

Colposcopy Nurse Specialist Job Description

Department: Surgery, women's and Children.

Band: 7

Responsible to: Lead Nurse Hysteroscopy
service/ Matron Clinical Support
Services.

Key relationships: Lead Nurse Hysteroscopy
Head of Nursing, Surgery,
Women's and Children.
Matron Clinical Support
Services
Directorate Manager, Obstetrics
& Gynaecology services.

JOB SUMMARY:

1. Provide a high quality assessment, diagnostic for women referred to the Colposcopy service without direct medical supervision/independently but in accordance with local and BSCCP National Guidelines.
2. Act as a resource for women and the clinical and administrative teams by provision of comprehensive advice, information, teaching and training within ICHT.
3. To act as a resource for patients, GP's and colleagues within ICHT via telephone and email advice line.
4. Review patient diagnostic laboratory results, interpreting and actioning clinician instructions.
5. Undertake where appropriate, nursing research with published outcomes and updating own knowledge to promote excellence in clinical practice, and the setting of quality standards within Colposcopy.
6. Contribute to formulating reports and clinical audit of own practice, service and outcomes.
7. Active involvement in the development of the Gynaecology service.
8. Active Involvement in improving patient pathway and patient experience

PROFESSIONAL RESPONSIBILITIES:

1. Assess, plan, implement and evaluate programmes of care, providing specialist advice and actively meet the needs of a group of patients in accordance with local, National protocols and BSACP National guidelines. A holistic approach to caring should be planned that will include the appropriate level of physiological; pathological; spiritual, socioeconomical and cultural aspects which influence the care of clients within your specific speciality.
2. Independently select, perform and interpret diagnostic laboratory tests as required within the scope of practice.
3. Undertake specialist led outpatient colposcopy clinics as an independent practitioner working to guidelines/protocols and within a clinical governance framework.
4. Develop tools to improve the quality of the service. Monitor the quality of nursing care and action audit information to achieve agreed standards and take the lead on customer care initiatives. This will include the development and utilisation of local action plans.
5. Take the lead in ensuring the provision of care is in accordance with Imperial College NHS Healthcare Trust's Policies & procedures. This includes adherence to Medication Management policies.
6. Ensure that documentation is maintained to the Trust standard (including electronic records) and implement audits of records to measure and evaluate care planning.
7. Act as patient advocate in line and actively apply in depth knowledge of holistic/socio-economic and cultural aspects of the care to clients within your specific speciality, acting as a role model and resource for patients, relatives and staff.

8. Investigate complaints, accident reports and untoward incidents within own clinical speciality and in conjunction with the Line Manager and implement recommendations for action.
9. Identify clinical risks and ensure appropriate action is taken, in accordance with the Trust Risk Management policy.
10. Lead on the implementation of the Trust's framework for Clinical Governance within own clinical speciality.
11. Provide information and support to relatives/carers as appropriate,
12. Work in partnership with support staff to ensure that care, treatment and service needs are met.
13. Be aware of and champion current trends and developments in nursing and in the NHS.
14. Take a lead role in promoting a healthy lifestyle for patients and staff

TEACHING & DEVELOPMENT:

- 1 Be actively involved in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for trainee Colposcopists, student nurses, new staff, and unqualified members of the nursing team.
- 2 Maintain and promote effective communication both verbally and in writing with all members of the multi-disciplinary team and other Wards or Departments, including formal presentation of information relating to your service. Communication will take place using formal and informal methods.
- 3 Establish, maintain and promote effective communication channels with GP's, Family Planning and Practice Nurses. To represent the Trust at Regional Quality Assurance and Primary Care meetings.
- 4 Develop and maintain a positive learning environment for colleagues, patients and visitors.

- 5 Attend a BS CCP recognised national colposcopy meeting at least once every 3 years
- 6 Maintain a regular caseload (at least 50 new patients per year)

ADMINISTRATIVE/MANAGERIAL:

1. Assist with duty rotas as required by the Senior Sisters/Charge Nurse.
2. Be responsible for the authorisation of timesheets/overtime as and when required
3. Work within clinical governance systems and ensure that care is delivered within an appropriate model within the Acute Medical Unit.
4. Team Leader Nurse as required.
5. Implement and ensure adherence to all Trust policies.
6. Develop and implement protocols and or policies within own specialist area.
7. Effectively contribute to the achievement of Trust targets.
8. Support the Ward Manager and Matron for Urgent Care and Cardiology in effective resource management.
9. Participate in the identification of cost improvement initiatives with Ward Managers and Matron.

SERVICE DEVELOPMENT

- 1 Be actively involved in the development of Trust policies and procedures, providing specialist input, leading their implementation and reinforce their use.
- 2 Take the lead in ensuring compliance to Trust policies and procedures amongst the multi-disciplinary team.
- 3 In conjunction with the Directorate Management participate in the Trust Business Planning cycle, identifying areas of service development.
- 4 Plan and lead projects relating to local and National policy and service development.
- 5 Be aware of service delivery plans, participating in planning for future activity and identifying outcome measures of care.

- 6 Regularly attend Colposcopy MDT meetings – BSCCP requirement
- 7 Attend and contribute to London Quality Assurance meetings and Screening Quality Assurance Visits.
- 8 Work alongside other Nurse Specialists in Trust to support advancements and understanding of nursing roles.

HUMAN RESOURCES MANAGEMENT:

1. Support effective intra and inter departmental communication.
2. Provide competent and consistent leadership to the ward/department team.
3. Undertake PDRs for junior colleagues and ensure PDPs are in place.
4. Participate in training and development for all staff, ensuring that accurate records are maintained.
5. Be actively involved in the induction and mentorship for newly deployed and newly qualified staff.
6. Ensure that educational objectives of student nurses and other learners are met and the progress of each student/learner is monitored.
7. Participate in the management of sickness/absence.
8. Participate in clinical supervision in accordance with Trust policy.

MANAGERIAL RESPONSIBILITIES

- 1 Manage the efficient and effective use of supplies, provisions and equipment within delegated budgets.
- 2 Have continuing responsibility for the provision of a suitable, clean, uncluttered and safe environment for the physical and psychological well-being of staff, patients/clients and their relatives.

PROFESSIONAL DEVELOPMENT

- 1 Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice and BSCCP accreditation standards.
- 2 Maintain, update and develop personal and professional knowledge and skills, using the Trust's Personal Development review, enabling standards of patient care to be monitored constantly and improved.
- 3 Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive team and the achievement of team objectives

SECTION 3 - EFFORT AND ENVIRONMENT

1. Partake frequently in tasks requiring physical effort for long periods.
2. Regularly deal with bodily fluids and soiled linen within a span of duty.
3. Manage and participate in distressing unpredictable situations frequently within a span of duty.
4. Maintain contemporaneous patient records at all times.
5. Concentrate for long periods and respond to unpredictable patient and staff demands.
6. Provide and receive complex information that will require empathy, tact, reassurance and communicate in situations where there maybe barriers to understanding.
7. Subject to verbal assault and aggression from relatives/carers within a span of duty.
8. Defusing of aggressive situations using complex communication skills, experience and information.
9. Work with patients with mental health needs and liaise with relevant speciality in relation to clinical management.

SECTION 4-ADDITIONAL REQUIREMENTS

1. To provide cover for colleagues as directed by your manager.
2. Risk Management (Health & Safety)
 - a) You will always follow risk management procedures. The Risk Management procedures for the Trust and the department are kept by the departmental manager.
 - b) You are personally responsible for Risk Management issues in respect of yourself and your colleagues.
 - c) If you identify a potential hazard, you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.
 - d) You must always use safety equipment provided and report any defects to your manager. You must attend Risk Management Training as directed by your manager.
 - e) If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure that there is an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.
 - f) Should you need help in resolving Risk Management matters, you must seek assistance from your manager.
3. Infection Prevention and Control
 - a) You are personally responsible for ensuring that you protect yourself, patients, visitors and colleagues from the risks of infection associated with health care activities and the care environment.
 - b) You must always adhere to infection prevention and control policies liaising with the infection control team and acting on any instructions given.
 - c) You must attend regular infection prevention and control update training.
 - d) You should at all times promote and demonstrate good practice for the prevention and control of infection.
4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin, or disability.
4. To always safeguard confidentiality of information relating to patients and staff.

6 Child Protection and Vulnerable People

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities.

To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

7. No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust, you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

To behave in a manner which ensures the security of NHS property and resources.

To abide by all relevant Trust Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate.

Person Specification

Qualifications

Essential

- Registered Nurse (Level 1), educated to postgraduate diploma/degree level or equivalent experience
- Evidence of continuing professional development
- Teaching or Mentorship course or equivalent experience
- BSCCP accredited Colposcopist

Desirable.

- Master's degree
- Leadership qualification.
- Gynaecology course.

Experience.

Essential

- Experience as an accredited Colposcopist.
- Substantial experience working in Gynaecology.
- Research in audit to improve quality of patient care.
- Informal complaints resolution.
- Experience of investigation and resolution of local incidents.

Skills & Knowledge

Essential.

- Good written verbal communications
- Knowledge of
 - risk management
 - record keeping

- health and safety
 - infection prevention
 - clinical governance
 - PDRs and clinical supervision
 - Evidence of continued professional development.
- Managerial skills.
 - Ability to work as a team.
 - Demonstrate prioritisation skills.
 - Excellent interpersonal skills
 - Ability to supervise other Nursing staff.

Other Requirements

Essential

- Flexibility
- Reliability
- Courteous
- Willingness to train and be trained.
- Committed to personal/professional development.
- Emotional effort e.g. dealing with distressed relatives.
- working conditions e.g. handling unpleasant substances.

