ |  | **A/I** |
| Ability to recognise barriers to communication and seek ways to effectively communicate especially when working independently | √ |  | **A/T** |
| Phlebotomy |  | √ | **A/T** |
| ***PERSONAL ATTRIBUTIONS*** |  |  |  |
| Used to working in a busy environment | √ |  | **A/I** |
| Adaptability, flexibility, and ability to cope with uncertainty and change | √ |  | **A/I** |
| Willing to engage with and learn from peers, other professionals and colleagues, and lay peers in the desire to provide or support the most appropriate interventions | √ |  | **A/I** |
| Professional calm and efficient manner | √ |  | **A/I** |
| Effective organizer/prioritisation skills | √ |  | **A/I** |
| Demonstrates a strong desire to improve performance and make a difference by focusing on goals | √ |  | **A/I** |
| Attention to detail | √ |  | **A/I** |
| Highly motivated with ability to influence and inspire others | √ |  | **A/I** |
| Ability to work independently | √ |  | **A/I** |
| Ability to manage own caseload with flexibility, empathetically and meet pathway targets | √ |  | **A/I** |
| Good attendance record | √ |  | **A/I** |
| Car owner and driver | √ |  | **A/I** |
| Ability to adapt to the on-going changes and development of the Screening programme |  | √ | **A/I** |