

# Public Health Wales

## **JOB DESCRIPTION**

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### **JOB DETAILS**

<b>Job Title:</b>	<b>BANK CLINIC NURSE</b>
<b>Pay Band:</b>	<b>Band 5</b>
<b>Department:</b>	<b>Breast Test Wales</b>
<b>Division:</b>	<b>Screening</b>

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### **ORGANISATIONAL ARRANGEMENTS**

- Accountable to:**
- 1. Managerially**  
Senior Breast Care Nurse
  - 2. Reporting on a daily basis**  
Senior Breast Care Nurse
  - 3. Professionally**  
Head of Nursing

### **JOB PURPOSE**

The post holder will be expected:

- To adhere to the professional standards for registered nurses and midwives as set out within the Nursing Midwifery Council's Code.
  - To assist the Breast Care Nurses in the clinic environment.
  - To provide support for women accessing the service.
  - To be responsible for stock control and ordering of supplies.
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**The post-holder is required to:**

#### **1. Communication and Relationship Skills**

- Provide support and information to women attending assessment clinic
- Provide written and verbal information on procedures undertaken at assessment to enable women to make informed choices.
- Arrange appointments for women returning for results at BTW or other venues.
- Work with medical staff and other health professionals as part of a multidisciplinary team.
- Provide information and advice to women and to accompanying family/relatives following benign results.
- Communicate effectively with patients, their family and friends within boundaries of consent and confidentiality.

- Share and discuss information at team meetings.
- Accompany medical staff to give benign results if a breast care nurse is not available

## **2. Knowledge, Training and Experience**

- Identify areas of the role that require development.
- Take responsibility for their own personal development and keep a record of these activities.
- Participate in "my contribution" review.
- Keep updated on any new BTW or Public Health Wales Policies and Procedures.
- Take responsibility for own nursing revalidation

## **3. Analytical and Judgemental Skills**

- Familiarise themselves with the legislation, policies and procedures of BTW and Public Health Wales NHS Trust.
- Be able to take appropriate action in an emergency situation in a clinical setting.
- Identify areas of potential harm to clients and notify appropriate staff.
- Report actual or potential problems which may cause harm to others in the working environment.
- Monitor work areas to ensure that they are safe

## **4. Planning and Organisational Skills**

- Identify areas which can be improved for staff and women attending assessment.
- Take part in clinical audit.

## **5. Physical Skills**

- Prepare clinic environment in readiness for assessment.
- Assist medical staff and radiography staff in undertaking biopsies.
- To assist in the management of the clinical area e.g. Stock control, ordering supplies, etc.

## **6. Responsibility for Patient / Client Care**

- Assess care needs of women attending assessment and results clinics at BTW.
- To chaperone women undergoing investigations and assist medical staff during biopsies and localisation procedures.

## **7. Responsibility for Policy / Service Development Implementation**

- Understand all relevant legislative (e.g. COSSH), trust, national guidelines and BTW policies and procedures in order to provide a safe, high quality service.
- Deliver nursing care through evidence based practice.

## **8. Responsibility for Financial and Physical Resources**

- Identify stock items that require ordering and inform budget holder.
- Maintain a safe working environment and safe use of equipment for staff, users and visitors.

## **9. Responsibility for Human Resources**

- Comply with mandatory and statutory training requirements appraisals.

## **10. Responsibility for Information Resources**

- Keep accurate and concise nursing records and documentation in accordance with the NMC and BTW guidelines.
- Access documents, policies, emails, etc from computer network system.

## **11. Responsibility for Research and Development**

- To take part in delivering evidence based practice, research and development.
- To assist with data collection as required.
- To take part in audit and clinical review where appropriate.
- To report at training days any research findings identified on study days / seminars or conferences attended.

## **12. Freedom to Act**

- Work within limits of own competence, legislation, and policies and procedures.
- Be accountable for their professional actions

## **13. Physical Effort**

- Require a degree of physical effort in the preparation of clinic area in readiness for and following assessment.
- Undertake a moderate degree of travelling to sites for training purposes and if required to cover absence, sickness or holidays at other BTW sites.

## **14. Mental Effort**

- Communicate effectively with women who are anxious that they may have a diagnosis of breast cancer.

## **15. Emotional Effort**

- Work effectively in an emotive and hostile environment.
- Be aware of the anxieties / worries women experience as a result of being recalled to assessment.

- Communicate with women who are anxious / challenging whilst waiting for their assessment or results.

## **16. Working Conditions**

- Provide a nursing service for women undergoing assessment and/or receiving results.
- Require a moderate degree of flexibility if they are required to work at other BTW sites in order to cover for sickness, holidays, etc.

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### **DBS DISCLOSURE CHECK**

In this role you will have direct contact with patients / service users / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the Trust's pre-employment check procedure.

- \* The post holder does require a CRB Disclosure Check.
- \* Delete as appropriate

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### **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

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### **REGISTERED HEALTH PROFESSIONAL**

All employees of the Trust who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

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### **SUPERVISION**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

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### **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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### **RECORDS MANAGEMENT**

As an employee of Public Health Wales NHS Trust, you are legally responsible for all records that you gather, create or use as part of your work within the

Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work”.

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### **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

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### **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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### **CONFIDENTIALITY**

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Trust policies.

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**Date Prepared:**

**Prepared By:**

**Management Representative  
Staff Representative**

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**Public Health Wales NHS Trust is a non-smoking environment.**

**PUBLIC HEALTH WALES NHS TRUST  
PERSON SPECIFICATION**

**Job Title: Clinic Nurse**

**Band: AfC 5**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered General Nurse</li> <li>Recent relevant courses / study / self-directed study in the field of breast care nursing</li> </ul>	<ul style="list-style-type: none"> <li>Recent relevant courses / study days</li> </ul>	<ul style="list-style-type: none"> <li><b>Application Form</b></li> <li><b>Certificate / Registration Check</b></li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Evidence of working within a multidisciplinary team</li> <li>Evidence of working in clinic settings</li> </ul>	<ul style="list-style-type: none"> <li>Post registration experience in a clinic setting</li> <li>Evidence of working within the field of breast care / screening/ oncology</li> <li>Evidence of research undertaken</li> </ul>	<ul style="list-style-type: none"> <li><b>Application Form</b></li> <li><b>Interview</b></li> <li><b>References</b></li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Ability to work on own initiative</li> <li>Effective communication skills</li> <li>Excellent written skills</li> <li>Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>An interest in research and development</li> <li>IT skills</li> </ul>	<ul style="list-style-type: none"> <li><b>Application Form</b></li> <li><b>Interview</b></li> <li><b>References</b></li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>An understanding of the principles of breast screening</li> <li>Evidence of recent training and development</li> <li>Ability to self-direct and motivate</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of health promotion and issues relating to women's health</li> <li>Knowledge of the principals of research and quality assurance</li> </ul>	<ul style="list-style-type: none"> <li><b>Application Form</b></li> <li><b>Interview</b></li> <li><b>References</b></li> </ul>
<b>PERSONAL ATTRIBUTES</b> <i>(Demonstrable)</i>	<ul style="list-style-type: none"> <li>To adopt a flexible approach to cover clinics at other BTW sites</li> </ul>	<ul style="list-style-type: none"> <li>Welsh speaker</li> </ul>	<ul style="list-style-type: none"> <li><b>Application Form</b></li> <li><b>Interview</b></li> <li><b>References</b></li> </ul>
<b>OTHER</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"> <li>Ability to travel between BTW sites in a timely manner</li> </ul>		<ul style="list-style-type: none"> <li><b>Application Form</b></li> <li><b>Interview</b></li> <li><b>References</b></li> </ul>

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Management Representative  
Staff Representative