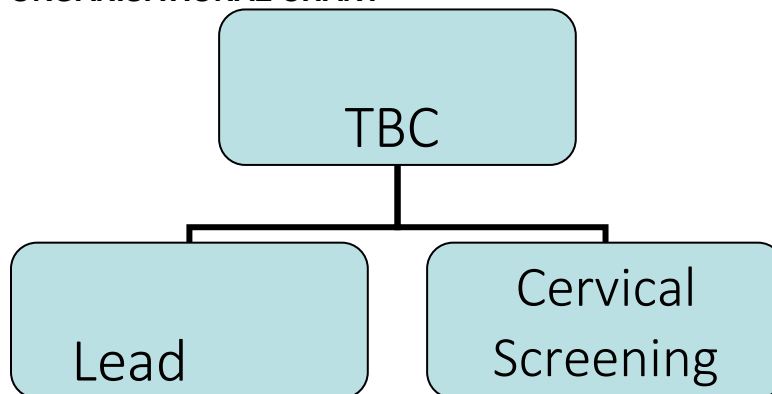


## Job Description

|                         |                                         |
|-------------------------|-----------------------------------------|
| <b>Job Title:</b>       | Cervical Screening Provider Lead (CSPL) |
| <b>Hours of Work:</b>   | 4 hours per week                        |
| <b>Department/Ward:</b> | Gynaecology/Colposcopy                  |
| <b>Division:</b>        | Family Care                             |
| <b>Base:</b>            | Bolton NHS Foundation Trust             |
| <b>Band/Grade:</b>      | AFC / Consultant grade                  |

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## ORGANISATIONAL CHART



## REPORTING ARRANGEMENTS

|                                       |                             |                        |
|---------------------------------------|-----------------------------|------------------------|
| <b>Managerially Accountable to:</b>   | <b>(Managerially)</b> TBC   | <b>(Reporting)</b> TBC |
| <b>Professionally Accountable to:</b> | <b>(Professionally)</b> TBC | <b>(Clinical)</b> TBC  |

|                         |                                                                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Responsible for:</b> | The CSPL is responsible for co-ordinating all aspects of the cervical screening programme carried out within Bolton Hospital NHS Foundation Trust. |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|

### **Job Summary**

The CSPL is responsible for co-ordinating all aspects of the cervical screening programme carried out within the Trust. The CSPL undertakes the role for BFT (Bolton Hospital NHS Foundation Trust). They will be responsible for overseeing data relating to the Cervical Screening services provided by the Trust and monitoring performance against national and locally agreed standards.

The CSPL is responsible for co-ordinating the audit of invasive cervical cancers and ensuring that the individual elements of local programmes work together to provide the best possible service and outcomes for women.

### **KEY DUTIES AND RESPONSIBILITIES**

The post holder will

- Monitor the quality and effectiveness of the services provided by the organisation according to NHSCSP standards and guidelines and take appropriate action to address any shortfalls or escalate appropriately
- Be responsible for overseeing data relating to the Cervical Screening services provided by the Trust and monitoring performance against national and locally agreed standards
- Ensure there is timely collection and submission of data for national mandatory statistical returns and data for routine and ad hoc programme monitoring for NHS England commissioners, SQAS and other organisations
- Review data relating to the services provided by the organisation and monitor performance against both nationally and locally agreed standards
- Report to the appropriate screening and immunisation team(s) (sits) and local cervical screening programme boards any aspects of the programme that do not meet nationally and locally agreed standards.
- Report to clinical governance committees on the performance, achievements and significant issues related to the cervical screening programme within the organisation.
- Produce an annual performance report and 6 monthly update to cover all NHSCSP services provided for the organisation's main clinical governance committee (this will also feed into local cervical screening programme boards): the report should relate to the laboratory and, or colposcopy based aspects of the service carried out, as agreed with and required by cervical screening commissioners and SQAS.
- Ensure all new cases of invasive cervical cancer diagnosed in women referred to the provider for investigation (from any source) are registered and audited in accordance with current [NHSCSP guidelines](#).
- Play an important role in the SQAS visit process for all aspects of the programme that are provided by the organisation, ensuring that any recommendations are addressed in a timely manner and responding with evidence of achievement to sits and SQAS.

- Ensure that operational policies and quality management systems are implemented across the programme (in conjunction with clinical and operational leads).
- Oversee effective failsafe systems for all women referred to colposcopy, in line with the requirements set out in [NHSCSP guidance](#).
- Implement the cervical screening contract within Royal Bolton NHS Foundation Trust and contribute to the specification development with NHS England
- Oversee that effective systems and IT links are in place to feedback colposcopy attendance and histology outcomes to the screening laboratory.
- Act as a point of reference for the Trust Programme for the ICPT Representatives and Regional SQAS Team (Screening Quality Assurance Service).
- Report to the appropriate bodies any aspect of the programme, which does not meet with national and locally agreed standards.
- Monitor turnaround times for cervical samples
- Ensure that systems are in place to register newly diagnosed cases of cervical cancer.
- Co-ordinate the audit of invasive cervical cancer cases including; Identify and register invasive cancer audit cases, collect case information from various disciplines, complete SQAS database spread sheet, write individual audit reports and facilitate in the disclosure process when necessary ensuring all the relevant data is provided to the colposcopy Lead prior to audit disclosure meeting and ensure cases that require adding to the Trust reporting system have been entered.
- Produce an annual report for the audit of cervical cancers including all cases diagnosed.
- Monitor standards of all aspects of the programme, including histopathology, cytology and colposcopy
- Ensure the failsafe mechanisms for cytology, colposcopy and invasive cancer audit cases are in place and working to agreed standards.
- Work with the lead colposcopist to monitor the implementation of the screening guidelines for colposcopy service
- Attend meetings of local programme co-ordinating committees established to monitor and develop cervical screening
- Act as the link for those aspects of the cervical screening programme provided by the hospital with the Regional SQAS Team.
- Support the quality assurance visit process
- Be involved in the scheduling or programming of audits in colposcopy, histopathology and cytology as required.
- Contribute to the Cervical Sample Taker Database (CSTD) web based system, including uploading and viewing local documents, viewing data upload reports and to be involved in sample taker profiles and registering/maintain sample taker details from within the Trust, only where necessary and appropriate
- Report to the Quality & Governance Forums and CCQC either directly or through the appropriate nominated director.
- Provide relevant cervical screening information via the Quality & Governance Forums to the Medical Director and Clinical Governance Leads.
- Liaise with all relevant members of the Trust including; Lead Colposcopist, Cytologist, Histologist, Clinical Governance Lead and all relevant external groups including,

Call/Recall (screening) Managers, Screening Commissioners, CCG Representatives, GP's, Clinical Screening Advisors, nominated Practice Leads for cervical screening and Practice Nurses/Sample Takers.

- Maintain links with the SQAS Team, Colposcopy and histology, Cytology, Call/Recall and CCG Representatives in respect of Quality Assurance site visits, Invasive Cervical Cancer Audit and any other relevant Cervical Screening Programme developments.
- Interpret and understand data from all cervical screening disciplines within the Trust.
- Ensure that there is timely collection of national data in colposcopy and cytology.

### **Attendance at meetings**

The post holder will:

- Attend local cervical screening programme board meetings chaired by the SIT and feed back to provider colleagues.
- Attend regional SQAS meetings and feed back to colleagues
- Organise and chair a quarterly trust cervical screening management meeting.
- A report to be requested from the associated laboratory service to feed into the quarterly management meeting in organisations where there is no screening laboratory and/or histology laboratory.

### **Incident handling**

The post holder will

- Ensure that the provider and its staff are aware of the [guidance for managing NHS screening incidents](#) and the process to follow.
- Implement processes to ensure that screening safety concerns are notified to the CSPL.
- Ensure all screening safety incidents are notified to SQAS and recorded and investigated according to NHS screening and local organisational policy.
- Ensure that recommendations are implemented and lessons learned shared.
- Be a member of any incident panel if a serious incident relating to the cervical screening programme is identified.

### **General Audit and Training**

The post holder will

- Be involved with and support the scheduling or programming of relevant cervical screening audits covering clinical and administrative or procedural activities in colposcopy, histopathology and HRHPV testing or cytology as required (depending on which services are provided).
- Ensure all staff working in the NHSCSP have access to appropriate and mandatory training and development - this must include information governance training as specified by the NHS and the screening

programme's confidentiality and disclosure policy (organisational systems must be in place to monitor this).

- Attend NHSCSP approved CSPL training if they are new to the role or requiring further development to support them in achieving the competencies required.

## **Meetings**

### Provider cervical screening management meetings

The post holder is responsible for planning and organising quarterly provider management meetings to discuss:

- Routine data submissions to NHS England teams and SQAS
- Performance against standards
- Patient surveys
- Risks and incident reporting
- Staffing issues
- New guidance
- Audit
- Sample taking within the organisation
- Service development
- Action on recommendations arising from SQAS QA visits and other QA activities

The CSPL within the organisation will chair the meeting and ensure documented.

Where applicable (according to local variance), the meeting should include representation from the:

- CSPL (Chair)
- Lead cytopathologist and BMS in cervical cytology
- Lead virologist or microbiologist if HRHPV testing is provided in this department
- Cytology or HRHPV testing service if off site or provided by another organisation
- Lead histopathologist
- Lead consultant colposcopist
- Lead colposcopy nurse
- Sexual health clinical lead (if any element of screening service is provided by the organisation)
- Divisional managers with responsibility for laboratory, colposcopy and sexual health services (where provided)

- The organisation's cervical screening management committee should have appropriate terms of reference and report into the organisation's overall clinical governance group.

#### Colposcopy multidisciplinary case discussion meeting

- The CSPL at the organisation providing the colposcopy service is responsible for ensuring that multidisciplinary case discussion meetings take place according to NHSCSP guidance.
- The CSPL will oversee the arrangements for these meetings; in particular that appropriate representation is achieved. This may involve communication with other organisations to enable representatives for cytology or histology to attend in person or remotely.

#### Communication & Relationship Skills

Communicates service-related information to senior managers, staff, and external agencies: requires negotiating, persuasive, motivational, reassurance skills; gives formal presentations.

#### **Health, Safety and Security:**

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

#### **Confidentiality:**

- Working within the trust you may gain knowledge of confidential matters, which may include personal and medical information about patients and staff. Such information is strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action.

#### **Data Quality**

- All employees are aware of the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action.

#### **Codes of Conduct and Accountability:**

- You are to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

**Infection Prevention and Control:**

- You must comply with all relevant policies, procedures and training on infection prevention and control.

**Safeguarding Children and Vulnerable Adults:**

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

**Valuing Diversity and Promoting Equality:**

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

**Training:**

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

**The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.**

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**Date Prepared:**

**Prepared By:**

## PERSON SPECIFICATION

The person specification sets out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the postholder requires to perform the job to a satisfactory level.

### Job Title:

|                                                  | <b><i>ESSENTIAL</i></b><br><br><b>i.e. Those qualities without which a post holder could not be appointed</b>                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><i>DESIRABLE</i></b><br><br><b>i.e. those extra qualities which can be used to choose between candidates who meet all the essential criteria</b> | <b><i>METHOD OF ASSESSMENT</i></b><br><br><b>i.e. the method by which the person specification criteria will be assessed/evaluated</b> |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Commitment to Trust Values and Behaviours</b> | Must be able to demonstrate behaviours consistent with the Trust's values - VOICE                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                     | Application Form<br>Interview                                                                                                          |
| <b>Qualifications</b>                            | Professional clinical knowledge acquired through degree supplemented by diploma level specialist training, management qualification or equivalent and experience.<br><br>Specialist knowledge of health related screening.<br><br>Must have a thorough knowledge and understanding of the NHSCSP pathways. The post holder may come from a number of different disciplines i.e. a Consultant Pathologist, Consultant Gynaecologist, Clinical Scientist, Senior Manager, Advance Biomedical Science Practitioner, or Nurse Colposcopist. | Hold a NHSCSP approved CSPL training qualification                                                                                                  | Application Form<br>Certificates                                                                                                       |





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|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                      |                                                      |
| <b>Knowledge<br/>&amp;<br/>Experience</b> | <p>Significant experience of clinical responsibility for screening services</p> <p>Experience of pathways in cancer, women's services, pathology and/or governance.</p> <p>Knowledge of the NHSCSP.<br/>Knowledge of the NHSCSP Audit of Invasive Cervical Cancers.<br/>Ability to demonstrate knowledge across disciplines.</p> <p>Aware of the guidance for managing NHS screening incidents and the process to follow and to be able to ensure all relevant staff are also aware.<br/>Experience of multi-disciplinary case discussions.<br/>Experience of ensuring that operational policies and quality management systems are implemented across the programme (in conjunction with clinical and operational leads)</p> | <p>Experience of clinical responsibility for cervical screening services</p> <p>Experience in completing the audit of invasive cervical cancers.<br/>Experience in attending Meetings.</p> <p>Knowledge of Bolton's cervical screening activity</p> <p>Experience of the NHSCSP.</p> | <p>Application Form<br/>Interview<br/>References</p> |



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|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Communication and relationship skills</b> | <p>Excellent communication skills.</p> <p>Appropriate skills to be able to effect change and escalate concern in what can be challenging circumstances.</p> <p>Confident with discussions at board level<br/>Experience of managing staff.</p> <p>Ability to work with colleagues from all relevant disciplines.</p> | <p>Experience of working with divisional boards, the medical director or chief executive, leads for gynaecology, colposcopy, cytology, histopathology and virology, business management, contracting personnel, governance and risk personnel, legal personnel, Public Health England (PHE) Screening Quality Assurance Service (SQAS)</p> <p>NHS England's screening and immunisation teams, community and sexual health clinics primary care</p> <p>Knowledge of cervical screening contract specification. Knowledge of NHSCSP services</p> <p>Experience of contract specification with NHS England</p> | <p>Application Form<br/>Interview</p> |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|



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|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Analytical and Judgement skills</b> | <p>The post holder will be required to communicate with and escalate concerns to ensure there is timely collection and submission of data for national mandatory statistical returns and data for routine and ad hoc programme monitoring for NHS England commissioners, SQAS and other organisations.</p> <p>Experience of scheduling or programming of relevant screening audits covering clinical and administrative or procedural activities.</p> <p>Sufficient knowledge to ensure effective systems and IT links are in place to feedback attendance and outcomes to the screening laboratory.</p> <p>Ability to review data relating to the services provided by aligned service providers and monitor performance against both nationally and locally agreed standards.</p> <p>Knowledge of how to ensure all safety incidents are notified the Quality Assessment Service and recorded and investigated according to NHS screening and local organisational policy</p> | <p>Knowledge of screening pathways</p> <p>Specific knowledge of cervical screening audits covering clinical and administrative or procedural activities in colposcopy, histopathology and hrHPV testing or cytology as required (depending on which services are provided)</p> |  |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



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|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Skills</b>          | IT skills.<br>Data analysis and statistical skills.<br><br>To have a well organised approach.<br><br>Experience of producing performance report and updates to a Quality Service Committee | Experience in report writing.<br>Knowledge of cervical screening contract specification.<br><br>Knowledge of NHSCSP services | Application Form<br>Interview<br>References     |
| <b>Physical Skills</b> | Advanced key board skills<br><br>Able to sit for periods of time<br><br>Concentration for e.g. complex analysis, writing reports, meetings                                                 |                                                                                                                              | Application Form<br>Interview                   |
| <b>Other</b>           | CRB check<br><br>Ability to travel between sites as required using own transport etc.                                                                                                      |                                                                                                                              | Application Form<br>Interview<br>Document Check |

**Date Prepared:**

**Prepared By:**