



CLINICAL NURSE SPECIALIST - COLORECTAL

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

Hayley Flavell

HAYLEY FLAVELL
DIRECTOR OF NURSING

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

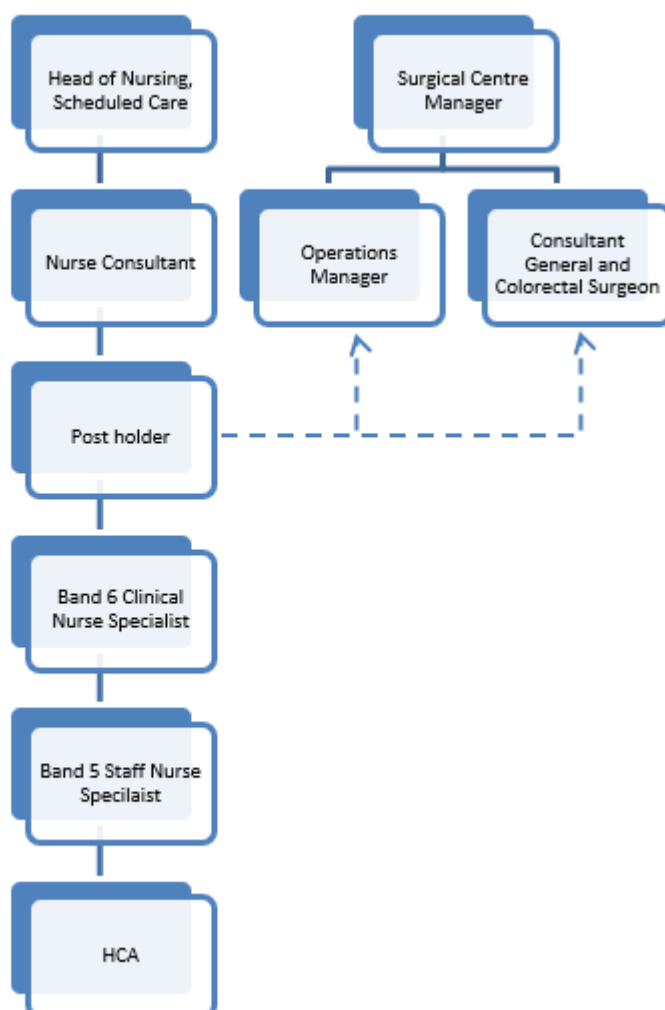
Job Title	Clinical Nurse Specialist - Colorectal
Band	Band 7 (pending AfC)
Directorate	Service Delivery Directorate
Accountable to	Head of Nursing Scheduled Care
DBS Required?	Yes, Enhanced DBS

JOB OVERVIEW

The post holder will provide a highly specialist nursing service for adult patients to coordinate the care of Lynch Syndrome patients across the Trust. They will develop and validate a Lynch diagnosis pathway for the Trust and develop clinician and patient information. They will ensure that appropriate patients are listed for MDT and discussed and referred for clinical genetics. They will ensure that all appropriate patients receive information about management of their condition and are enrolled on the screening programme. This will include patients retrospectively from 2017 and new patients.

The post holder will validate the existing database of patients including details of specific gene abnormality and transfer to a robust system. They will provide and facilitate education and act as an educational and clinical resource across primary and secondary care. They will be actively involved in nursing issues around the delivery of the Lynch Syndrome Programme to reflect local and national requirements.

Organisational Chart



Main Duties and Responsibilities

Responsibility for staff:

- Work collaboratively with the multidisciplinary teams to develop the pathway for the diagnosis of Lynch syndrome in patients diagnosed with colorectal cancer.
- Be a resource for developing education and awareness for surveillance and management of Lynch syndrome.
- Work towards developing a robust database that ensures all patients diagnosed with Lynch syndrome are added.
- Work with the NMC code.
- To ensure that all local and national HR policies, procedures and guidelines are adhered to.

Responsibility for patients / clients to include specific area of specialisation:

- To be a highly skilled practitioner, leading innovation and demonstrating clinical expertise. The post holder will act as a resource and advisor in their area of expertise to colleagues through the Trust.
- Work collaboratively to ensure patients are tracked and discussed at MDT and follow up on actions.
- Ensure that patients are being managed appropriately with regards to their colorectal cancer risk according to pathway communicating with patients and clinicians.
- Ensure all patients are appropriately referred to clinical genetics and other specialities as appropriate.
- Ensure patients receive appropriate information regarding treatment, producing and maintaining patient literature and educational materials.
- To assess individual need, physical, social and psychological, implement clinical practice and evaluate its effectiveness referring appropriately to services in the acute and community setting.
- Act as a resource for the provision of specialist nursing advice and support for patients
- Utilising advanced communication skills discuss treatments/ surgery and pathways with sensitivity, knowledge and expertise.
- To act as patient advocate.
- To develop effective working relationships with other disciplines in order to provide effective holistic care.
- Provide nurse led clinics as appropriate for patients within the defined group, acting as patient advocate.
- Attend and actively contribute at MDT meetings and take actions to ensure patient care follows the correct pathways and acting as advocate where treatment options are discussed.
- Provide highly specialised and complex advice and support for patients with a moderate – high risk of developing a colorectal cancer due to their family history. Discuss the implications of their risk, health education advice and arrange screening procedures as required. To liaise with the clinical genetics regional centre. To act as a resource for other health care professionals regarding the colorectal family cancer risks and screening.

Responsibility for resources:

- Ensure Trust policy is adhered to with regards to receipt of gifts, patient choice and devices offered to patients.
- Work with procurement to ensure the managing conflicts of interest policy is adhered to.
- Delegation of staff to cover the service needs, planning off duty rotas to ensure appropriate staffing levels and skill mix, to meet patient / service needs.
- In liaison with others support the development of staff caring for patients through support, formal education, practice development and role modelling. To include education for staff in primary and secondary care.
- Implement and review clinical practices for the nursing care of colorectal patients to ensure that they are cost effective and up to date.

Responsibility for Administration:

- To document all care given using the Trust guidelines.
- Ensure all patients diagnosed with Lynch syndrome are accurately recorded on the Lynch database.
- Provide accurate record keeping of case records.
- To ensure accurate logs are maintained for patient contact via telephone.
- Demonstrate competent I.T. skills. e.g., proficient in Microsoft applications
- To be proficient at using all hospital IT software packages, e.g., SEMA, Clinical Portal etc.

Strategic and service responsibility:

- Liaising with other health care professionals including the Primary Health Care Team to provide the best possible care for patients and their carers/family, ensuring continuity of care from diagnosis throughout their pathway.
- Participate and lead on elements of service development.
- To contribute to the development, implementation and promotion of policies, protocols and guidelines for managing colorectal and stoma patients in collaboration with other health care professionals.
- To perform patient satisfaction surveys to ensure that the service is assessed and monitored regularly. Provide feedback and ensure that service deficiencies are identified and managed appropriately to effect change.
- Participate in the running of clinical trials.
- Demonstrate awareness and understanding of research and development policies.
- Show commitment to clinical excellence and maintain standards of practice.
- Carry out regular audit and review of the service and produce outcomes in an annual report ensuring user involvement.
- To ensure the service is evidence based, through regular literature review and updating Trust guidelines accordingly.
- To develop nursing research skills and contribute to the development of nursing research within the specialty.
- The post holder must exercise initiative and discretion in accordance with the Data Protection Act (1998) and local Trust policies. The post holder will be expected to establish and maintain effective communication and working relationships.
- Implement change within the group as appropriate.

Organisational skills:

- Highly organised with an ability to prioritise or delegate.
- To manage own caseload of patients within defined parameters, providing specialist intervention, care, and support.
- To manage own time effectively to meet the service objectives.
- To be accountable for their own actions

Communication and working relationships:

- Respond to complaints in a timely and sensitive manner and share learning with the team.
- Offering specialist emotional, psychological, and practical support to the patients and family, referring patients for appropriate dietetics and psychological advice. To include support to patients with complex physical and psychological related problems.
- Ensuring that all communication, (which may be complex, contentious, or sensitive) is undertaken in a responsive and inclusive manner, focussing on improvements and ways to move forward.
- Ensuring all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental conditions.
- Participate in multidisciplinary case reviews and clinical teaching.
- Triage clinical calls from hospital and community teams effectively prioritising clinical tasks that are required.
- To act as a point of contact for professional and specialist clinical advice, supporting nursing/ medical staff in caring for patients both in an in-patient and community setting.
- To ensure that good communications occur with the ward staff and patients.
- To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic nursing records according to NMC /or HPC guidelines and unit guidance are maintained.

- Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carers, have sufficient relevant verbal and written information during the patient's stay.
- To actively support staff working with highly distressing / highly emotional levels of illness.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • RGN • Sufficient post registration experience to prepare for this post to include extensive experience and advanced knowledge working with urology and stoma patients including cancer. • 1st level Nursing degree, (working towards) • Qualification [accrediting 20 level III CAT points] in this specialist area of nursing, or working towards. • Stoma Care – short course qualification • Evidence of own academic education/updating • Understanding of clinical governance • Advanced Skills Training: physical examination including Defined Route Entry • History Taking and Physical Examination Course. • Independent Nurse Prescribing Course 	<ul style="list-style-type: none"> • Working towards speciality related MSc • Counselling qualification • Experience of clinical supervision • Oncology Nursing qualification, or experience

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Experience in a multi-professional setting • Experience of liaising with Primary Healthcare Providers • Ability to plan and organise own workload. • Management experience • Knowledge of current colorectal and stoma disease management, including oncology procedures and related areas of research • Evidence of audit involvement • Maturity/self-awareness/sensitivity • Confidence and influencing skills based on knowledge. • Desire to develop own academic knowledge. • Flexibility in shift/working patterns to meet the needs of the service. • Is able to participate as a team member. • Is of good health and good character as per NMC requirements • Willing to accept additional responsibilities as delegated by senior staff. • Displays the Trust's Values • Enthusiasm / motivation 	<ul style="list-style-type: none"> • Experience of running nurse-led clinics • Demonstrable use of support groups • Experience of clinical supervision • Counselling skills and experience • Mentorship / Teaching qualification • Experience in planning and presenting education sessions. • Ability to produce patient information and educational material. • Knowledge of statistics/report writing • Ability to critically analyse data

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to conduct own projects and follow through. • Computer skills • Leadership skills • Well-developed physical/clinical skills • Ability to work both autonomously and as part of a team. • A high level of interpersonal, empathic and reassurance skills • Advanced Communication skills qualification [CAT accredited], or working towards 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Cross site working with the ability to travel cross site. • Flexible working hours over 7 day week 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its

patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)