

JOB DESCRIPTION

Post Ref No:

1. JOB DETAILS

Job Title: Trainee Nurse Colposcopist

Reports to: Lead Nurse for Gynaecology

Accountable to: Director of Midwifery

Grade: 6 rising to pay band 7 upon qualifying as a Nurse Colposcopist

Unit/Department: Women's Health Unit

Location: Bradford Teaching Hospitals NHS Foundation Trust

2. JOB PURPOSE

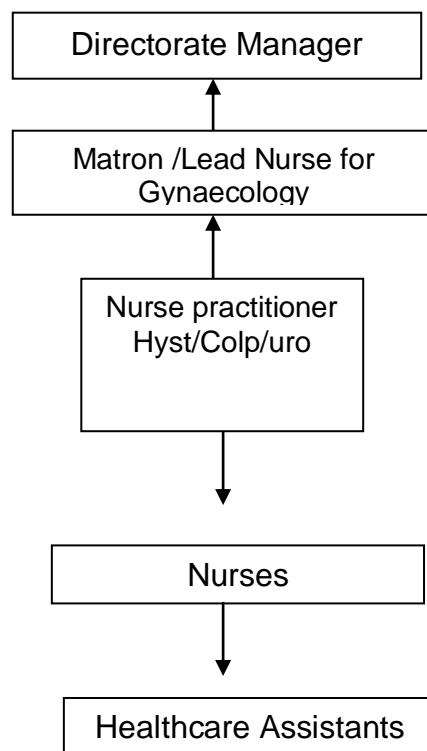
- The trainee Nurse Colposcopist will develop as an expert practitioner who is able to work autonomously within Colposcopy. This will be following attendance at a BS CCP led Basic Colposcopy Course, completion of the log book, mini cex and other assessment methods determined by the BS CCP including passing the OSCE exam to become and Accredited Colposcopist. This may take up to 18 months to complete.
- The post holder following a period of training under both direct and then indirect supervision following satisfactory assessment will become adept in the assessment, planning and evaluation of low-grade and high grade cervical abnormalities, and provide diagnosis and treatment.
- The trainee Nurse Colposcopist is able to actively manage his/her own patients, update medical histories, assess the patients cervix / vagina independently for any abnormal areas and take colposcopically directed biopsies of the cervix / vaginal walls, cervical smears and vaginal / endocervical swabs, but is aware of own limitations and seeks advice as appropriate.
- The trainee will learn to manage the benign cervix such as the difficult cervical smear, management of symptomatic ectropion and cervical polypectomy.
- The trainee Nurse Colposcopist will learn to independently review the patients histology / cytology results, advising appropriate follow-up in relation to the result, following satisfactory supervision period and training.
- Act as a member of the multidisciplinary team.
- Able to provide education and training for junior medical staff, nursing and midwifery staff.
- In conjunction with the Lead Colposcopist, and Cervical Screening Programme Lead/ and senior nurse Colposcopist will contribute to the development of protocols pertaining to Colposcopy and ensure their implementation by all staff.
- The trainee Nurse Colposcopist will contribute to the management of the department and will also be responsible for maintaining the service in the absence of the person with continuing responsibility ensuring clinical excellence is maintained.

- As a nurse colposcopist they will maintain their skills and knowledge to ensure that the Colposcopy department protocols are in accordance with the National Health Service Cancer Screening Programme (NHSCSP)/BSCCP and all members of staff adhere to these guidelines.
- Ensure evidence-based practice is maintained within all areas of the Colposcopy Department.
- Member of the BSCCP and the Northeast, Yorkshire and The Humber Colposcopy Nurses Quality Assurance Group, attending meetings for update and networking.
- The post holder will receive training in the Colposcopy IT systems will request cervical cytology through electronic systems and be able to record the clinical outcomes on the MASEY data base and EPR
- The post holder will be expected to attend the BSCCP Annual Scientific meeting at a minimum of every 3 years and complete satisfactory case numbers to maintain accreditation and skill once qualified.

3. JOB DIMENSIONS

- The post-holder will train responsibility for a caseload (patients/service-users) and will provide an effective and patient-focused service that is sensitive to the needs of users and providers.
- The post-holder will learn to provide clinical, social and psychological support to their patients/service-users using excellent communication skills, education and health promotion to enable them to reach their optimum level of independence and health.
- The post-holder will become responsible for the delivery of advanced nursing skills within complex care pathways, and will train to provide highly specialist advice and support to the defined caseload (patients/service-users) and to other health care providers. Once qualified the Colposcopist will be responsible for undertaking the total management of women referred to the service, including a full history, ordering and interpreting investigations, undertaking examination and hysteroscopy/colposcopy and formulating a management plan for the women.
- Although the post-holder has no direct budgetary responsibility they will be expected to assist with the effective use of resources in their clinical area. They will work alongside the Lead Nurse and Nurse Colposcopist to be responsible for the equipment and consumables used within the colposcopy service and will be expected to ensure that this is managed in a cost effective way.
- The Trainee Colposcopist will receive training and support until they pass the BSCCP OSCE and log book and become an accredited colposcopist where they will then work unsupervised and autonomously as a clinical practitioner to provide complete episodes of holistic care to women referred to the colposcopy service.
- The post holder will work within the smear follow up clinic ensuring all patients are managed within colposcopy and cervical screening programme management guidelines and in line with the cervical screening care pathway. If the post holder has not yet undertaken cervical screening sample taker training and acquired a smear code this training must be undertaken upon employment as a foundation to becoming a Nurse Colposcopist

4. ORGANISATIONAL CHART



5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See the Person Specification which is attached.

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Responsibility for Patient Care

- To become adept at assessing the individuals care needs, developing, planning, implementing and evaluating programmes of care to meet the needs of patients and undertake all forms of care within the clinical environment
- To learn to provide the patient with comprehensive information regarding clinical procedures ensuring informed consent
- Once qualified they will run nurse led clinics. Be proficient in undertaking enhanced clinical skills commensurate with the post. During the training phase a Qualified Colposcopist will be within the Colposcopy examination room whilst under direct supervision and once under indirect supervision will be immediately available on the Women's Health unit for support/ advice.
- Maintain the use of documentation pertaining to colposcopy and the cervical screening programme
- Actively give and receive constructive criticism and feedback
- Utilise their knowledge and skills relating to the speciality to provide advice to other members of the multidisciplinary team on the basis of patient assessment
- Liaising with staff from multi-disciplines in matters relating to patient care and equipment relevant to care
- Maintain accurate and timely patients' records and documentation ensuring confidentiality
- To uphold the Trust's dignity and respect standards – First Impressions
- Ensure that care is appropriate, provided and is consistent with clinical guidelines
- Following substantial training will use professional judgement, is able to analyse a range of patient conditions and act appropriately
- Maintaining high standards of patient care by personal example and professional conduct
- Promote the safeguarding of vulnerable patients in line with national and local policy
- Liaising closely with other multi-disciplinary team members involved in care and support of the critically ill patient and their family, which may include being involved with a major trauma/ death
- To assist in the quality and effectiveness of all aspects of the NHS cervical Screening Programme provided within the organisation
- Practicing effectively and within National standards to ensure the delivery of agreed targets.
- Learn to provide specialist advice concerning patients referred in to the service ,
- Attend regular multi-disciplinary meetings for care discussion and protocol review, including cytology, histology services
- Once qualified a job plan will be provided but the Nurse Colposcopist will be expected to organise and plan own day to day workload or activities in order to meet the demands of the role

- Ensure that incident reporting is prompt and effective and that they have an awareness of screening incident assessment forms and can liaise with the Cervical Screening Programme Lead where they feel there may be a screening incident identified
- Learn to use complex theatre equipment and ensure they are in working order when used in clinics and are used in accordance with manufacturers instructions and equipment training guidelines Ensure effective use of material resources/supplies within the unit in consultation with senior staff
- Monitor, control and store resources/supplies according to the requirements/specifications of the clinical environment
- Participate in ensuring appropriate usage and monitoring of departmental resources
- To offer constructive views on how the existing service and teamwork can be evaluated and improved upon
- You will supervise and assess nurses undertaking their cervical sample taker training. You will be expected to accommodate medical students and other health care professionals within the clinical setting to also aid their learning and professional development.
- Contribute to the review of Standard Operating Procedures for the service and clinical guidelines. To attend colposcopy time out meetings and colposcopy business meetings and contribute to the nursing agenda.
- Contribute to the strategic and operational development of specialist Services
- Participate in development reviews for self and staff
- Being responsible/ accountable for own clinical/ professional development including the review process
- Ensure the effective use of physical and financial resources
- Promote best practice, utilising local and regional benchmarking groups for the generation and promotion of standards, nursing and clinical guidelines.
- Promote team working, build rapport and collaborative working practices with multidisciplinary team. Liaise with inter-hospital departments and personnel cross organisational and professional groups. Ensuring effective communication and interpersonal skills with other disciplines and organisations responsibilities for Teaching and Training
- To work with the Lead Nurse for gynaecology and other Colposcopists to assess clinical competencies for nursing within colposcopy and provide training/education and support as necessary to staff
- Participate in induction of new staff including bank and agency staff
- Act as mentor/preceptor to new staff
- Attend Mandatory training in line with training schedule
- Attend all necessary training and updates for use of equipment
- Maintain continued professional development
- To participate in the Information Management and Technology (IM&T) Strategy of the Trust and ensure electronic patient records are maintained for all aspects of patient care Research, Development and Audit
- To assist in and participate in audits pertaining to colposcopy and the cervical screening programme
- Demonstrates ability to use current research finding to develop practice and is able to evaluate current practice a. Ionising radiation b. Static electricity explosion hazards, COSHH

Physical Skills and Effort

- Use of physical effort to carry out the demands of the job role (e.g. pushing and pulling trolleys / support to manoeuvre patients)

- Post holder will be fit to undertake colposcopy and they will have the physical skill and stamina to undertake daily lists
- They will become skilled in the undertaking of clinics
- To undertake the necessary training to ensure safe use of medical devices and equipment
 - Computer skills and typing skills are a requirement for the role and the post holder must be able to use all electronic forms of communication and electronic requesting systems
- Good communication skills are essential
- They will be able to formulate a management plan regarding further management of patients following appropriate training period.

8. COMMUNICATION & WORKING RELATIONSHIPS

- To demonstrate effective communication skills with colleagues and patients
- To work in a professional manner with all agencies and to promote good working relationships
- Communicate in a positive and effective manner with all disciplines and across agencies
- Build relationships with clinical and non-clinical staff to obtain support
- Use effective therapeutic communication skills and manage communication in potentially antagonistic and difficult circumstances where individuals have conflicting interests in a sensitive manner.
- Communicate with patients in an open, supportive and empathetic manner
- Act as a patient advocate
- To contribute to the development of information/health promotion/leaflets for users and carers and other health professionals

9. SPECIAL WORKING CONDITIONS

- The post holder will be able to concentrate for long periods of time undertaking colposcopy
- A flexible approach to work is required in order to meet the needs of the service. The job-holder may be required to work across Trust sites and attend external meetings.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of

WYAAT, and each individual trust, supports that ambition.

Health and Safety/Risk Management

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

Patient and Public Involvement

All staff will be expected to comply with S.242 of the NHS Act 2006.

Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

All staff have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner.

Infection Prevention and Control

All staff have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, that of patients, visitors and other employees and to prevent Health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control training as provided by the Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene,

dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

Safeguarding children and adults

All staff have a responsibility to safeguard and promote the welfare of children and adults. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust

7. KEY RESULT AREAS

Not applicable

8. COMMUNICATION & WORKING RELATIONSHIPS

Directorate Manager
Matron
BTHFT matrons and site team
The Head of Midwifery

9. SPECIAL WORKING CONDITIONS

The post holder will need to be flexible to meet the needs of the service.

10. JOB DESCRIPTION AGREEMENT

Jobholder's Signature: _____ Date: _____

Head of Department's Signature: _____ Date: _____

Head of Department's Job Title: _____

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1 Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2 Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at www.nhsbsa.nhs.uk/member-hub/cost-being-scheme.

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

- 3. Annual Leave**

The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).
- 4. Health Screening**

The post is subject to health screening, as appropriate to the post.
- 5. Special Conditions**

The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.
- 6. Sickness Absence**

Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of

the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet.

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.