

Family and Therapy Services Division

Job Description

Job Title:	Colposcopy nurse
Banding:	5
Contracted Hours:	Part Time (24 hours)
Directorate:	Gynaecology Services
Base	Royal Gwent Hospital:
Responsible to:	Band 8a
Accountable to:	Nurse Colposcopist

Key Responsibilities

To assess the full range of care needs and develop, implement and evaluate programmes of care within Women's Ambulatory Care Unit which currently incorporates Colposcopy, Pessary and Outpatient Hysteroscopy, other Gynaecology procedures will also be developed to run from the unit. To be a confident and competent practitioner who practices within the sphere of NMC and Trust guidelines. To support and guide junior staff within all clinical domains.

Job Summary

The post holder will provide clinical leadership in the Unit setting that is based upon current evidence and perform as part of the multi-disciplinary team, to provide effective and efficient care programmes. This is a developmental role and we are actively encouraging the progression to nurse lead clinics and would support to help achieve competencies and education in the required knowledge and skills to progress to a Nurse Practitioner.

Responsibilities

Organisational

- To communicate openly and respectfully with women and their families, with colleagues at all levels within the organisation, Cervical Screening Wales and multi-agency groups
- Proactively participate in PADR reviews
- To be aware of the clinical governance and clinical risk procedures and practice in clinical areas
- To participate in clinical audits
- Adhere to the Health Board Policy on Incident Reporting.
- Be able to carry out relevant forms of direct and indirect care without direct supervision.
- To take charge of the clinical area in the absence of the clinic lead.

Clinical

- To be responsible for own clinical competence including smear taking
- Facilitate women in the decision making process in all aspects of care

- Work in partnership with other associated agencies when there are professional concerns involving the woman and/or her family; child protection, domestic abuse etc
- To be responsible for safe and effective use of equipment and resources

Professional

- Maintain personal professional registration in accordance with NMC guidelines, protocols Responsible for ensuring own attendance and completion of on-line and mandatory training per annum
- Participate in multidisciplinary training
- To be aware and proactively provide care in accordance with professional and Welsh Risk Pool standards
- Promote equality, diversity and right
- To contribute to the Health Board nursing strategy
- To ensure all accidents/incidents and complaints are reported and to assist in the investigation of them.

Educational

- demonstrate a continuous process of attaining education, research, clinical, IT skills through PADR
- Through PADR recognise personal development
- To encourage and participate in clinical supervision.
- To ensure identified learning needs are met as set out by CSW /and Womens Health.
- To share knowledge / skill with other members of the colposcopy team.
- To improve and develop clinical practice within your area

Effort Factors

Physical Effort

Physical and Psychological assessment of women during the consultation and procedure

Mental Effort

Concentration is required frequently during the consultation and procedures

Emotional Effort

Supporting the women, her family and staff members in distressing circumstances / highly emotional circumstances

Working Conditions

Frequent exposure to uncontained body fluids

Personal Responsibility

- To wear and display ID badge at all times whilst on duty
- To provide evidence of continuing professional development

In undertaking these duties the post holder will be expected to use customer care skills in answering the telephone, dealing with members of the general public and women at all times. The post holder must conduct oneself in accordance with Trust policies current legislation and professional guidelines.

Equality/Equal Opportunities

The Trust will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner that does not cause offence to another person.

Data Protection/Confidentiality

Individuals employed within the Trust are responsible for any records they create, use or handle. This responsibility is established at, and defined, by law.

All employees working for, or within, the NHS who record, handle, store or otherwise access information, have a personal common-law duty of confidence. The data protection Act 1998 places statutory restrictions on the use of personal information, including health information. Its security is of prime importance and serious consequences can result should a record go missing. All staff need to acknowledge the importance of health records and their personal responsibilities. Any disclosure of such information, without permission, is a disciplinary offence and may result in dismissal.

Health and safety at work

All staff are reminded of their responsibilities as employees to take reasonable care of their own health and safety at work and of other persons who may be affected by their acts of omissions at work. They should also be aware of COSHH legislation and fire regulations.

Under the Fire precautions Act 1971, staff are required to attend at least one fire lecture per year. The post holder may be required to carry out exposure prone procedures.

No smoking policy

All staff are required to comply with the Trust's No Smoking Policy

Performance

The post holder will participate in the performance appraisal review and development scheme.

Corporate Governance

All employees are required to comply with corporate governance and standing financial instructions.

THIS JOB FRAMEWORK IS A GUIDE TO THE DUTIES WHICH THE POST HOLDER WILL BE WILL BE EXPECTED TO PERFORM IMMEDIATELY ON APPOINTMENT. IT IS NOT PART OF THE CONTRACT OF EMPLOYMENT AND WILL BE REVIEWED, WITH THE POST HOLDER, AT REGULAR INTERVALS, AS PART OF THE ONGOING APPRAISAL SYSTEM. DUTIES MAY BE CHANGED FROM TIME TO TIME TO MEET CHANGES IN THE TRUST'S REQUIREMENT.

Person Specification

Job Title:	Colposcopy Nurse
Band:	5
Directorate:	Gynaecology
Base:	Royal Gwent Hospital

	ESSENTIAL	DESIRABLE
Qualifications, Education and Training	Registered	Teaching and Assessing Educated to degree level or equivalent
Experience	Relevant continued professional development Excellent written and verbal communication skills Good organisational skills Experience in Gynaecology	Preceptor training
Knowledge and understanding	Understanding of Cervical Screening programme and issues related to Womens Health. Excellent decision making ability	Understanding of audit
Skills and attributes	Ability to work flexibly and commute within the Aneurin Bevan University Health Board Trust – Women's Health Units Ability to communicate effectively at all levels Clinical skills; venepuncture and cannulation Approachable Reliable	Smear taker Ability to speak Welsh