



TRAINEE COLPOSCOPY NURSE

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Trainee Nurse Colposcopist
Band	6
Directorate	Women and Children's
Accountable to	Lead Nurse Colposcopist/ Consultant Lead for Colposcopy/ Gynaecology Matron
DBS Required?	Enhanced

JOB OVERVIEW

Are you looking for a new challenge? This is a training post and we are looking to recruit a forward-thinking, proactive, highly-motivated individual to join the Colposcopy Service at Shrewsbury and Telford Hospital, NHS Trust. This multi-disciplinary team of Nurse and Consultant Colposcopists provides services across our two hospital sites: The Princess Royal Hospital and Shrewsbury Hospital site.

We are looking for an experienced, enthusiastic and committed nurse with a passion for women's health. You will be supported professionally by the Gynaecology Consultants and Lead Colposcopy Nurse Specialist. We require that the successful candidate will register with the British Society for Colposcopy and Cervical Pathology (BSCCP) to begin training with successful accreditation at the end of the training period. You will be supported by experience Colposcopists to achieve this. This is a band 6 role which will move to band 7 following successful completion of training

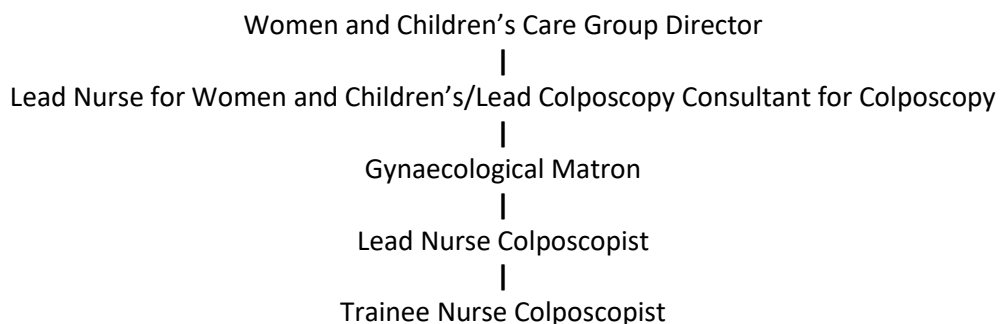
Training will be provided to eventually manage a case load of patients independently and take responsibility for the assessment, planning, implementation and evaluation of programmes of care within colposcopy.

As a trainee you will develop the independent skill of Colposcopy through supervised training, mentorship and attendance at BS CCP accredited Basic colposcopy course

The Colposcopy Practitioner will maintain advance specialist skills to undertake full diagnostic and therapeutic Colposcopy, including examination and treatment. To be a role model and source of information for Nursing and non-nursing staff in all aspects of care provided.

To be involved in the day to day running of Colposcopy clinic at both RSH and PRH. To provide a specialist led service incorporating the day-to- day management of this role to ensure the demands of the service are met. To undertake and present regular audits. To be an integral part of the multi-disciplinary team for colposcopy. The post holder will ensure that written protocols and guidelines are in place for the service and that these include recommended national guidelines. To Support the Lead Nurse Colposcopist where required. Assist the lead nurse colposcopist in the staff smear service. To be an advocate for women referred to the service.

ORGANISATIONAL CHART



KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Registered General Nurse (Diploma or Degree in nursing)
- Expert knowledge of examination, procedures, investigations and diagnosis
- Recognised teaching/assessing qualification
- Extensive recent experience in gynaecology or women's health

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

Clinical Responsibilities:

- Undertake specialist led outpatient colposcopy clinics as an independent practitioner working to guidelines/protocols and within a clinical governance framework.
- Use advanced specialist skills and expert knowledge to determine the physical and emotional needs of the women by taking clinical responsibility for all women who attend and act as their advocate.
- Undertake the total management of women referred to the service, including a full history, ordering and interpreting investigations, undertaking examination for colposcopy and formulating a management plan for the women.
- Use excellent verbal and written communication skills with all members of the team, patients and primary care staff.
- Utilise critical decision-making skills to manage the patients and provide the appropriate follow up service for other team members.
- Practice as specialist in the field of colposcopy and offer advice to other members of the gynaecological team.
- Develop and update protocols and care pathways within the colposcopy area, thus identifying an effective care pathway for each individual patient.
- Assess, implement and evaluate individualised strategies and maintain associated records.
- Provide evidence-based information to patients and their relatives/partner/carer to facilitate informed choices and establish 'informed consent'.
- Obtain informed, written consent for all procedures undertaken.
- Determine in partnership with the women the most appropriate management and care pathway
- Administer and dispense drugs in accordance with Patient Group Directions (PGDs) or undertake independent prescribing dependant on qualifications.
- Accept direct referrals from other health professionals and refer in turn to them
- Authorise an approved list of investigations for patients
- Available for advice and counselling for patients and for information required by other health professionals
- Develop and maintain a strategy to enable equal accessibility for ethnic minority patients, ensuring effective communication. Encourage referrers to point out any patient's special needs and act appropriately
- Demonstrate extensive professional development through attendance at mandatory training and relevant courses and study days.

Leadership / Managerial Responsibilities:

- Work collaboratively with the Lead Colposcopy Nurse Practitioner to ensure defined standards are being met, and to maintain data collection which will allow audit to be conducted against these standards. `
- Support colleagues in the clinic, and strive to continually improve the standards, quality of care and to develop professional practice with an emphasis on nurse led care
- Participate in clinical governance, providing expert input to secure quality improvement plans.
- Exercise leadership skills.
- Increase access to the service by promoting and assisting further development of ambulatory led services
- Work collaboratively and in partnership with practitioners from other disciplines and across organisational and professional boundaries
- Participate in the development of women's health nursing in relation to outpatient colposcopy
- To participate in recruitment and selection of team members

Education, Training and Development:

- To maintain competency and produce evidence demonstrating continued professional development in the role of the Nurse Colposcopist.
- To contribute to the audit of colposcopy services and develop a working knowledge of reporting system and quality initiatives within field of Colposcopy.
- To ensure that whilst training BSCCP log book requirements are kept in a timely manner and trainer is aware of ongoing training needs.
- Report and investigate when delegated incidents in relation to Colposcopy nurse role using the DATIX reporting system
- Contribute formally and informally to education, training and development of Gynaecology teams and other professional groups through training courses, visits to the department and telephone enquiries.
- Sharing information and introducing ideas that promote quality and value.
- Identify and respond to learning needs at individual and team level and act as mentor. Plan, develop, implement and evaluate programmes of education to meet the needs of the Gynaecology staff.
- In agreement with Lead Colposcopy Nurse Practitioner, provide tuition in practical ambulatory skills for junior doctors within the organisation and for trainee nurse/GP.
- Ensure own compliance and compliance of others with regards to mandatory training.

Practice/Service Development, Research and Evaluation:

- Promote evidence-based practice
- Review the evidence base for practice within this speciality. Disseminate and act on findings that will lead to improved patient care, knowledge, treatment and management options
- Disseminate audit and research findings through presentation and publication.
- Develop protocols as a minimum standard and care pathways for the assessment, management and treatment of women attending the unit
- Ensure that all adverse events and near misses are reported through the correct systems and are investigated as required.
- Be actively involved in the investigation and response to complaints from patients/carers.
- Be fully aware of and committed to all policies, procedures and initiatives relating to information, governance, data quality improvements, and confidentiality and information security.
- To take responsibility for the handling of complaints relating to the service area, personally supervising investigations where necessary and implementing actions and changing practice when necessary.

Physical, Mental and Emotional Demands of the Post:

- To analyse and interpret a range of sensitive, complex and potentially emotive information in order to arrive at a diagnosis.
- To communicate sensitive and potentially distressing information to patients and their families/carers where there could be barriers to understanding.
- To undertake presentations to groups as required.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> NMC Level 1 Registered Nurse. 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> At least 3 years post-registration experience in Gynaecology at Band 5 or above. Evidence of Continuing Professional Development Relevant post-registration qualification and extensive clinical experience pertinent to Gynaecology and Women's Health Evidence of management experience Understanding of Clinical Governance Computer Literacy 	<ul style="list-style-type: none"> Advanced clinical assessment skills Teaching skills Experience of delivering presentations Clinical audit activity Complaints handling Evidence of teaching and presentations skills

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Proven ability to communicate difficult or sensitive information • Patient centred approach • Counselling skills: Ability to build up a rapport and maintain effective communication with patients and staff at all levels within the multi-disciplinary team • Ability to work independently and as part of the multi-disciplinary team. • Able to communicate with parents, relatives peers and other professionals • Excellent oral and written communication skills • Have a sound understanding of confidentiality 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Plan and organise own workload • Strong leadership skills • Ability to provide supervision to other staff with less experience • Intense concentration and critical analysis when undertaking colposcopy investigation to ensure hand eye coordination and the ability to retain clinical findings to transfer to clinical records 	<ul style="list-style-type: none"> • Experience of service development • Experience of undertaking audit

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE AND CYBER SECURITY

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report

abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital