

Candidate Brief

Clinical Nurse Specialist in Colposcopy, Women's Health

26th April 2022



Welcome to Epsom and St Helier University Hospitals NHS Trust

Thank you for showing an interest in working with us at Epsom and St Helier – a family of more than 7,000 colleagues.

We are truly an integrated health and care Trust. In simple terms, that means that as well as the services we provide at our acute care hospitals (Epsom in Surrey and St Helier nearby in south west London) we work with local GPs, mental health services, community providers and local authorities, with the joint aim of preventing local people from becoming unwell, and when they do, that they receive the right care, in the right place, with the right support.

So, as well as great hospital care, together we offer an increasing range of services. These include adult community health, sexual health and children's therapies. Many of these community services are run by the partnerships we host, Surrey Downs Health and Care and Sutton Health and Care.

Continuing the partnership theme, we also host and run some exceptional hospital-based services including the South West London Elective Orthopaedic Service – rated 'Outstanding' by the Care Quality Commission (CQC) – and we also have the largest nephrology (care around kidney disease) service in the UK, that isn't co-located with a transplant service.

We also work as part of the St George's, Epsom and St Helier Hospital and Health Group, with a shared leadership and increasing collaboration to develop stronger clinical and corporate services between two major providers serving Surrey and South West London.

These partnerships are at the forefront of joining together health and care for local people, and part of the national NHS ambition to provide the best care locally.

In autumn 2019, as an entire Trust, we moved up to become rated 'Good' by the CQC and we seek to continually improve. As part of that, we have secured £500m as part of the government's Hospital Infrastructure Plan to enable us to build a brand new Specialist Emergency Care Hospital in Sutton and finish the refurbishment of the existing buildings on the Epsom and St Helier hospital sites.

We are committed to making all of our work places great places to work, with the right support and culture to help you excel. We spoke with more than 3,000 colleagues about what makes a good day at work and as a result introduced a new core value – 'Respect'. And as a result 'Respect' is at the heart of everything we do. This means we want everyone who works with us to be able to do the best that they possibly can with opportunities available for everyone to grow and develop. It also means that there is no place for bullying, racism, discrimination or other poor behaviours.

We continue to develop as a Trust and with our partners. There is lots to do and we welcome you to help us on that journey, starting with the following job description, which we hope inspires you to be part of our success.

Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.

Epsom and St Helier University Hospitals NHS Trust offers an extensive range of services, including cancer, pathology, surgery, and gynaecology to over 490,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

The Trust also plays an active role in the local healthcare economy. Surrey Downs Health and Care brings together our staff, CSH and the GP groups in Surrey Downs, and Surrey County Council in a partnership to improve care for local people. Also health and care teams from organisations (the London Borough of Sutton, Epsom and St Helier University Hospitals NHS Trust, Sutton GP services, The Royal Marsden NHS Foundation Trust and South West London & St George's Mental Health Trust) across Sutton that provide care to Sutton's older population are coming together to work as one team. The team will ensure people have the right support in place for them to maintain their independence and live healthily and safely at home for as long as possible.

Job Description

Job Title	Clinical Nurse Specialist in Colposcopy
Grade	Band 7
Hours	37.5 hrs per week
Department	Women's Health
Reports To	Matron for Outpatients, Women's Services
Accountable To	Director of Midwifery and Nursing, Women's Services

Job Summary

- The post holder will participate in the organisation and day to day management of the Colposcopy Department across Epsom and St Helier NHS Trust
- This includes clinical care, service, audit, equipment and staff development.
- She/ he will support the ongoing development of the service.
- The post holder will colposcopically assess, diagnose and review patients with cervical abnormalities and plan their care, investigations or treatment in accordance with NHS Cervical Screening Programme (NHSCSP) and British Society for Colposcopy and Cervical Pathology (BSCCP) alongside Local Guidelines and under the guidance of Gynaecology Consultants.
- To practice as a Nurse Colposcopist within the Women's Service on both the St Helier and Leatherhead sites.
- To provide expert knowledge and support in the Colposcopy Service to both women and couples.
- To work in collaboration with medical and nursing staff, management team, patient pathway co-ordinators, patient pathway administrators and other members of the multidisciplinary team to ensure seamless delivery of care for patients.
- To hold the Deputy Colposcopy Screening Programme Lead (CSPL) role as set out by Public Health England (PHE) for the Trust
- To act as a role model for the service and the Trust promoting an attitude of support and leadership.

Main Responsibilities and Duties

Clinical Responsibilities

1. Maintain health, safety and security of self and others in own work area through ensuring own and others' knowledge of relevant local / national policies and procedures (NHSCSP Pub 20 and BS CCP guidelines), and that these are adhered to
2. To practice as an independent BS CCP accredited Nurse Colposcopist
3. To co-ordinate, attend and contribute to Colposcopy MDT meetings to ensure optimal care standards are met
4. To be responsible for carrying out the verification of quarterly Screening QA service and Public Health England reports, ensuring timely submission with robust accurate data.
5. Attend multidisciplinary team meetings, Programme Boards and other appropriate forums (internal and external) in order to gain and disseminate appropriate information to others in the specialty
6. Work according to the NMC Code of Professional Conduct and relevant professional standards and guidelines
7. Contribute to the development of services
8. Assess peoples' health and wellbeing needs with support and supervision
9. Plan and deliver programmes to address peoples' complex and changing health and well-being needs with support and supervision
10. Receive direct referrals within a defined specialty, and to provide assessment of the patient's needs with support of other practitioners
11. Promote peoples' equity, diversity and rights, through ensuring that own and others' practice is in the best interests of patients
12. Plan and deliver research / evidence based care and treatment with guidance and supervision from other health professionals
13. Refer to other health professionals when this will improve health outcomes or when risks and needs are beyond own competence and scope of practice
14. Develop own knowledge and expertise within the specialty related to patient treatment, care pathways and health promotion
15. Work with other practitioners in supporting patients' information needs, promoting their wishes and beliefs, and addressing their concerns
16. Monitor and review the effectiveness of interventions with the patient and colleagues, agreeing changes to meet needs and established goals
17. To participate in the identification and development of clinical protocols and

strategies to enhance both the continuity and standard of
colposcopy care

Clerical Duties

18. Ensure that the hospital records are kept up to date with filing of results and nursing records.
19. Ensure that iPM/iCM, Inflex/ MASEY system is kept up to date.
20. Ensure that all patients have a follow-up appointment, if required or are discharged if clinically appropriate.
21. Assist in the accurate collection of data relating to patient activity for audit purposes.
22. Protect patient's confidentiality and act according to the Data Protection Act.

Human Resources

23. Line manage other team members and provide support and advice to both nursing, administrative and non-nursing staff.
24. Develop and maintain others' awareness of role within the specialty, maintaining mechanisms for contact and referral
25. Supports colleagues in the delivery of high quality patient care.
26. Support staff in training

Education Training and Personal Development

27. Maintain own clinical development by keeping abreast of new treatments and technologies, identifying own development needs and set own personal development objectives in discussion with his/her supervisor and contribute to the development of others. You will be expected to actively participate in annual appraisals and set objectives in conjunction with your manager. Performance will be monitored against set objectives.
28. Assist with research and development
29. Ensure own actions promote quality and alert others to quality issues
30. Identify developmental needs with others and establish objectives for personal development
31. Support junior staff in their learning and application of theory to practice through teaching and facilitation

32. Participate in clinical supervision and undertake the acquisition and development of new skills, knowledge and experience as required above and be responsible for own professional development. Agrees personal professional and service objectives through PDR and the Scope of Professional Practice.
33. Develop and maintain knowledge of relevant research evidence relating to the specialty and apply this to practice
34. Participate in the development of evidence based standards, policies and guidelines at a local level
35. Collaborate with other members of the healthcare team in research and audit activities.
36. Identify areas of risk / poor quality and raise awareness of these through local governance structures
37. Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance and contribute to the development and maintenance of a positive learning environment for the clinical team by providing support as requested.
38. Contribute to the identification and plan and assist in the implementation of goals for fertility service at Epsom & St. Helier University Hospitals NHS Trust.

Risk Management

39. Act as a role model ensuring own actions promote quality and identify and manage any risks. Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk following the Trusts Incident, Serious Incidents and Near Misses reporting policy and procedure
40. Ensure that should any incidents or near misses are reported correctly via the Datix Incident reporting system.
41. Ensure that systems are in place to manage, reduce and prevent clinical risk to self and others within the service area.
42. Monitor incidents highlighted by members of the clinical team and communicate to appropriate colleagues and support and lead actions to resolve/ mitigate issues.
43. Promote best practice in health & safety, utilising specialty and Trust policies.
44. Comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps

45. In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic
46. Be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act
47. Maintain confidentiality at all times

Communication, working relationships and Leadership

48. The post holder will communicate and foster good working relationships with patients, relatives and members of the public and work in partnership with other key internal and external individuals and organisations:

Epsom & St. Helier University Hospitals NHS Trust

- Consultant Gynaecologists
- Junior and Senior Medical Staff
- Junior and Senior Nursing Staff
- General Manager, Service Manager and Assistant Service Manager
- Director of Midwifery and Nursing
- Head of Midwifery
- Matron, Gynaecology
- Gynaecology Outpatient department across both STH and Leatherhead.
- Administration staff
- Patient pathway co-ordinators, patient pathway administrators and typists

External

- GPs
 - CCG personnel
 - PHE who commission the Cervical Screening Programme
 - Screening QA services
49. Establish and maintain communication with people about routine and daily activities, overcoming any differences in communication between the people involved
 50. Develop appropriate channels and styles of communication to meet the needs of patients, relatives, carers, managers, peers and other professions.
 51. Treat staff, patients, colleagues and potential employees with dignity and respect at all times
 52. Develop effective prioritisation, problem solving and delegation skills to manage time.
 53. Develop an understanding of Trust and Board organisational structures, and how to communicate within them.

Financial Responsibility/Service Delivery

- 54. Take personal responsibility for ensuring that ESTH resources are used efficiently and with minimum wastage, and to comply with the Trust's Standing Financial Instructions (SFIs)
- 55. Ensure that the operational policies for maintaining and ordering supplies necessary to the function of the Colposcopy Department are adhered to.

Special Working Conditions

- 56. The post holder will be expected to work flexibly as required by the service. The post holder works as part of a Patient Centred Service Group and may be required to travel to other sites.
- 57. Where the post holder holds a professional qualification they will be required to maintain their own professional status (i.e. Professional Identification Number, personal professional profile and achieve revalidation when required) and work within the professional regulations set by the relevant Professional Body

I agree that this is a true reflection of my current role and responsibilities, however I understand that these may change in accordance with the needs of the service that the Trust is required to deliver. Any changes required will be discussed and agreed and the job description updated.

Post Holder

Singed..... Date.....

Manager



**Epsom and St Helier
University Hospitals**
NHS Trust

Person Specification

Job Title: Clinical Nurse Specialist in Colposcopy Band 7

Department: Women's Health Department

	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> Registered General Nurse Professional Body: NMC Level 1 Educated to Post Graduate Diploma level or equivalent level of experience Evidence of continued professional development Teaching/Assessment programme BSCCP accreditation Leadership Development programme 	<ul style="list-style-type: none"> Degree in Nursing/Health related subject, undertaking a degree pathway, or willingness to undertake Management Development programme 	Application/ Interview
Experience	<ul style="list-style-type: none"> Relevant post registration programme and experience in Colposcopy for minimum 1 year Demonstrates a breadth of general nursing experience, utilising evidence based-practice and up to date knowledge and expertise in the specialty Experience of leading nurse-led clinics and services Evidence of ability to work collaboratively and autonomously Experience of multi-professional and cross organisational working 	<ul style="list-style-type: none"> Evidence of Leadership and motivational skills 	Application/ Interview
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge of key professional issues and NMC guidelines relating to professional practice. Experience of dealing with sensitive issues, conflict and difficult situations Use advanced communication 	<ul style="list-style-type: none"> Previous experience of budgetary management Understanding of national RTT and Cancer targets Experience of user involvement processes and evaluation 	Application/ Interview

	Essential	Desirable	Method of Assessment
	<p>skills to deliver complex and life altering information</p> <ul style="list-style-type: none"> • Ability to negotiate effectively with different disciplines and overcome or manage any barriers to communication • Demonstrates interpersonal and influencing skills • Effective communication skills across the multi-disciplinary team and different health and social care settings • Knowledge of cancer treatments and symptom control • Understanding of relevant national strategy / policy and how this relates to the service • Experience of using audit and research 		
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates a clear vision of the role and service • Prioritises own workload and work flexibly as required • Works under own initiative within boundaries of role and demonstrates a political awareness of context within which the service operates • Acts on own initiative and problem-solves utilising resources available • Ability of initiate, sustain and evaluate change • Ability to make decisions of varying complexity and sensitivity • Ability to deal with complex and emotional situations, make decisions under pressure, innovative problem solving and awareness of own limitations 		Application/ Test/ Interview