

Job Description

PCN Cancer Care Coordinator	
Salary:	£26,620 pro rata (£21,296 actual)
Working Hours:	30 hours per week
Reports to:	Service Manager
Accountable to:	Managing Director of Self Help UK
Appointment type:	1 Year fixed Contract (potential to become permanent)
Main Location:	Hybrid working between: <ul style="list-style-type: none"> • Self Help UK Office (NG5 1AP) • GP Practices in Clifton and The Meadows (as required) • Outreach into the community • Some home working also allowed
Context	
<p>The Primary Care Network (PCN) Cancer Care Coordination Service provides an improved experience for patients beyond their interactions with clinical services. Working within a network of GP surgeries, we support both patients and clinicians, contributing to the overall holistic approach to supporting those living with cancer. This integrates the 'beyond medicine' approaches offered by the Voluntary and Community Sector (VCS) into the cancer pathway.</p> <p>The service undertakes holistic needs assessments and provides practical and emotional support, acting as a single point of access for patients on the cancer pathway. Working closely with clinical staff and additional roles, this role ensures a more integrated approach across the Health and Social Care sector.</p> <p>This post is an exciting opportunity to work with Nottingham City's PCN 8 (Clifton and Meadows). Using the Macmillan Electronic Holistic Needs Assessment to support Cancer Care Reviews will ensure patients have access to the right support for all their non-clinical needs. The post will also work on the preventative agenda, supporting uptake of cancer screening across the PCNs and supporting the practices within the PCNs to deliver their improvement plan around early diagnosis of cancer (in line with NHS England and NHS Improvement - QOF Quality Improvement domain 20/21 – Early diagnosis of cancer).</p> <p>The post holder will be expected to work a significant proportion of their time within the PCN areas, both within the community and within GP surgeries.</p>	
Job Purpose and Objectives	
<ul style="list-style-type: none"> • Work in partnership with the practice staff, inclusive of link workers to ensure referral pathways are clear and criteria for accessing the Gateway is understood. • Monitor Cancer QOF lists, offering support, Cancer Care Reviews, and completing eHNAs for eligible patients as appropriate. 	

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- Support individuals to create a Care and Support plan with the aim of supporting them to live better with a Cancer Diagnosis.
- Support with the delivery of care and support plans, referring to other organisations as appropriate.
- Work within different communities in the PCN area to increase awareness of the benefits of screening programmes.
- Actively encourage and support targeted communities and individuals to take up screening opportunities they are eligible for.
- Work closely with GP practices within the PCN to ensure that social prescribing referral codes are inputted to EMIS/SystemOne/Vision and that the person's use of the NHS can be tracked, adhering to data protection legislation and data sharing agreements with the clinical commissioning group (CCG).
- Have a comprehensive understanding of safeguarding and escalate safeguarding concerns.

Responsibilities

We would expect some flexibility within this role and the candidate would need to be adaptable and able to work in a changing environment.

Supporting Cancer Reviews

- Work closely with the individual GP surgeries to identify people eligible for a Cancer Review and prioritise for appropriate referral into The Gateway.
- Document fully on relevant IT systems.
- Contact all individuals on QOF lists and undertake electronic holistic needs assessments (eHNA's) with them as appropriate.
- Create a Care and Support plan from the eHNA results to support each service user through their cancer journey.
- Refer service users to the appropriate services in the voluntary and community sector based on their Care plan, with the aim of supporting them to live better with a Cancer Diagnosis.
- Work closely with organisations and groups offering cancer support in the statutory, voluntary, and community sectors.
- Ensure a smooth referral procedure is in place for referring service users onto organisations and groups offering cancer support in the voluntary and community sector.
- Work closely with the wider Macmillan Beyond Diagnosis Service to ensure there is an exchange of knowledge and support, and relevant information is shared if brief interventions and/or volunteer support is required from the wider team.
- Liaise with practice staff to ensure appropriate use of resources and effective partnership working.

Increasing Cancer screening uptake

- Work with Self Help UK Service Manager and PCN leads to identify specific groups for targeted interventions.

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- Support with the development and delivery of any improvement plan to increase cancer screening rates.
- Work within the community to raise general awareness of and confidence in cancer screening across the PCN area.
- Where possible, identify and work with individuals who may benefit from additional support to access screening.

Data and Monitoring

- Attend all training on the relevant Primary Care system and ensure you keep up to date with new developments or changes.
- Ensure all work and data is captured on the relevant Primary Care system as required.
- Capture, record and evaluate feedback from work with service users to improve service user experience and to offer an ever-improving service.
- Provide data to contribute to written reports, articles, statistical records and other monitoring as requested.
- Provide regular updates and reports on the progress and challenges of all aspects of the project to SHUK Managers as requested.
- Understand the data requirements for the project, including the evaluation and outcome measures.

Polices and Information

- Have a comprehensive understanding of safeguarding policies and discuss any safeguarding concerns with the safeguarding lead.
- Work within data protection legislation and any locally agreed protocols.
- Become familiar with, and know where to access, Self Help UK policies.
- Ensure familiarity with all polices relevant to SHUK, with guidance from the Service Manager.
- Work within relevant NHS policies while accessing information from NHS systems or working within GP practices.

Professional development

- To identify training needs and undertake in-house, Macmillan Professional and external training as requested and agreed with line manager.
- To develop one's own professional growth with input from line manager.

Other Duties and Responsibilities

- To attend and contribute to internal and external meetings, and group and individual supervision as requested by line manager.
- To work in accordance with the vision, mission and values of Self Help UK and to observe policies, procedures and working practices set out by the Board of Trustees.
- To undertake any other duties appropriate to the grade and post as specified by your line manager.
- This role may involve occasional weekend and evening work.

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Person Specification Cancer Care Coordinator (Primary Care Network)	
Essential Criteria	Desirable Criteria (if not attained, development may be available for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • A basic understanding of cancer and its impact on peoples' lives. • Understanding of relevant legislation and practices related to data protection, safeguarding, and confidentiality. • Understanding of equality, diversity, and inclusion, and a commitment to ensuring these principles. • A good understanding of the importance of health and safety at work. • Knowledge and understanding of holistic care and providing person-centred support in the voluntary sector. 	<ul style="list-style-type: none"> • An understanding of self help groups, self help activities, and self care. • Understanding on Primary Care systems, remits, challenges, and obligations. • An understanding of the current and changing healthcare system in Nottingham City. • Knowledge of the Clifton and Meadows locality.
<p>Experience</p> <ul style="list-style-type: none"> • Experience of providing support and information in people-facing roles within the health, community, or voluntary sector. • Experience of assessing and supporting vulnerable people and those with long term health conditions. • Experience of dealing with highly emotive issues and strong emotional difficulties within a professional setting. • Experience of managing competing priorities. 	<ul style="list-style-type: none"> • Experience of working with those living with cancer and the services that support them. • Experience of delivering training. • Experience of doing Holistic Needs Assessments. • Previously delivered service(s) in partnership between NHS and voluntary sector. • Social Prescribing experience.

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<ul style="list-style-type: none"> • Experience of working holistically with individuals and organisations. • Experience of building and maintaining networks and relationships. • Experience of Multi-Disciplinary working. • Experience of working with a range of agencies and sectors including health, local authority, voluntary and business sectors. 	
<p>Technical/Occupational skills</p> <ul style="list-style-type: none"> • <u>Full driving licence and access to a car for work use.</u> • Good planning, organisational, and time management skills. • Ability to work as part of a multi-disciplinary team as well as on own initiative, balancing autonomous and collaborative working within the same role. • Ability to deliver on agreed objectives within deadlines. • Strong interpersonal skills e.g. tact, diplomacy, persuasion and negotiating skills. • Ability to communicate effectively in writing and to produce documents in a range of formats to suit a range of audiences. • Ability to liaise with a wide range of organisations and people, communicating at different levels as required. • Ability to effectively cope with conflicting and complex demands. • Emotional resilience to deal with challenging situations and the hardships faced by patients/carers. • Ability to handle confidential and sensitive information. 	<ul style="list-style-type: none"> • Research and project work skills. • Proficient in the use of SystemOne and EMIS systems.

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<ul style="list-style-type: none"> • Good IT skills and knowledge (Microsoft Word, Excel and Outlook). • Ability to make decisions within own area of responsibility. 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Ongoing commitment to Continuing Professional Development. 	<ul style="list-style-type: none"> • Accredited qualification in Health and Social Care related field (NVQ, QCF diploma, BTEC, degree).
<p>ATTRIBUTES</p> <ul style="list-style-type: none"> • Currently meets the requirements of the UK 'right to work' legislation*. 	

Self Help Nottingham has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect, for example a UK/EEA passport or identity card; a full UK birth certificate; a Home Office document or visa evidencing the right to take this employment. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post.