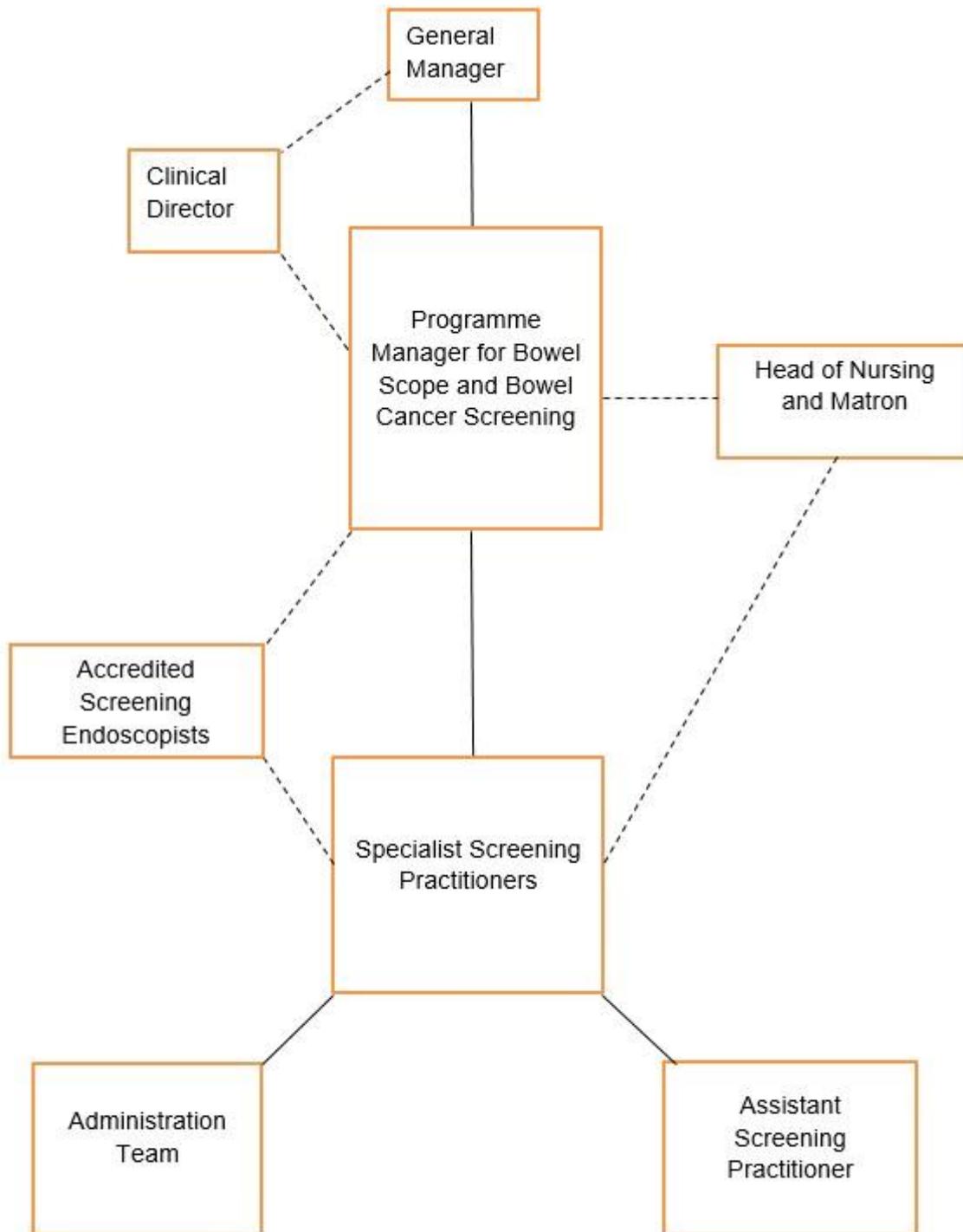


1. JOB DETAILS	
<b>Job title:</b>	<b>Bank Specialist Screening Practitioner</b>
<b>Accountable to:</b>	<b>Clinical Director for Bowel Cancer Screening and Programme Manager</b>
<b>Managerially</b>	<b>Lead Specialist Screening Practitioner / Matron</b>
<b>Agenda for Change Band:</b>	<b>Band 6</b>
<b>Location:</b>	<b>Harrogate, Leeds and York Bowel Cancer Screening centre. Based in Kingswood Surgery, Harrogate.</b>
2. JOB SUMMARY	
<p>The post holder will provide specialist care and support for individuals that participate in the National Bowel Cancer Screening Programme (BCSP)</p> <p>In particular, the post holder will work in close collaboration with the BCSP hub, health promotion services, PCTs and multidisciplinary colorectal teams, to provide a coordinated and seamless screening service.</p> <p>The post holder will also be involved in the Co-ordination of health promotion activities with local health promotion services to improve access to screening by all sections of society.</p>	
3. ROLE OF DEPARTMENT	
<p>The principle aim of the Bowel Cancer Screening Programme (BCSP) is to reduce deaths from bowel cancer.</p> <p>Bowel Cancer Screening programme involves inviting all men and women between the ages of 60 up to 75 years old every two years to take part in a Faecal Occult Blood test (FOBT). If this proves positive they will then be invited to see a Specialist Screening Practitioner (SSP) who will assess them for suitability to an appropriate colonic investigation primarily a colonoscopy on a dedicated screening list.</p> <p>The aims and objectives of the screening programmes are:</p> <ul style="list-style-type: none"> <li>• Identify and invite eligible men and women for screening</li> <li>• Enable people to make an informed choice about whether or not to participate in the screening programme</li> <li>• Provide clear information quickly to people with either normal or abnormal results</li> <li>• Diagnose a significant amount of cancers at an early stage</li> <li>• Minimise anxiety among participants of the programme</li> <li>• Make the best use of screening resources</li> <li>• Maintain minimal standards of screening and continually strive for excellence</li> <li>• Involve and give feedback to the population covered by the programme</li> <li>• Develop the staff who deliver the screening service</li> <li>• Continue research into screening for and diagnosis and treatment of bowel cancer.</li> </ul>	

#### 4. ORGANISATIONAL CHART



## 5. KEY WORKING RELATIONSHIPS

The post holder will communicate at all levels, including;

- Admin
- Lead SSP
- SSP's
- ASP's
- Clinical Director
- General Manager
- Programme Manager

and representatives from:

- Public Health England.
- Clinicians and Health Care Professionals.
- Regional Bowel Cancer Screening Centre.
- Local Bowel Cancer Screening Organisations.
- Local and National Bowel Cancer related events.  Local and National Team meetings.
- Operational and communication steering groups.
- Bowel Cancer Screening programme boards.
- Endoscopy managers and staff in the inclusive Trusts.
- Participants in the Bowel Cancer Screening Programmes

## 6. DUTIES AND RESPONSIBILITIES OF THE POST

- Act as the referred participants named contact and support.
- Act as advocate and put forward views and wishes on behalf of the referred participant.
- Assists the Clinical Director, where appropriate, with the operational and strategic development of the BCSP Screening Centre.
- Provide counselling and support to participants diagnosed with benign and malignant colorectal disease ensuring referral to appropriate specialist teams.
- Act as key worker for individuals that have cancers or malignant polyps detected (confirmed by histology and/or cytology) at the screening examination.
- Present patients whom have cancers or malignant polyps detected and confirmed as result of the screening examination at their local Colorectal MDT, referring them over for continuing specialist care.
- Ensures the participant, screening centre and BCSP hub are informed of their referral to the Colorectal Team and their new point of contact.
- Develops and maintains collaborative working with the Colorectal Cancer MDT.
- Provides information in a variety of forms and media to facilitate understanding and questions, which enable individuals to participate in the BCSP and make informed decisions about screening options, care and treatment.
- Provides support in collaboration with the wider public health and promotion teams to

maximise participation in the BCSP Screening programme.

- Coordinates monitors and reviews the participants screening centre journey, liaising and referring to members of the screening team (Hub and screening centre) as appropriate.
- Provide Nurse-Led clinics to enable participants to make informed decisions about undertaking the screening examination (colonoscopy or alternative).
- Through Nurse-Led clinics assess the participant's suitability, acceptability and fitness for the screening examination, requesting alternative screening examinations based upon the above and the participant's informed choice.
- Ensure timely access to the screening examination with timely reporting of findings to the individual and the BCSP Hub.
- Utilising knowledge and skills and through nurse-led clinics and individual contact, make informed judgements and plan further care and follow up based upon the outcomes of the screening examination.
- Ensure further screening, surveillance and/or treatment is implemented within agreed pathways, referring to other specialist nurses and services as appropriate, and that accurate and contemporaneous records are made of same.
- Provide help-line support and services to the BCSP Hub and individuals referred to the screening centre.
- Participate in ongoing data collection and transmission of data as part of the BCSP using agreed and secure IT technologies (BSCP database, Endoscopy database etc).
- Contribute to the development and implementation of guidelines, policies and procedures to inform and support the operational activities screening centre team and BCSP Hub.
- Participates in quality assurance measures towards the provision of a high quality screening service and is involved (via clinical governance frameworks) with strategies to develop quality assurance standards and management.
- In collaboration with the BSCP (screening centre and hub) develops and implements strategies to identify clinical risks and reduce/eliminate them within local clinical governance frameworks.
- Participates within audit and research to provide an evidence-based practice base.
- Disseminate results and findings of audit/research projects making recommendations for practice and future research/audit questions.
- Assist with national, regional and local clinical trials and research as part of the work of the BCSP.
- Initiates, completes and maintains accurate and timely records of care provided.

- Promotes sharing of skills, knowledge and experience throughout the BSCP screening centre and hub through formal and informal networks.

## 7. WORK SETTING AND REVIEW

The post holder will work in conjunction with the Clinical Director, General Manager, Matron, Lead Specialist Screening Practitioner, Programme Manager and all members of the BCSP team to assist in the delivery of a patient focused inclusive screening service to the population of Harrogate, Leeds and York for BCSP.

The post holder will work autonomously but will receive the support of the Lead Specialist Screening Practitioner, Programme Manager, Matron, Clinical Director, General Manager and also the Head of Nursing.

Review of working practices will be regularly undertaken with involvement of the whole team.

Flexible working is expected especially as the services evolve to include evenings and weekends.

## 8. JOB DESCRIPTION AGREEMENT

Post holder's signature .....

Date .....

Line Manager's signature .....

Date .....

## PERSON SPECIFICATION

POST TITLE: Specialist Screening Practitioner for Bowel Cancer Screening.

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Existing SSP qualification from Liverpool John Moore’s University.</li> <li>• Evidence of continuing professional and personal development.</li> <li>• Evidence of IT experience, significant experience in Microsoft Office.</li> <li>• NMC Registration</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of IT related qualification.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of managing a caseload or care group in a clinical setting with multidisciplinary working.</li> <li>• Evidence of having been responsible for day to day supervision or coordination of staff in a clinical setting.</li> <li>• Able to demonstrate commitment to high quality patient care including evidence of participation in quality assurance, audit and research</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advanced Practitioner Degree in associated speciality such as GI pathology or Health Promotion or Pre assessment.</li> <li><input type="checkbox"/> Evidence of participation in quality assurance, audit and research</li> <li><input type="checkbox"/> Evidence of having worked with patients from at least one of the following groups: General Surgery or cancer is desirable.</li>   <li><input type="checkbox"/> Knowledge of Endoscopy is desirable.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the current BCSP programme.</li> <li>• Demonstrate an understanding of lower GI cancer investigations and care.</li> <li>• Demonstrates and understanding of the impact of a diagnosis of bowel cancer.</li> </ul>	

Skills and Aptitudes	<input type="checkbox"/> A motivated and positive attitude.	
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	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication (written and verbal) skills.</li> <li>• Ability to use computer software to develop and create reports, databases and spreadsheets.</li> <li>• Tenacity; demonstrate high levels of self –belief, drive, enthusiasm and resilience.</li> <li>• Ability to deal with confidential issues in a professional and sensitive manner. <input type="checkbox"/> Patient examination and history taking <input type="checkbox"/> Ability to maintain accurate records.</li> <li>• Able to follow trust policies and procedures</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>• Ability to work with flexible working patterns.</li> <li>• The post holder must be able to make own travel arrangements for business usage</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Car Driver/owner and hold a UK driving licence in order to meet service needs</li> <li>• Travel as needed across Harrogate, Leeds and York area and nationally to attained training and meetings</li> <li>• Occupational Health Clearance</li> <li>• Satisfactory DBS Clearance</li> </ul>	

**PERSON SPECIFICATION AGREEMENT**

Post holder .....

Date .....

Line Manager ..... Date

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