

# Specialist Screening Practitioner Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

## Why Our Trust?

### Terms and conditions

Post – Specialist Screening Practitioner

Division –Surgery

Department – Bowel Cancer Screening Programme

Band – 6

Salary - £35,392 - £42,618

Location – Based at The Bristol Royal Infirmary. You will be expected to work across sites.

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

### Job Purpose

To co-ordinate individualised care for patients in the bowel cancer screening programme, meeting emotional, physical and psychological needs.

To work with the other members of the multidisciplinary team (MDT) to provide a quality service to patients.

To act as the patients advocate supporting them to navigate and make informed choices at all stages of the screening process.

To travel between hospital sites to ensure equity and timeliness of service delivery.

To participate in health promotion activities with local health promotion services to improve access to screening by all sections of society within the Bristol and Weston BCS community.

To work collaboratively with the programme hub.

### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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### Main Duties and Responsibilities

Plan and organise care for a caseload of patients from within the area covered by North Bristol Trust (NBT) and University Hospitals Bristol and Weston NHS Foundation Trust.

Support the provision of helpline services run from the hub by resolving queries referred by them to the screening centre.

Provide advice, support and information for those making direct contact with the screening centre.

Co-ordinate the care delivery to patients identified by the screening programme and will meet the needs of patients arising as a result of:

Having been identified as having a positive faecal immunochemistry test (FIT) kit.

Needing to be assessed as fit to undertake screening endoscopy or alternative diagnostic interventions such as Computerised Tomography Colonoscopy (CTC)

Needing to be able to make informed decisions prior to undergoing screening endoscopy or alternative diagnostic interventions

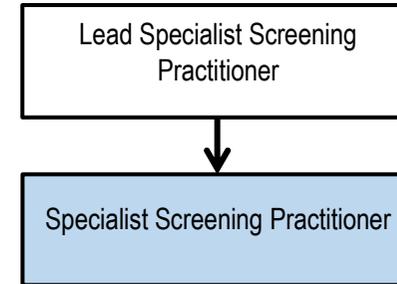
Having been identified as requiring further intervention, treatment, surveillance follow up or discharge.

Establish effective links with the local Multidisciplinary teams (MDT) in order to ensure that:

Where cancer is detected there is timely presentation and transfer of patients to the MDT.

Patient electronic records utilising the Open Exeter system for the screening services are completed to include data on treatment, staging and outcomes provided by the MDT.

### Organisational Structure



### Key Relationships

Bowel cancer screening programme, consultants, endoscopy manager and staff. Matron, Senior Nurse, MDT staff and General Practitioner's.

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Contribute to the smooth transition of patients through the patient journey identified by the National Bowel Cancer Screening programme.

Ensure the safety of patients undergoing screening endoscopies.

Participate in ensuring that the requirements of informed consent are achieved and recorded for every patient.

Identify patients with special risk management needs, adhering to Trust policy.

Contribute to practitioner lead clinics including pre-assessment of patients prior to screening colonoscopy and the provision of follow-up clinics for patients not referred to the MDT.

Support the education of all the members of the health care team, mentoring as and when required.

Attend the mandatory Bowel Cancer Specialist Screening Practitioner course within 12 months of starting in post. The course is run at Liverpool John Moore's University or Torbay and South Devon NHS Foundation Trust, run in partnership with the University of Plymouth.

Share the organisation and delivery of teaching to hospital and community staff, as well as students.

With other team members contribute to the provision of health promotion activities to the screening population.

Support the BCSP manager and Lead SSP in the development of performance to the National Screening Programme, strategic groups and the wider health community.

In the absence of the lead nurse co-ordinate the daily activities of the service.

Manage own time and caseload.

Contribute to providing evidence for annual clinical governance report/standards for both the bowel cancer screening programme and University hospitals Bristol and Weston NHS Foundation Trust (UHBW), as required.

Ensure clinical risks are identified, reported and managed within the screening programme adhering to the Trust Clinical Governance process.

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<p>Personal Profile - (E) = Essential (D) = Desirable</p>	
<p><b><u>Knowledge and Experience</u></b></p> <p>Appropriate post registration experience within relevant departments – (E)</p> <p>Ability to demonstrate clinical expertise and sound knowledge of clinical issues – (E)</p> <p>Relevant clinical experience – knowledge of lower Gastrointestinal (GI) diseases, benign and malignant, GI cancer and disease progression – (D)</p> <p>Knowledge of lower GI endoscopy and radiological investigations – (D)</p>	<p><b><u>Skills and Abilities</u></b></p> <p>Organisation and managerial skills – (E)</p> <p>Ability to problem solve – (E)</p> <p>Ability to cope with emotional issues presented in the course of their work and to support others – (E)</p> <p>IT skills – (E)</p> <p>Awareness of professional responsibilities to self and others – (E)</p>
<p><b><u>Aptitudes</u></b></p> <p>Able to work autonomously and part of a team – (E)</p> <p>Act as a professional role model – (E)</p> <p>Is approachable, flexible, enthusiastic and innovative – (E)</p> <p>Excellent interpersonal and communication skills – (E)</p> <p>Recognition of own limitations – (E)</p>	<p><b><u>Qualifications and Training</u></b></p> <p>Registered nurse – (E)</p> <p>Current Nursing, Midwifery Council (NMC) registration – (E)</p> <p>Mentorship/teaching qualification – (D)</p> <p>Evidence of formal ongoing professional development – (E)</p> <p>Counselling/health promotion qualification – (D)</p>

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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