JOB DESCRIPTION

## JOB DETAILS:

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| Job Title: | Specialist Screening Practitioner |
| Band: | Band 6 |
| Directorate: | Surgical |
| Department: | Bowel Cancer Screening Centre Team |
| Base: | Old Building,  Musgrove Park Hospital,  TA1 5DA  With regular travel to cover Screening at YDH |
| Responsible to: | Lead SSP, Bowel Cancer Screening |
| Accountable to: | Matron, Surgical Directorate |

## Job Purpose:

The Specialist Screening Practitioner (SSP) acts as the patient’s advocate through their journey in the Bowel Cancer Screening Programme. The role is to provide guidance and support throughout the participant’s bowel screening pathway.

The Screening Practitioner delivers pre-assessment clinics, cares for the patient whilst undergoing Endoscopic or radiological procedures, reviews histological outcomes and delivers pathological results to patients using defined pathways. The successful candidate will also be required complete the mandatory structured Induction Programme and the John Moore Liverpool University SSP Degree/Masters module which is compulsory to the role.

The Screening Practitioner will deliver 2 types of clinics. The first clinic is called a FIT clinic and is where the post holder discusses potential reasons for an abnormal result and pre-assesses the patient’s suitability for colonoscopy and bowel preparations. The second type of clinic delivered is known as a ‘results clinic’. The screening practitioner will be breaking bad news to patients following their colonoscopy, discussing the findings, and explaining what happens next on their pathway.

The post is based at Musgrove Park Hospital with regular travel to Yeovil District Hospital to cover SSP clinics and endoscopy lists.

**Date of Job Description: June 2022**

## Duties and Responsibilities

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| **Communication and Key Working Relationships** |
| The role involves providing and receiving complex and sensitive information enabling Screening subjects to make an informed decision regarding their participation and treatment in the Bowel Cancer Screening Programme.  The post holder will also be required to communicate effectively both verbally and electronically with the multidisciplinary care teams, organisations, primary care, other professionals and groups to ensure patient needs are met throughout their screening journey.  The post holder will be delivering cancer diagnosis/breaking bad news to patients on a regular basis during the specialist nurse clinics and endoscopy sessions.  The post holder needs to possess counselling skills and an ability to offer psychological support to patients and carers following a cancer diagnosis.  **Other working relationships and duties will include.**   * Attendance at quarterly Bowel Cancer Screening governance/team meetings as workload allows. * Regular contact either by telephone, email, or face to face with the Lead Specialist Screening Practitioner. * Regular communication with Consultant BCSP Colonoscopists and endoscopy teams at Musgrove Park and Yeovil district Hospitals. * Regular communication with Pathologists, Radiologists, colorectal multi-disciplinary care teams, waiting list/admissions, personnel who manage co-ordinating patient care and that ensuring National targets are met. * Present cancer patients who have been diagnosed from screening to the local MDT meetings in Taunton and Yeovil when required * Support the provision of helpline services run from the Screening Centre by resolving queries and providing information to patients as required. |
| **Planning and Organisation** |
| The post holder will need to have planning and organisational skills to be able to plan and deliver ongoing Specialist Nurse led clinics in both Taunton and Yeovil, they will also be present during colonoscopy lists across both sites.  The post holder will be expected to plan, implement, provide specialist advice to Screening subjects and colleagues. This includes maintaining accurate patient records on the Bowel Screening Clinical System (BCSS) and also local Trust systems for patients whilst they participate in the Bowel Cancer Screening Programme |
| **Analytics** |
| * Able to disseminate information and provide expert knowledge to enable patients to make an informed decision to participate in the screening programme * Will need to analyse Bowel Cancer Screening data for example, return rate of test kits, diagnosis, clinical outcomes. * Review complex histology results. |
| **Responsibility for Patient / Client Care, Treatment & Therapy** |
| * The post holder will be responsible for delivering specialist clinics following a positive Faecal Immunochemical test (FIT) result using specialist knowledge and expert communication skills. * The practitioner will discuss complex facts and prepare the patient for a possible cancer diagnosis, and they will be required to inform the patient of the potential benefits and risks involved when having a colonoscopy. * The post holder will be expected to be present during each procedure to provide reassurance to the patient and to collect an extensive dataset required as part of the National programme and input the information onto the (BCSS).     **The post holder will need to ensure**.   * Timely access to screening procedures or radiological diagnostics and seamless transition to agreed pathways in primary and secondary care. * Liaise with local colorectal cancer multi-disciplinary teams in order to ensure that when cancer is detected, there is timely presentation and transfer of patients to the multi-disciplinary team following centre protocol*.* * Perform comprehensive assessment of patient needs, plan, implement and evaluate care according to BCSP National guidelines*.* * Patient records are completed (electronic and paper) to include data on treatment, staging and outcomes which will be provided by the multi-disciplinary care teams. |
| **Policy, Service, Research & Development Responsibility** |
| The post holder will be expected to suggest improvements to aid the Bowel Screening service development to improve patient care and to contribute to office, departmental and Trust wide improvement programmes. There is also a requirement to participate in ongoing data collection, quality assurance, service feedback and audit as specified by both the National and local teams.  The post holder will support the Lead Screening Practitioner in the development of the service and lead on projects as directed by the National Screening Programme, Public Health England, strategic groups, and the wider health community.  The post holder will provide specialist, expert knowledge to clinical colleagues, patients and carers and evaluate service delivery and identifying any areas for improvement.  The post holder will be expected to participate in education and awareness sessions possibly twice a year. They will also be expected to provide education and training to patients and carers.  An important aspect of the role will be to identify own learning needs, plan, implement and evaluate programmes of education to meet identified need to maintain professional competence. |
| **Responsibility for Finance, Equipment & Other Resources** |
| No budgetary responsibility.  The post holder will be responsible for a lap-top computer, other standard office equipment and patient documentation/information whilst on duty.  Ensuring the office is secured at the end of the working day. |
| **Responsibility for Supervision, Leadership & Management** |
| The postholder would be expected to provide mentorship of new staff undergoing the Liverpool John Moore’s University SSP course (Only once completed yourself). Staff members are required to provide peer support to other members of the team. |
| **Information Resources & Administrative Duties** |
| Following a training programme, the post holder will need to be competent in maintaining accurate paper and electronic patient records and be competent in the use of;   * Word * Excel * PowerPoint * Internet * Email * Bowel Cancer Screening System (BCSS) * Maxims and Patient Administration Systems * Order Comms Pathology system and RIS Radiology systems * Somerset cancer register (SCR) |
| **Any Other Specific Tasks Required** |
| The post holder will be expected to participate in health promotion activities when required    The post holder will be expected to successfully complete the mandatory ‘NHS Bowel Cancer Screening Course’ at John Moores University, Liverpool, this is a 40 credit (Degree) or 20 credit master’s module. Enrolment onto the course should take place within the first year of commencement in post |

## Review of this Job Description

## This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## General Information

## At all times promote and maintain the safety of children by working according the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## Confidentiality

## The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## Equality & Diversity

## Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## Safeguarding

## All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust’s procedure for raising concerns about the welfare of anyone with whom they have contact.

## Risk Management / Health and Safety

## Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust’s Risk Management Strategy and policy and under the Health & Safety at Work Act 1974.  All employees are expected to be familiar with and comply with the Trust’s risk and health and safety policies and procedures and all other policies and procedures relevant to their role.

## Records Management

## The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## Clinical Governance

## The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## Prevention and Control of Healthcare Associated Infection

## The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## Smoking

## The Trust operates a ‘non-smoking’ policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## Policies & Procedures

## Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## Sustainability Clause

## Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## Person Specification

**This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).**

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| **Requirement** | **Essential / Desirable** | **How Assessed** |
| **QUALIFICATIONS & TRAINING**  **Evidence of Qualifications required**   * Registered Nurse * Degree in Nursing or working towards * Evidence of post registration education and training * Teaching and assessing qualification * Specialist Screening Practitioner JMU module * Expert communication skills | **E**  **E**  **D**  **D**  **D**  **E** | **Application form** |
| **KNOWLEDGE**   * Knowledge of the national agenda on improving cancer services, specifically screening and public health * Knowledge of the National Bowel Cancer Screening Programme * Understanding of current NHS issues and initiatives * Knowledge of education, research and health promotion | **E**  **E**  **E**  **E** | **Application form** |
| **EXPERIENCE**     * Broad range of clinical experience in a healthcare setting * Participated in service development and implementation of change in a healthcare setting * Able to perform assessment, planning, implementation and evaluation of specialist nursing care * Experience of undertaking audit * Experience in health promotion/public health initiatives * Application of teaching in the workplace * Experience of negotiating/liaising within a multi-disciplinary care team | **E**  **E**  **E**  **D**  **D**  **D**  **E** | **Interview &**  **Application form** |
| **SKILLS & ABILITIES**   * Able to disseminate information and provide expert knowledge to enable patients to make an informed decision to participate in the screening programme. | **E** |  |
| **COMMUNICATION SKILLS**   * Able to provide and receive complex, sensitive information and identify barriers to understanding * Ability to communicate in a variety of settings with patients with varying levels of understanding * Able to deliver distressing news to patients and carers and to provide psychological support thereafter * Able to communicate complex issues face to face, in groups, electronically and on the telephone * Able to develop effective interpersonal relationships with colleagues in the healthcare setting * Evidence of a good standard of Literacy / English language skills | **E**  **E**  **E**  **E**  **E**  **E** |  |
| **PLANNING & ORGANISING SKILLS**   * Able to plan and deliver specialist nurse clinics ensuring highest standard of care to patients is maintained * Able to work in a team and alone | **E**  **E** |  |
| **PHYSICAL SKILLS**   * Willingness to work flexibly across both sites to suit the needs of a growing service * Frequent sitting or standing required in a restricted position, occasional moderate effort for several short periods | **E**  **E** |  |
| **OTHER**   * Willingness to use technology to improve standards of care and support to our patients * Competent in the use of Microsoft office products including Word, Excel and PowerPoint and following training able to use the Bowel Cancer Screening IT System, Cerner, Pathology and PAS applications on both sites. * Commitment to self-development. | **E**  **E**  **E** |  |
| **SUPPORTING BEHAVIOURS**  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:   * **Kindess** * **Respect** * **Teamwork** | | |

## SUPPLIMENTARY INFORMATION

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| **Physical Effort** | **Yes** | **No** | **If yes – Specify details here - including duration and frequency** |
| Working in uncomfortable / unpleasant physical conditions |  | N |  |
| Working in physically cramped conditions |  | N |  |
| Lifting weights, equipment or patients with mechanical aids |  | N |  |
| Lifting or weights / equipment without mechanical aids |  | N |  |
| Moving patients without mechanical aids |  | N |  |
| Making repetitive movements |  | N |  |
| Climbing or crawling |  | N |  |
| Manipulating objects |  | N |  |
| Manual digging |  | N |  |
| Running |  | N |  |
| Standing / sitting with limited scope for movements for long periods of time |  | N |  |
| Kneeling, crouching, twisting, bending or stretching | Y |  | Movement will be required when working in the office handling the lap-top and patient folders and whilst in the endoscopy departments. |
| Standing / walking for substantial periods of time | Y |  | Standing will be required during colonoscopy procedures |
| Heavy duty cleaning |  | N |  |
| Pushing / pulling trolleys or similar | Y |  | A trolley may be used for patient care during procedures |
| Working at heights |  | N |  |
| Restraint ie: jobs requiring training / certification in physical interventions |  | N |  |
| **Mental Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Interruptions and the requirement to change from one task to another ( give examples) | Y |  | Concentrating on inputting data and switching to answer telephone queries from patients and colleagues. |
| Carry out formal student / trainee assessments |  | N |  |
| Carry out clinical / social care interventions | y |  | Provide bowel prep kits to patients, consent for procedures and assess ability to self care following procedures |
| Analyse statistics | y |  | Will need to analyse Bowel Cancer Screening data for example, return rate of test kits, diagnosis, clinical outcomes |
| Operate equipment / machinery | y |  | Computer equipment |
| Give evidence in a court / tribunal / formal hearings |  | N |  |
| Attend meetings (describe role) | Y |  | * Participate in local BCSP implementation meetings to assist in service development. * Present patients at local MDT meetings * Attend and present at national BCSP meetings as required |
| Carry out screening tests / microscope work |  | N |  |
| Prepare detailed reports | Y |  |  |
| Check documents | Y |  |  |
| Drive a vehicle | Y |  | Travel to YDH |
| Carry out calculations |  | N |  |
| Carry out clinical diagnosis |  | N |  |
| Carry out non-clinical fault finding |  | N |  |
| **Emotional Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Processing (eg: typing / transmitting) news of highly distressing events | Y |  | Will be telling patients a diagnosis of bowel cancer has been made |
| Giving unwelcome news to patients / clients / carers / staff | Y |  | Provide information about endoscopic procedures and inform patients that this is required |
| Caring for the terminally ill |  | N |  |
| Dealing with difficult situations / circumstances | Y |  | * Patients will be extremely shocked of an abnormal result as most will be asymptomatic. * Patients may become angry/upset following a possible cancer diagnosis |
| Designated to provide emotional support to front line staff |  | N |  |
| Communicating life changing events | y |  | Delivering a possible or confirmed cancer dianosis |
| Dealing with people with challenging behaviour | Y |  | As above |
| Arriving at the scene of a serious incident |  | N |  |
| **Working conditions – does this post involve working in any of the following:** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Inclement weather | Y |  | Driving across between MPH and YDH to deliver Nurse led clinics |
| Excessive temperatures | Y |  | Endoscopy procedure rooms |
| Unpleasant smells or odours | Y |  | Endoscopy procedure rooms |
| Noxious fumes |  | N |  |
| Excessive noise &/or vibration |  | N |  |
| Use of VDU more or less continuously |  | N |  |
| Unpleasant substances / non household waste | Y |  | Within the endoscopy room |
| Infectious Material / Foul linen | Y |  | Within the endoscopy room |
| Body fluids, faeces, vomit | Y |  | Within the endoscopy room |
| Dust / Dirt |  | N |  |
| Humidity |  | N |  |
| Contaminated equipment or work areas | Y |  |  |
| Driving / being driven in **Normal** situations | Y |  | Will be expected to drive between the Taunton and Yeovil sites |
| Driving / being driven in **Emergency** situations |  | N |  |
| Fleas or Lice |  | N |  |
| Exposure to dangerous chemicals / substances in / not in containers |  |  |  |
| Exposure to Aggressive Verbal behaviour | Y |  | Some patients may be verbally aggressive following a positive test result or a diagnosis of cancer |
| Exposure to Aggressive Physical behaviour | Y |  | Some patients may be physically aggressive following a positive test result or a diagnosis of cancer |

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

**Job Profile Agreement**

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| Agreed and Signed: | (Manager) | Date: |  |
| Agreed and Signed: | (Post Holder) | Date: |  |
| Date Role Description is Effective From: | |  | |