

# TRAINEE COLPOSCOPY NURSE

## Candidate Pack



## Our Trust

At The Shrewsbury and Telford Hospital (SaTH), our vision is to provide excellent care for the communities we serve. Working together across our teams, we provide district general hospital services for around half a million people in Shropshire, Telford & Wrekin, and mid-Wales.

Our main service locations are The Royal Shrewsbury Hospital and The Princess Royal Hospital, Telford, which together provide 99% of our activity. Alongside these, we also provide community and outreach services across the local area.

As one of Shropshire's biggest employers with around 7,000 staff, we offer a wide range of opportunities to build a rewarding career across both clinical and non-clinical roles. Our people are dedicated and passionate, working together to deliver the best patient care. No matter your role, you'll be joining a supportive team environment where you'll be able to make a real difference for our patients.

We are committed to supporting you at every stage of your career with us, whether you're starting something new or looking to take the next step into leadership. With strong partnerships and our newly awarded university hospital status, you'll have access to excellent education, mentoring and experience to help you thrive.

## Our Vision

"To provide excellent care for the communities we serve"

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



# Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level - from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction — between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

## C.A.R.E. Meaning and Practice

**Compassion** - Demonstrate genuine kindness, empathy and humanity in every interaction.

Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

**Acknowledge** - Actively listen and be fully present.

Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

**Respect** - Treat everyone with dignity, honesty and fairness at all times.

Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

**Empower** - Enable people to be active participants in their care and work.

Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included.

Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

### **In daily practice, you can:**

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

### **All staff within the Trust are expected to:**

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

## Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- This role is a training position for a nurse who wants to develop specialist skills in colposcopy and women's health.
- It involves learning to assess, examine and support women who are referred to the colposcopy service, eventually managing your own caseload under national guidelines.
- You will work closely with experienced colposcopists, attend accredited training and build the skills needed to carry out examinations, plan care and explain results clearly to patients.
- The job includes helping to run clinics across both hospital sites, supporting the wider team, and contributing to audits, protocols and service improvements.
- It also involves teaching others, keeping accurate records and acting as an advocate for women using the service.
- The role requires strong communication, careful decision-making and the ability to handle sensitive information with confidence and compassion.

## Job Description

<b>Job title:</b>	Trainee Nurse Colposcopist
<b>Grade:</b>	6
<b>Site:</b>	The Princess Royal Hospital, Telford
<b>Accountable to:</b>	Lead Nurse Colposcopist/ Consultant Lead for Colposcopy/ Gynaecology Matron
<b>DBS required:</b>	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

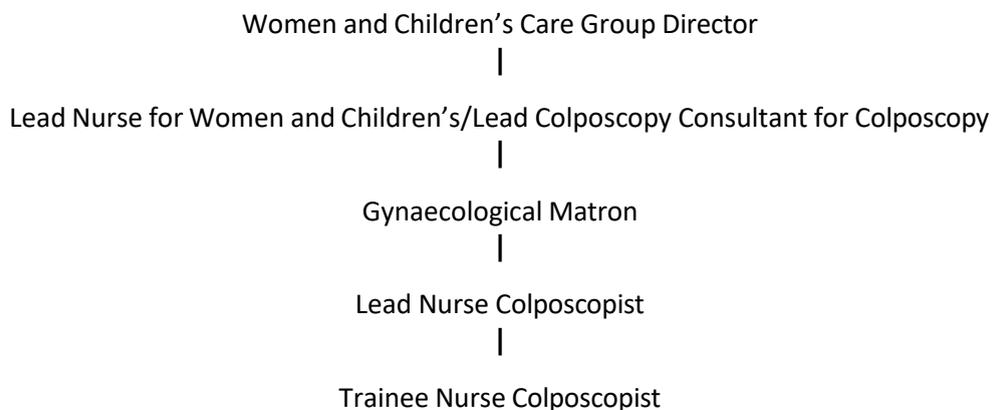
Training will be provided to eventually manage a case load of patients independently and take responsibility for the assessment, planning, implementation and evaluation of programmes of care within colposcopy.

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

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Example</li> <li>• NMC Level 1 Registered Nurse.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of Continuing Professional Development</li> <li>• Relevant post-registration qualification and extensive clinical experience pertinent to Gynaecology and Women's Health</li> <li>• Evidence of management experience</li> <li>• Understanding of Clinical Governance</li> <li>• Computer Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced clinical assessment skills</li> <li>• Teaching skills</li> <li>• Experience of delivering presentations</li> <li>• Clinical audit activity</li> <li>• Complaints handling</li> <li>• Evidence of teaching and presentations skills</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to communicate difficult or sensitive information</li> <li>• Patient centred approach</li> <li>• Counselling skills: Ability to build up a rapport and maintain effective communication with patients and staff at all levels within the multi-disciplinary team</li> <li>• Ability to work independently and as part of the multi-disciplinary team.</li> <li>• Able to communicate with parents, relatives peers and other professionals</li> <li>• Excellent oral and written communication skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Have a sound understanding of confidentiality</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Plan and organise own workload</li> <li>• Strong leadership skills</li> <li>• Ability to provide supervision to other staff with less experience</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of service development</li> <li>• Experience of undertaking audit</li> </ul>

## 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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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;
- 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 staff;
- 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;
- 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

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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive 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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- 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.

## NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity

and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **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 aims 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.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## **Equal opportunities and diversity**

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and

dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

