

Job Description

Role Title: Target Lung Health Check Screening Navigator

Band: Band 4

Responsible to: Aisatu Jaiteh, TLHC Clinical Nurse Manager

Accountable to: Karen Marley, TLHC Strategic Lead

Location: Woodend Health Centre, Coventry

Job Summary

The overall purpose of the Targeted Lung Health Check (TLHC) Programme is to enable the early detection of lung cancer in order to save lives. Coventry & Warwickshire Health & Care Partnership and the West Midlands Cancer Alliance has identified high disease and smoking prevalence areas within Coventry where a significant impact can be made from detecting early-stage lung cancer.

The Target Lung Health Check Navigator will form an integral part of the multidisciplinary team. The post holder will work as part of Targeted Lung Health Check Team under the guidance and supervision of a registered practitioner.

The position will involve communicating CT scan results to patients and identifying and addressing any potential delays in the patient's journey, aiming to reduce the impact on patients and encouraging patients to participate in the screening programme in order to detect any signs of lung cancer or other incidental findings at an early stage.

Main Duties and Responsibilities

The postholder will:

Patient Pathway

- The individual in this role will collaborate with senior nursing and management staff to uphold and enhance the central focus on the patient and carer experience at each stage of their journey.
- Support the Targeted Lung Health Check Nursing Team by responding to the noncomplex workload and referring to the Nursing Team as appropriate.
- Ensure the appropriate management of patient information and the co-ordination of patient pathways through collaborative working.
- Use the expertise and knowledge of professional colleagues, acknowledging the boundaries of different roles.
- Provide patients with comprehensive information about the Targeted Lung Health Check programme, its objectives, and the subsequent steps.

- Conduct lung health check assessments to assess eligibility to participate in the Targeted Lung Health Check programme and eligibility for further investigations, as well as providing basic advice and support.
- Communicate effectively and compassionately with patients and providing reassurance and support, sometimes in complex circumstances.
- Respond to telephone calls and monitor the TLHC generic inbox on a regular basis.
- Assist the nursing team in the timely communication of CT results to patients through the dispatch of letters and, when necessary, by telephone.
- Inform patients of basic findings on their CT scan, such as emphysema or coronary artery calcification, and educate patients on healthy lifestyles as well as encouraging patients to stop smoking and provide very brief advice when required.
- Work closely with the nursing team, the responsible clinician and responsible radiologist in the organization and scheduling of the weekly screening review meeting and set up cases to be reviewed in Soliton.
- Assisting the senior nursing team in ensuring that all actions from screening review meeting have been done and navigating the patient through this until discharge.
- Liaising and referring patients to other appropriate healthcare professionals/specialities such as smoking cessation or lung function tests.
- Navigate the patient ensuring that they follow the TLHC pathway as per current protocols, ensuring all patients have the same level of interventions and continued follow up when required.
- Tracking the two week wait referrals, updating patient data systems, sending completed proformas, liaising with the lung cancer team on sent referrals and discharges back to the TLHC programme.
- Following patients up, ensuring that they attend their follow up CT scan appointments, as well as following up CT DNA/cancellations, contacting patients by telephone or by letter when unreachable, and stressing on the importance of attending their CT scan appointment.
- Take part and organise health promotion activities in particularly focusing on increasing screening uptake and tackling health inequalities utilising attendance at events, targeting relevant groups and charities and utilising social media to send targeted messages about the importance of Lung Health checks screening and smoking cessation.

Data Collection and Analysis

- Assist in the management of TLHC patients' data and undertaking regular audits.
- Work closely with the administrative team to oversee the accurate input of data from patients reviewed during screening review meetings into the patient tracker, ensuring effective tracking and monitoring thereafter.
- Assist in maintaining and developing the Targeted Lung Health Check patient databases.
- Ensure strict adherence to confidentiality standards and compliance with privacy regulations.

Postholder would be required to add data onto clinical systems including Spectra, Soliton and EPR from previously acquired information.

Quality Issues

- Assist in the development of care pathways and implement improvements to the administrative element of the pathway.
- Ensure that directorate administrative and clerical functions are carried out to the highest quality standards by monitoring and improving services.
- Monitoring patients' progress throughout the pathway and ensuring patients are within the correct pathway.
- Identify areas where targets are not achieved and undertake process mapping to identify bottlenecks and improve performance.

Professional

- To participate and display a willingness to learn and develop in any relevant technical competency/area of interest and keep up to date with current local and national issues and developments.
- To be responsible for own learning in knowledge base relevant to own clinical area including mandatory training.
- To participate in regular formal supervision and develop a personal development plan that links into KSF and departmental competency frameworks to promote learning and enhance skills.
- To be responsible for managing own daily timetable of delegated tasks including time for supervision and training.
- Ensuring that the work is always done within their scope of work and escalate any concerning issues to the Clinical Staff.

Other Responsibilities.

- To undertake any such duties as may be required from time to time, that are consistent with the responsibilities of the grade.
- To comply with the Trusts and departments policies, guidelines, and procedures.
- To attend all mandatory training as required in line with the Trust employment and professional need.
- To participate in team meetings and the review and development of Targeted Lung Health Check Team.
- To be responsible for informing the line manager of any issues relating to the ability to safely carry out duties.
- To be aware of departmental duties and initiatives to ensure a safe environment, recognising patients' requirements for privacy and dignity.
- To recognise and comply with the Trust and departmental policies and procedures for incident reporting.

To always ensure confidentiality in accordance with Trust policy and procedure.

Person Specification

Job Title: Targeted Lung Health Check Navigator

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
Qualifications	<p>NVQ level 4 or level 3 in Health and Social care and additional training to diploma level or equivalent.</p> <p>GCSE English Language and Mathematics. (Grades A-C)</p>	
Experience	<p>Clinical experience working at band 3 or above in a relevant speciality – e.g. Respiratory, cancer, screening.</p> <p>Experience of working within multi-professional teams.</p> <p>Experience in communicating with patients on a regular basis.</p> <p>Experience in diary management.</p> <p>Experience in the use of data management systems such as the use of excel spread sheets, Patient administration systems or clinical systems.</p> <p>Experience managing patient workload effectively.</p> <p>Evidence of continuing professional development.</p>	<p>Experience with working with people in distress.</p> <p>Experience of working on public health initiatives</p> <p>Good knowledge of the Somerset Cancer Register</p>

<p>Skills & Abilities</p>	<p>Be an effective communicator both written and verbal.</p> <p>Be able to work as part of a multi professional team.</p> <p>Self-motivating, displays an enthusiasm and drive for health improvement.</p> <p>Demonstrate good interpersonal skills.</p> <p>Ability to adapt to change.</p> <p>Able to use information technology.</p> <p>Understanding of patient centred care</p> <p>IT skills, especially Excel and Word and clinical systems</p> <p>Ability to deal with complex and difficult emotional situations.</p> <p>Ability to inform and motivate potential and current participants.</p>	
<p>Personal qualities</p>	<p>Professional at all times with a caring respect for others.</p> <p>Motivated and able to motivate others. Calm and objective.</p> <p>Approachable.</p> <p>Good interpersonal skills.</p> <p>Can use initiative to promote self-directed learning.</p> <p>Can work flexibly in a changing environment.</p> <p>Recognise own limitations.</p> <p>Highly organised.</p>	
<p>Commitment to Trust Values and Behaviours</p>	<p>Must be able to demonstrate behaviours consistent with the Trust's values.</p>	

Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Our values in action

We live our values in action in our work with patients, visitors and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues



