

Cancer Services Validation Officer Candidate Pack



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.

- The role makes sure that patient cancer journeys are recorded correctly in the Somerset system.
- It involves checking and validating cancer pathway data to meet NHS England rules and reporting needs.
- You will review cases where waiting times are breached and help find reasons for delays.
- The job works closely with cancer service teams and clinical staff to keep information accurate.
- You will provide feedback and support improvements to ensure high-quality data and patient care.
- The role requires good organisation, attention to detail, and clear communication with different teams.

Job Description

Job title:	Cancer Services Validation Officer
Grade:	4 (Subject to Agenda for Change confirmation)
Site:	The Royal Shrewsbury Hospital
Accountable to:	Head of Cancer Services
DBS required:	No

Main Duties

- To undertake validation of patients on a cancer waits pathway, including end of month validation prior to submission.
- To maintain accurate and up-to-date records on cancer breaches and outcomes.
- To monitor breaches per cancer MDT site and analysis of trends and themes.
- To raise any pathway queries with the relevant national teams including Cancer Waiting Times, NHS England for resolution
- To work alongside members of the Cancer Services team to ensure audits are completed correctly, identifying any gaps and provide training and education on how to ensure comprehensive data collection.
- To establish excellent working relationships with MDT Cancer Leads, Operational Managers and other site-specific team members to ensure swift and accurate data collection relating to cancer breaches.
- To contribute to the review and development of existing training solutions.
- To have an active role in supporting the 104-day breach review process.

- To develop and implement validation programme of work, to support a systematic way of working.
- To develop and implement administration and validation policies for own area of work.
- To communicate information with staff from other departments including external contacts and Trusts.
- To undertake monthly validation audits, as necessary to own work i.e complete basic audit proformas.
- To monitor and maintain information spreadsheets.
- To produce reports on a regular basis
- To input data onto relevant systems, required to store and retrieve information or to collate and report data.
- To accurately record data related to the three main datasets within the cancer registry.
- To conduct oneself in a manner perceived by others as constructive, respectful and professional and ensure that any issues with staff members are addressed at an appropriate level.
- To work independently to plan and organise workload to meet multiple deadlines and seek support as and when required.
- To act independently within appropriate occupational guidelines/protocols and procedures
- To undertake light physical effort such as sitting, standing and walking.
- Advanced keyboard skills.
- Requires frequent spells of concentration through a work pattern which can be unpredictable.
- Able to cope with interruptions whilst in periods of concentration
- Manage conflicting priorities
- Limited exposure to distressing or emotional circumstances.
- Regular VDU usage.
- To cover additional responsibilities as required for the needs of the business.

Person Specification

	Essential	Desirable
Qualifications	NVQ level 3 or relevant experience	
Experience	<p>Significant office experience</p> <p>Significant experience tracking and coordinating cancer pathways</p> <p>Significant experience in the inputting and maintenance of data records</p>	
Knowledge and skills	<p>Team worker</p> <p>Knowledge of the cancer waiting times performance standards</p> <p>Experience working with cancer information systems such as the Somerset Cancer Register and in collecting data for the three primary datasets within the cancer registry.</p> <p>Experience working with SaTH patient administration systems and IT systems.</p> <p>An awareness and understanding of national optimal / best practice pathways for cancer.</p> <p>Ability to manage and prioritise own workload</p> <p>Excellent interpersonal skills</p> <p>Able to build effective relationships key members of teams.</p> <p>Computer skills including experience of MS programmes</p>	

Other	<p>Positive mindset in respect of supporting organisational change; learning, and continuous improvement.</p> <p>Effective interpersonal and intrapersonal skills including high degree of self-awareness and self-regulation</p> <p>Takes responsibility and is accountable for delivering to their agree objectives</p> <p>Act as a role model by embracing and demonstrating trust values</p> <p>Ability to accept and respond to constructive criticism</p> <p>Able to work on own initiative and organise own workload to meet deadlines.</p>	
--------------	--	--

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.

