



# SPECIALIST SCREENING PRACTITIONER

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.

# 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

<b>Job Title</b>	<b>Specialist Screening Practitioner</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Service Delivery</b>
<b>Accountable to</b>	<b>Matron - Endoscopy</b>
<b>DBS Required?</b>	<b>Yes - Enhanced</b>

## JOB OVERVIEW

To play a pivotal role in supporting the National Bowel Cancer Screening Programme (BCSP) by:

- Working collaboratively with the Programme Hub in Rugby delivering screening to age extended patients between 50 - 74 years old with a positive Faecal Immunochemical Test (FIT) and the 2 yearly, age-appropriate surveillance for the patients with diagnosis of Lynch Syndrome.
- Coordinating and providing the highest standard of care from the screening centre to meet the needs of patients participating in the national BCSP.
- Working closely with the NHS England / Improvement Public Health England Commissioners to ensure equal access to health promotion activities and information for all ethnic groups.
- Working collaboratively with endoscopy, pathology, radiology, genetics team, colorectal and relevant multidisciplinary teams.

- Ensuring Trust compliance with waiting time targets, organise patients' appointments within specified time frame as agreed in the BCSP.
- Work with the Nursing and Midwifery Council (NMC) code or Health and Care Professional Council (HCPC) equivalent.

### **Clinical Duties**

- Support the provision of telephone helpline services run from the hub by resolving queries referred by them to the screening centre.
- Provide advice; receive complex sensitive information, supporting those patients and carers making direct contact with the screening centre.
- You will be responsible for utilising motivational, negotiating, and empathetic skills when communicating with this group of individuals.
- Responsible for the delivery of care to individuals identified by the screening programme who are referred and undergoing diagnostic procedures and meet the needs arising as a result of:
  - having been invited to participate within the BCSP.
  - having been identified with a positive FIT.
  - Having been invited for Lynch Syndrome 2 yearly surveillance.
  - needing to be assessed as fit to undergo endoscopic screening or alternative diagnostic investigations.
  - needing to be able to make informed decisions prior to undergoing endoscopic or alternative diagnostic investigations.
  - having been identified as requiring further intervention, treatment, surveillance, follow up or discharge.
- To use specialist knowledge and advanced communication skills with patients receiving significant news and provide psychological support on diagnosis, treatment and symptom management.
- Ensure timely access to endoscopic or alternative diagnostic intervention and seamless transition to agreed pathways in primary, secondary, tertiary or outpatient care settings during all stages of the screening pathway.
- To establish effective links with local colorectal cancer multi-disciplinary and wider teams in order to ensure that when cancer is detected there is timely presentation and transfer of patients within the cancer pathway.
- To provide health promotion for the screening programme in liaison with NHS England / Improvement Public Health England Commissioners / Clinical Commissioning Groups to ensure equal access for all who are eligible to participate in screening.
- Populate and maintain the Bowel Cancer Screening System (BCSS) databases, including all interim systems.
- Participate in ongoing data collection and quality assurance, service feedback and audit.
- Perform comprehensive assessment of patient needs and plan, implement and evaluate care according to the BCSP and local protocols.
- Collect, collate, evaluate and report information, maintaining accurate patient records including data on treatment, staging and outcomes provided by the Multi-Disciplinary Team (MDT).
- Work collaboratively with other professionals and organisations to ensure patient needs are met especially in relation to referrals to local MDTs.
- Obtain informed consent from patients undergoing lower gastrointestinal diagnostic tests.
- Request diagnostic tests as appropriate.

### **Managerial / Leadership**

- Maintain professional competence and support that of other staff within the BCSP.
- Support the Bowel Cancer Screening Lead Specialist Screening Practitioner and Programme Manager in the development of performance reports to the Regional and National Teams, strategic groups and the wider health community.

- Contribute to the business and strategic planning for the BCSP.
- Provide specialist, expert knowledge to clinical colleagues, patients and carers / relatives.
- Evaluate service delivery, identify areas for improvement and initiate change.
- Manage own workload to ensure timely maintenance of databases, precise patient records and production of data and reports as required.
- Contribute to team meetings and other appropriate meetings within and external to the Trust to influence and improve service delivery.

### **Education and Development**

- Undertake and complete the mandatory Specialist Screening Practitioner course at Liverpool John Moore University and the required BCSS courses.
- Participate in other education and awareness sessions as identified by the BCSP.
- Identify new technology / approaches which should be considered in relation to the service and implement as directed.
- Identify, in conjunction with the Lead Specialist Screening Practitioner and nursing colleagues, educational and development needs and plan action to meet these needs, contributing to courses / training as required.
- Collaborate with and participate in Trust-wide and external further development and education programmes.
- Maintain own knowledge of current theory and implement into clinical practice to promote and develop patient focused care.
- Create and maintain opportunities for research activities, facilitating collaborative multidisciplinary research.
- Participate in, or facilitate patient involvement in, clinical studies and trials and assist in data collection as required.
- Develop, improve and maintain own competence through continuing professional development, including clinical supervision and formulate personal development plan.





## 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"> <li>• First level registration Educated to diploma or first level degree Evidence of recent and ongoing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• ENB 998 or recognised Teaching and Assessing Certificate Advanced communication certificate NHS Specialist Screening Practitioner Bowel Cancer Screening course</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• 3 years minimum RN/ODP post registration experience</li> <li>• Excellent understanding of the Bowel Cancer Screening Programme pathways and processes Understanding of the Bowel Cancer Screening System (BCSS)</li> </ul>	

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Advanced communication skills and the ability to work/interact with patients and the multidisciplinary team</li> <li>• Ability to deliver significant news in an empathetic and professional manner Ability to be flexible in working practices Demonstrate initiative and reliability</li> <li>• Ability to prioritise workload and manage patient caseload independently Ability to work well independently and within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of experience in conducting quality audits</li> </ul>

# OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Ability to drive and travel cross site</li></ul>	

## 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

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[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

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The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)