

# GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST

## JOB DESCRIPTION

### 1. JOB DETAILS.

**Job Title:** Specialist Screening Practitioner

**Grade:** Band 6

**Hours of work:** 37.5

**Department/Area:** Gastroenterology / Medical Division

**Location:** CGH / GRH

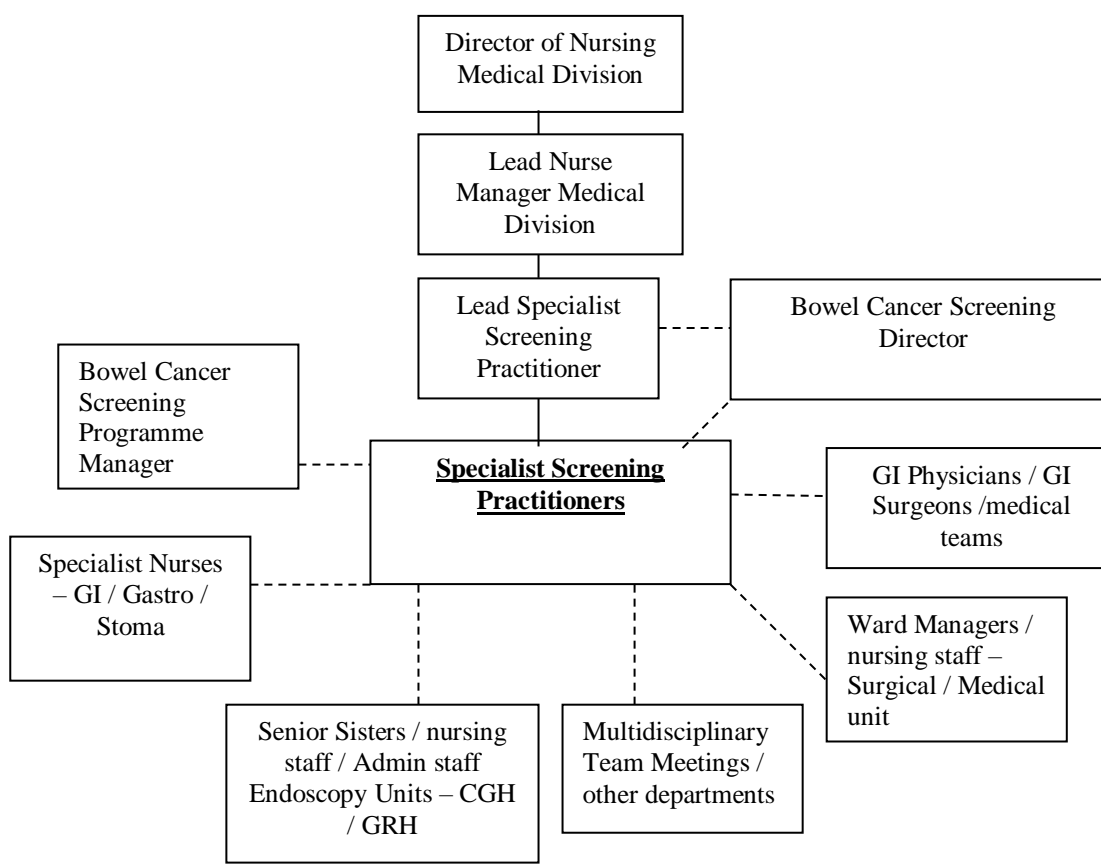
### 2. JOB PURPOSE.

- To coordinate and provide care from the Bowel Cancer Screening Programme (BCSP) centre to address the needs of individuals arising as a consequence of bowel cancer screening.
- To act as the patient's advocate supporting them throughout all stages of the screening process.
- To participate in health promotion activities with local health promotion services to improve access to screening by all sections of society.

### 3. DIMENSIONS.

- To work within a team under direction providing Bowel Cancer Screening within Gloucestershire.
- To manage a caseload of patients, running regular clinics and a telephone helpline.
- To work collaboratively with the programme hub.

### 4. ORGANISATION CHART.



## **5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED.**

- Registered Nurse with the Nursing and Midwifery Council with appropriate teaching/assessing qualification. With three years post registration experience including 1 year in a related specialty.
- Enhanced IT skills.
- To undertake the post graduate training in Bowel Cancer Screening within the first year of employment. To use this specialist knowledge to enhance practice in all parts of the role.
- Act as a role model and resource for all staff disseminating clinical skills and knowledge.
- Demonstrate evidence of communication/problem solving skills within a team, including organisational and planning skills.
- To participate in own and teams personal and professional development. Ensuring progression through Individual Performance Development review and KSF outline.
- Demonstrate good presentation skills or willingness to develop these skills.
- Patient examination and history taking skills or willingness to undertake course.
- Demonstrate understanding of research and evidence based practice, and participate as required in audit.
- Demonstrate awareness of budgetary management.

## **6. KEY RESULT AREAS.**

- To support the provision of telephone helpline services run from the hub by resolving queries referred by them to the screening centre.
- To provide advice, information and support for those making direct contact with the screening centre.
- To be responsible for care delivery to patients identified by the screening programme and meet the needs of patients arising as a result of;
  - Having been called to participate in screening
  - Having been identified as positive on screening
  - Needing to be assessed as fit to undertake screening colonoscopy or alternative diagnostic investigations
  - Having been identified as requiring further intervention, treatment, surveillance follow up or discharge.
- To facilitate timely access to screening colonoscopy or alternative diagnostic intervention and seamless transition to agreed pathways in primary, secondary, tertiary or outpatient care settings, during all stages of the screening pathway.
- To establish effective links with local Multidisciplinary Teams in order to ensure that;
  - Where cancer is detected, there is a timely presentation and transfer of patients to the MDT.
  - Patient records for the screening services are completed to include data on treatment, staging and outcomes provided by the MDT.
- To participate in ongoing data collection and quality assurance, service feedback and audit with specific responsibilities for the follow up of patients at 30 days.
- To input data into the Bowel Cancer Screening IT system, ensuring all information from every stage of the pathway is recorded electronically, and is expedited quickly and accurately.

- The ability to communicate effectively and to disseminate contentious and delicate information appropriately. For example – informing patients that they are likely to have cancer in a sensitive and appropriate manner.
- Participate in mentorship and educational programmes for new Specialist Screening Practitioners and students and other members of the team.
- To adhere to all Trust policies and procedures, Health and Safety regulations and NMC professional code of conduct.
- To assist in the management and provision of an agreed standard of service, meeting organisational and national targets.
- To actively participate in risk management and Clinical Governance within trust policy.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Be involved in the delivery of health promotion strategies across organisations.

## **7. COMMUNICATIONS AND WORKING RELATIONSHIPS.**

- Nursing Line Manager
- Senior nurses within the Trust
- Consultants and medical staff
- Support Services
- Outside agencies
- Multidisciplinary team
- Patients and significant others
- General Public
- Community Support Services
- PALs and other patient agencies
- Directorate management team

## **8. MOST CHALLENGING PART OF YOUR JOB.**

- Ability to work under pressure whilst effectively managing own time, in an ever changing environment whilst maintaining excellent standards of patient care.
- To be able to disseminate highly sensitive, distressing or contentious information to patients and family members / carers and staff as appropriate.

## **9. PHYSICAL EFFORT AND WORKING CONDITIONS.**

- Will have frequent exposure to unpleasant working conditions and will be required to follow Policies and Procedures pertaining to infestations, bodily fluids, infection control and COSHH regulations.
- Responsibility to manage challenging situations and people.
- To manage own time effectively.
- Will be required to work within recognised Manual Handling Guidelines.
- Regular work using computer based systems throughout the day.
- Will be required to work in confined spaces.
- Will be required to work evenings and weekends to cope with the demands of the service

## **10. JOB DESCRIPTION AGREEMENT.**

**Job Holders Signature:**

**Date:**

**Managers/Head of Department  
Signature:**

**Date:**

**Title:**