

## Senior Nurse Colposcopist Job Description

**Title:** Senior Nurse Colposcopist

**Band:** 8a

**Staff Group:** Nursing and Midwifery

**Reports to:** Senior Matron Women & Children

### Job Summary:

To practice independently as a Nurse Colposcopist, accredited by the British Society for Colposcopy and Cervical Pathology (BSCCP).

To support the Colposcopy Screening Programme Lead (CSPL) role as set out by Public Health England (PHE) for the Trust

To work as an advanced practitioner and effectively lead and deliver an expert nursing service within the Colposcopy Department.

To manage and develop the Colposcopy nursing team acting as a professional leader to provide high quality care to women accessing this service

To maintain a cost-effective service, based upon the objectives of the department, care group and the Trust.

To manage a caseload of patients within Women's Services

To ensure that patients and their families are fully informed and supported by providing clinical and social support

To assist in the development of evidence based clinical nursing practice in line with current research and guidelines

To work in collaboration with medical and nursing staff, the management team, patient pathway co-ordinators, patient pathway administrators and other members of the multidisciplinary team to ensure seamless delivery of care.

To work collaboratively with the Portsmouth Hospital/Isle of Wight Group model in developing the strategy for gynaecology, supporting Governance and staff development across both sites.

The postholder will be expected to work flexibly as required by the service. The post holder works as part of a Women & Children care Group, based primarily in PHU but may be required to travel to other sites.

Where the post holder holds a professional qualification, they will be required to maintain their own professional status (professional identification number, personal professional profile and achieve revalidation when required) and work within the professional regulations set by the professional body.

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### Key Responsibilities:

#### *Clinical/Professional*

- To lead in the delivery of an advanced specialist nursing service for women accessing the Colposcopy Service
- To practice as an independent BSCCP accredited Nurse Colposcopist
- To act as Lead Nurse for Colposcopy Quality Assurance Inspections in collaboration with colleagues.
- To provide specialist nursing advice and support to patients, their families and other healthcare professionals following diagnosis, and through treatment

- To ensure continuity of a high standard of evidence based nursing care, assessing health, health related and nursing needs of patients.
- Ordering and performing diagnostic tests
- Making and receiving referrals
- Admitting and discharging women with continence needs and within agreed protocols
- Maintain caseload of clinics with visible presence
- To accept responsibility for own patient caseload, ensuring all patients have an accurate plan of care, which reflects the assessment undertaken and incorporates the issues and recommendations made ensuring clear documentation in the patient's records
- To follow-up patients as appropriate and ensure all relevant information is available to enable patients to make an informed choice about their treatment
- To provide leadership and act as an effective role model for best nursing practice, acting as an expert in colposcopy and giving clinical advice as necessary.
- To lead standards of care, improving and developing these to ensure they incorporate current professional recommendations (including BSCCP and NHSCSP) and evidence-based practice.
- To attend, prepare and contribute to MDT meetings ensuring all relevant patients are represented
- To deliver a seamless service through the development of enhanced Multidisciplinary team (MDT) processes and communication
- To co-ordinate regular MDM meetings to ensure optimal care is delivered in a timely manner to all women accessing the colposcopy department.
- To monitor the patient's pathway for women with suspected cervical / vaginal / vulval cancer and ensure cancer targets are met by liaising with colleagues within the joint cancer centre and taking the appropriate action when necessary
- To participate in the identification and development of clinical protocols and strategies to enhance both the continuity and standard of colposcopy care whilst ensuring equity of access to the service
- To participate in the process of operational policies review annually in accordance with BSCCP guidelines
- To ensure all care is given in accordance with agreed protocols.
- To work with key staff members to deliver nurse led assessment and out patient follow-up services, providing detailed baseline patient assessment with education and support to patients and their families
- To maintain a suitable mechanism for MDT referrals to the Clinical Nurse Specialists
- To work with the MDT to develop, implement and evaluate integrated care pathways and systems of MDT documentation
- To liaise with local community, social services, and voluntary organisations to develop existing services for clients, carers and health professionals
- To actively involve service users in providing feedback of their experience of the current service and suggestions for improvements.
- To participate in the development of appropriate patient group directions to facilitate/enhance the discharge process
- To participate in relevant forums both at Trust level and external as requested by Director of Midwifery and gynaecology.

### ***Management/Leadership***

- To ensure the Colposcopy failsafe procedure is adhered to in conjunction with the administrative team
- To manage a specialist nursing team and to oversee the specialist nursing service within the Colposcopy Department.
- To act up for and represent the department/ matron as required.
- To act as a role model and resource to other CNS and Senior Nursing team within the Care Group, offering support and guidance where necessary.
- To lead in the process of recruitment of nursing staff and to support care group retention strategy within Colposcopy
- To participate in the process of annual budget setting and ensure the best use of available resources in terms of staff and equipment within the agreed budget to provide a cost-effective, high-quality service.
- To maximise the use of resources within Colposcopy in accordance with the care group and business plan objectives and constraints.

- To set optimal stock levels of stores and equipment to meet service needs
- To maintain duty rosters and negotiate skill mix levels ensuring that they most appropriately meet service needs.
- To promote innovative and flexible responses to changing service and team demands, through appropriate direction, delegation, and support.
- To investigate accidents and incidents within the colposcopy/ wider team and to implement corrective action where necessary in conjunction with the Matron/Service Manager/Director of Midwifery and Gynaecology.
- To lead on staff disciplinary matters reporting and seeking guidance from manager/Human Resource team.
- To undertake/support appropriate audit activity such that the quality of the service can be evaluated and developed as needed.
- To support the Matron in implementing Trust initiatives and strategies. • To extend support to other departments as appropriate.
- To ensure that the standards of data recoding are maintained and contribute to improving documentation and communication.
- To report and handle complaints made by patients and members of the public in accordance with the Trust policy. • Ensure compliance with the Trust's Equality, Diversity & Inclusion Policy
- To ensure that the Care Group is fully aware of Trust Safeguarding Children's Procedures and that strategies and plans are in place across the care group to accurately identify children and vulnerable adults at risk of abuse.
- To ensure that the Care Group is fully aware of the Trust Major Incident Plan and has full understanding of its role within this.
- To liaise effectively with all other disciplines within the Trust and at local level. To participate in the management of change to improve standards and communication links from Acute Trusts through to Primary Care. To actively contribute to any relevant initiatives within the Care Group and across the Trust and provide support to the Matron and Senior Matron
- To have responsibility for the health, safety, and welfare of self in the working environment to follow safe working practices and to always comply with the Trust's health and Safety Policies and Procedures.
- To contribute positively to the leadership of nursing within the care group acting as an effective role model.
- To comply with measures to actively manage and reduce risk to patients, ensuring the formal reporting and recording of adverse incidents in line with Trust policy Network with the team of clinical nurse specialists within the Trust to evaluate, develop and promote the specialist-nursing role
- Maintain contemporaneous and accurate treatment records, submitting relevant statistics, reports and activity data as requested. To participate in the evaluation of the service in terms of clinical effectiveness, clinical excellence, and value for money
- To forge effective links within primary, secondary, and tertiary care to ensure effective communication
- To act as a liaison and expert advisor for community / primary care team

### **Research and Education**

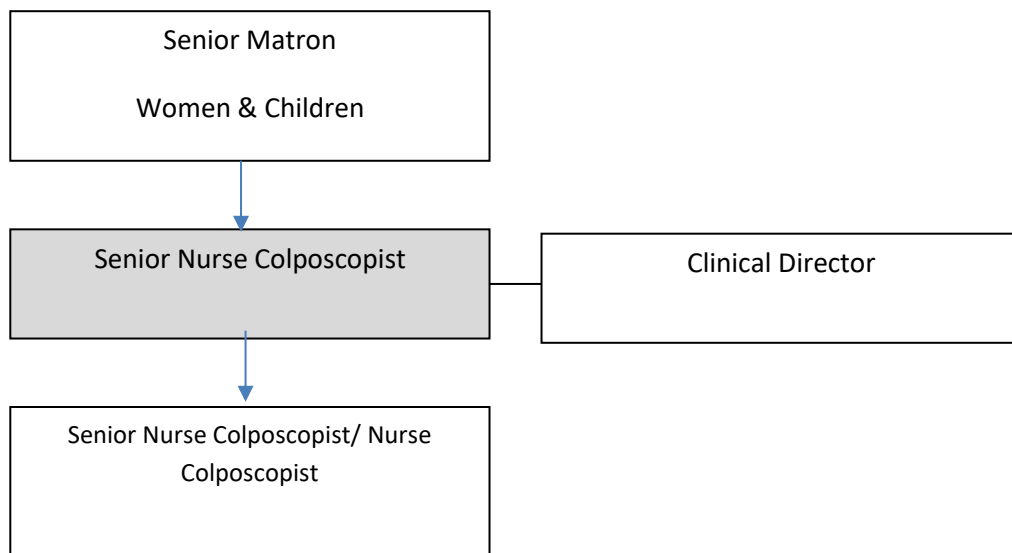
- To ensure all patients are fully informed of the risks and benefits of proposed procedures / treatments, contributing to the process of securing informed consent
- To produce and provide all patients with relevant and accessible written information regarding their treatment in accordance with Trust standards
- To supervise and participate in the delivery of programmes of education and training according to the identified needs of women, carers and others involved in their care
- To work with other clinical staff to identify knowledge gaps in relation to specialist patients and ensure staff are appropriately educated
- To contribute to the development of nursing practice within the team, additionally to act as a practice supervisor to Trust and honorary contract employees.
- To actively participate in educational events provided by the Trust and primary care sector.
- To lead the development of practice knowledge within the speciality through internal and external presentation and publication
- To establish networks with other specialists at local, national, and international level to exchange and enhance knowledge and expertise.

- To attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Trust and within the specialist services locally and nationally. To promote and facilitate evidence-based practice and clinical audit within the Trust, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans.
- To identify areas of potential research within speciality and assist / lead research and development programmes

### ***Communication and Working Relations***

- Communicate highly sensitive and complex information internally and externally with empathy ensuring that information is understood.
- Communicating and working closely with other Care Groups to share best practice and learning.
- Actively deal with any interpersonal conflict and be responsible for the resolution of any adverse situation/incidents.
- Comply and promote compliance to Trust policies e.g. Harassment and Bullying.
- An active member of the clinical nursing team contributing to Trust wide nursing groups and meetings.
- Implement communication mechanisms to ensure clinical teams have access to up-to-date information
- Awareness of the impact of computer technology and patient information systems and their application and role in improving patient care and pathways of referral.
- Act as a role model ensuring own actions promote quality and identify and manage any risks and take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the incident, serious Incidents and Near Misses reporting policy and procedure.
- Ensure that any incident or near misses that occur are reported correctly via the Datix Incident Reporting System
- Ensure that systems are in place to manage, reduce and prevent clinical risk to self and others within the service area.
- Monitor incidents highlighted by member of the clinical team and communicate to appropriate colleagues with support whilst leading actions to resolve/mitigate issues.
- Promote best practice in Health and Safety, utilising speciality, and Trust policies.
- Comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps
- In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 to undertake work and alternative duties as reasonable directed at variable locations in the event of and for the duration of significant internal incident, major incident, or pandemic
- Be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act
- Always maintain confidentiality
- Line manages as requested other nurses and provide support and advice in both nursing and non- nursing staff
- Develop and maintain others' awareness of role within speciality, maintaining mechanisms for contact and referral

## Organisational Chart



## Person Specification

### Qualifications

#### Essential

- Current registration with NMC and any other relevant post registration specialist qualifications.
- First degree essential and evidence of working towards Masters
- BSCCP accredited nurse colposcopist qualification
- Substantial experience of care management, experience of working in a senior role (Band 7) and with evidence of professional development.
- Evidence of developing policy, guidelines and managing resources
- Demonstrate extensive relevant clinical experience of working in an acute hospital setting at a senior level

#### Desirable

- Leadership development programme
- Recognised teaching qualification /experience
- Management qualification
- Budget management

#### Skills and Knowledge

- Ability to work on own initiative as well as a part of a team. Self-motivated.
- Able to deal with difficult and sensitive situations tactfully and minimise emotional upset
- Able to understand sensitive political issues
- Coaching and mentoring skills
- Critical appraisal skills

- Evidence of success in leading/managing significant and sustained change
- Effective people management skills. Experience of leading and managing a team
- Ability to negotiate, influence and escalate and seek advice
- Ability to interpret and analyse data, meet deadlines
- Demonstrate effective contribution to business planning and service developments
- Intermediate IT skills and presentation skills
- Awareness of budgetary management and control.
- Knowledge and application HR procedures
- Demonstrate knowledge of the theory and application of Clinical Governance.
- Understanding of the role of research and development activities and clinical effectiveness. Evidence of experience with audit and or research
- Understanding of health policy and the national and local nursing agenda

### **Working Together For Patients with Compassion as One Team Always Improving**

**Strategic approach** (clarity on objectives, clear on expectations)


**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.



## Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



## Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.