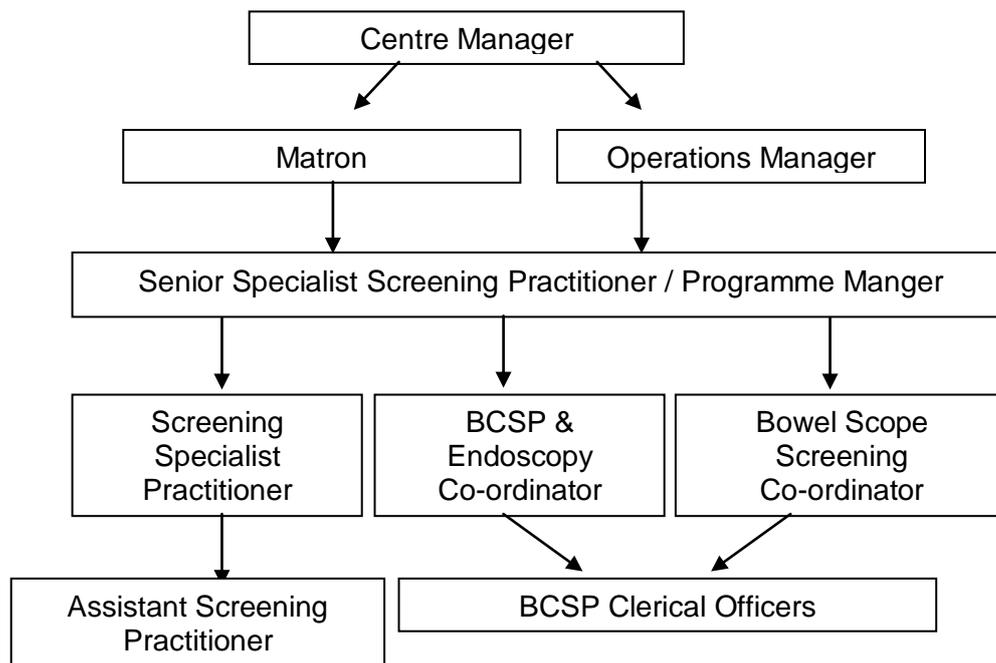


Job Description

Job Title:	Assistant Screening Practitioner (ASP)
Band:	3
Centre:	Surgical, Oncology & Haematology
Location:	RSH / PRH
Responsible to:	Senior Specialist Screening Practitioner / Programme Manager
Accountable to:	Matron
Date:	March 2017

Organisational Chart



Job Summary

The role of Assistant Screening Practitioner (ASP) has been developed to meet the local needs of the Bowel Scope Screening pathway. Participants aged 55 years are invited to participate in a one off flexible sigmoidoscopy which is complementary to the bowel screening methodology of faecal occult blood testing offered to all 60-74 year olds.

Safe and competent practice is fundamental to the success of the national Bowel Cancer Screening Programme (BCSP). This role requires clinical competence and an empathetic approach dealing with individuals participating in screening, ensuring that the outcomes of screening are recorded and collected for audit and evaluation.

The ASP needs to have an understanding of relevant anatomy and physiology. ASPs are also expected to be able to interact and support participants along the screening pathway, working under the supervision of the Specialist Screening Practitioners (SSPs). They will be required to provide additional support to the screening centre and within the Endoscopy Units as required.

Main Duties and Responsibilities

1. The post holder will be in attendance during Bowel Scope screening lists and be responsible for accurately recording data on the Bowel Cancer Screening System (BCSS) for all individuals undergoing flexible sigmoidoscopy.
2. Under the supervision and guidance of the SSPs, be responsible for discharging participants following flexible sigmoidoscopy or ensure that those who require further follow up or assessment are handed over to the responsible SSP.
3. Provide the highest level of care to patients/clients at all times in a sensitive, efficient, accurate and professional manner.
4. Provide result letters to the appropriate participant adhering to national BCSP guidelines.
5. Maintain BCSS and screening centre spread sheet systems for recording patient information, results and patient outcome for audit and research purposes.
6. Ensure that communications are accurately recorded on the BCSS database. Deal with messages from clinicians / endoscopists or other members of multi-disciplinary team as required, ensuring that the relevant team members are informed.
7. Work closely with all members of the screening team and undertake duties as directed to ensure smooth and timely delivery of the screening programme.
8. Actively participate in service review, taking forward new developments to improve the screening service.
9. Work within agreed protocols maintaining patient confidentiality at all times.
10. Ensure day-to-day work is dealt with and cover colleagues during periods of absence.

Training and Development

1. Attend and keep up to date with all Trust statutory training and undertake training determined by the BCSP.
2. Complete in-house competency training schedule with nominated SSP mentorship and relevant external training to fulfil the requirements of the post.
3. Participate in reflection, self-evaluation and continuous professional development including participation in performance review.
4. Will be required to support and assist in the training of new members of staff pertinent to the role.

Communication

1. Deal with anxious patients with tact, patience and discretion. Escalate any concerns or significant comorbidities to the SSPs.

2. Respond to telephone calls from patients/carers/professional staff in a professional and competent manner, ensuring that queries are dealt with promptly and courteously, and appropriate action taken.
3. Communicate appropriately with a range of people at different levels of the organisation.
4. Exercise independent judgement and initiative based on acquired experience and knowledge when problems arise by taking the appropriate action.

Information

1. Keep up to date with developments within Bowel Scope screening in regard to developing appropriate skills in the use of current patient centred systems and office technology following appropriate consultation and training e.g. BCSS, word processing, databases, electronic mail etc.
2. Manage and maintain electronic systems (e.g. database / spreadsheet) containing patient-related information, analysing as required.

General

1. Implement and adhere to agreed policies, procedure, protocols including national initiatives and propose changes on improvements to departmental working practices.
2. In order to meet the needs of the service the post holder will be required to work a flexible shift pattern and across the Royal Shrewsbury and Princess Royal Hospital sites.
3. Contribute to on-going audit and projects as required.

Environment

1. The post holder will be aware of physical effort with regard to sitting for long periods to input data and the manual handling issues related to patient needs.
2. Exposure to constant interruptions to routine due to variable and fluctuating demands of the post.
3. Be aware of the prolonged exposure to Visual Display Units (VDU) and the associated health and safety risks.
4. Frequent exposure to working in a stressful environment which includes exposure to emotional or distressing circumstances.
5. Exposure to endoscopic procedures may be of a disturbing nature.

General Statements

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

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; 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 staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going 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

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 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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.

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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.

- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

Review

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description.

The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.

Job Description Agreement

I have read and understood the duties that are expected of me.

Manager	Post holder
Name	Name
Signature	Signature
Date	Date