

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Cancer Audit Facilitator - Colposcopy |
| **Reports to** | Clinical Nurse Manager - Colposcopy |
| **Band** | Band 5 |
| **Department/Directorate** | Women’s & Child Health Care Group |

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| **JOB PURPOSE** |
| * To be the information and audit representative for Colposcopy cancer site-specific multi-disciplinary teams (MDTs). * To assist in the management and maintenance of designated Colposcopy national and local cancer registries. * To record and validate Colposcopy mandated national cancer audit and cancer waiting times data as part of the Trust’s performance monitoring obligations. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To assist with other cancer-related audit projects as required. * To support the MDTs in their collection of COSD and other national audit data and the modification of local databases to ensure they continue to meet the requirements of regional and national bodies. * To attend MDT business meetings to represent cancer information and audit function as well as any ad hoc meetings as required by the Colposcopy Clinical Nurse Manager. * To provide tumour specific information in an accurate and timely manner in accordance with mandatory agreed definitions, targets and policies, as requested by the Colposcopy Clinical Nurse Manager. * To adhere to the local policy for the transfer of waiting times data; and to liaise with other Trusts to ensure complete patient records as directed by the Colposcopy Clinical Nurse Manager. * To act as a named contact for designated national audit projects for Colposcopy. Liaise with local clinicians and members of the national audit team(s) concerning the design and implementation of local audit tools and IT systems to collect the required dataset as directed by the Colposcopy Clinical Nurse Manager. * To ensure that a detailed and up to date record is kept of the progress of all allocated projects and to record timely details of these projects on the Clinical Audit Register. To support the production of the Trust’s Annual Governance Report, and provide regular reports of audit activity at the request of the Colposcopy management. * To take part in the provision of educational workshops and other events as requested by and agreed by the Colposcopy Clinical Nurse Manager. * To attend meetings for the purpose of reviewing the departmental activity and sharing general information as directed by the Colposcopy Clinical Nurse Manager. * To identify any personal educational, training and development needs and to participate in training and educational activities as agreed. * To attend local, regional and national meetings pertaining to clinical audit as requested by Colposcopy Clinical Nurse Manager. * To participate in the submission of audit reports and discussion papers for publication and/or presentation as required at local, regional and national conferences. * To maintain a professional appearance and manner at all times. * To help with collation and validation of data relating to external data requests, for example FOI requests as directed by the Colposcopy Clinical Nurse Manager. * To help the Colposcopy Clinical Nurse Manager with the collation and validation of data relating to quarterly SSQD (Specialised Services Quality Dashboards) requests and any other Colposcopy related audits. |
| **KEY WORKING RELATIONSHIPS** |
| No. of Staff reporting to this role: 0  The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Peer Review and Governance Lead * Colposcopy Clinical Nurse Manager * Cancer Performance Manager (Eastern & Northern) * Admin Service Manager – Gynaecology & Colposcopy * Admin Line Manager – Gynaecology & Colposcopy * Medical Secretaries for Colposcopy * MDT co-ordinators * Divisional Business Manager * MDT Leads * Site-specific Consultants * Site-specific CNS’ * Business Intelligence * Clinical Coding * Research and Development * Clinical Audit * Epic staff | * NDRS * Peninsula-wide Trusts * Somerset Cancer Registry Staff * External MDT Co-ordinators in other Trusts * Audit Facilitators at other Trusts * Clinical Effectiveness Units * South West Academic Groups for Education and Research * Royal Colleges (e.g. Royal College of Surgeons) * National Cancer Centres | |

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| **ORGANISATIONAL CHART** |
| Clinical Nurse Manager - Colposcopy  Cancer Audit Facilitator – Colposcopy (Advertised Post) |
| **FREEDOM TO ACT** |
| Ability to work unsupervised, with independent management of day-to-day workload, within boundaries of job description  To be aware of individual responsibilities concerning health and safety and other Trust policies and to ensure that all mandatory training sessions are attended.  To take responsibility for particular aspects of the departmental organisation as agreed with Managers. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Excellent communication and interpersonal skills.  Communication and working relationships with a range of staff groups, including administrative teams such as the Cancer Management Team, Business Intelligence Team and MDT co-ordinator team, on a weekly basis.  Ability to communicate with all grades of clinical staff across a range of specialties on a weekly basis.  To work with the Peer Review and Governance Lead, other Cancer Audit Facilitators, Cancer Performance Manager and clinicians in the design, production, implementation, development and maintenance of the cancer registries across the Trust.  To support the MDTs in their collection of COSD and other national audit data and the modification of local databases to ensure they continue to meet the requirements of regional and national bodies.  To work with lead clinicians and lead nurses to collect the minimum datasets and to audit the processes and outcomes of cancer care for designated tumour sites. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| High level of proficiency in analysing and presenting complex data.  Good analytical and organisational skills.  Understanding of data analysis and simple statistics.  Working with colleagues in SCR and Epic teams to amend databases where required  Ability to upload data files using national databases.  To produce complex data analysis and create, validate and develop reports as required by the Cluster Manager for Cancer Services, Peer Review and Governance Lead or clinicians within the MDT.  To be responsible for inputting and validating complex clinical data for allocated registries and maintaining data security. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Good analytical and organisational skills  Ability to prioritise and manage a complex workload |
| **PATIENT/CLIENT CARE** |
| There is no direct contact with patients within this role.  Awareness of a patient’s right to opt out of inclusion of cancer disease registration, and the actions required for this when submitting data relating to national cancer audits. |
| **POLICY/SERVICE DEVELOPMENT** |
| To adhere to Trust policies on the use and dissemination of patient identifiable information. To ensure all patient data leaving the Trust is anonymised or securely transferred.  Ability to maintain confidentiality and adhere to Trust data security policies  To maintain confidentiality of all audit information according to local guidelines |
| **FINANCIAL/PHYSICAL RESOURCES** |
| There is no financial responsibility or budget management within this role. |
| **HUMAN RESOURCES** |
| This role does not have any responsibility for direct management of people.  To be responsible for training users (clinicians, audit staff and others) on the use of the Cancer Information System to support the collection of data for national and local datasets at the request of the Colposcopy Clinical Nurse Manager.  To provide support in the provision of training for clinicians to access and interpret clinical data held on the registries.  To provide advice and training to non-Departmental users, and to assist the Operational Services and Cancer Services teams in dealing with Trust IT staff or external suppliers to solve IT issues relating to the Cancer registries. |
| **INFORMATION RESOURCES** |
| To assist in the management and maintenance of designated national and local cancer registries.  To be responsible for inputting and validating complex clinical mandated national cancer audit and cancer waiting times data as part of the Trust’s performance monitoring obligations. and maintaining data security.  To participate in the submission of audit reports and discussion papers for publication and/or presentation as required at local, regional and national meetings and conferences (for example, local Annual Governance Meetings for cancer sites).  Understanding of data analysis and simple statistics |
| **RESEARCH AND DEVELOPMENT** |
| To work with the Peer Review and Governance Lead, Cancer Audit Facilitators, Cancer Performance Manager and clinicians in the design, production, implementation, development and maintenance of the cancer registries across the Trust. |
| **PHYSICAL SKILLS** |
| Attention to detail and accuracy when inputting and validating patient data. |
| **PHYSICAL EFFORT** |
| This role does not require excessive physical effort, e.g. heavy lifting or manoeuvring objects.  The role can involve sitting for long periods of time using computers. |
| **MENTAL EFFORT** |
| Daily VDU usage  Concentration to produce complex data analysis and create, validate and develop reports as required by the Cluster Manager for Cancer Services, Peer Review and Governance Lead or clinicians within the MDT. |
| **EMOTIONAL EFFORT** |
| Ability to work under pressure, prioritise and manage a complex workload |
| **WORKING CONDITIONS** |
| Daily VDU usage  Potential isolated working dependant on working hours  Manual handling of office equipment if required |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Cancer Audit Facilitator |

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| **Requirements** | **Essential** | **Desirable** |
| QUALIFICATION/ SPECIAL TRAINING  Relevant first degree or equivalent healthcare professional qualification, or relevant healthcare experience  Previous experience in clinical audit, research or quality improvement  Experience in cancer services  Teaching experience | E  E | D  D |
| **KNOWLEDGE/SKILLS**  Sound knowledge of the NHS  Sound understanding of the basic concepts of clinical audit/ quality improvement / clinical governance  Good analytical and organisational skills  Understanding of data analysis and simple statistics  Good presentation skills  High level of proficiency in MS Office – Word, Excel, Access and Outlook  Ability to develop and maintain specialist database  Ability to produce meaningful reports  Knowledge of more complex analytical software tools – SPSS, Excel  Ability to upload data files using national databases | E  E  E  E  E  E  E | D  D  D |
| **EXPERIENCE**  Experience of working in a healthcare organisation  Experience of report writing, project management  Experience/knowledge of issues of working with confidential information  High level of proficiency in analysing and presenting complex data  Experience and ability to work to deadlines | E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  Highly motivated with the ability to motivate others  Excellent communication and interpersonal skills  Ability to work unsupervised within boundaries of job description  Attention to accuracy and detail  Demonstrate ability to work well within a team  Ability to maintain confidentiality and adhere to Trust data security policies  Ability to communicate with all grades of clinical staff across a range of specialties | E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Good listening skills  Good time management  Ability to work flexibly and under pressure, prioritise and manage a complex workload | E  E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | 🗸 |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  | 🗸 |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | 🗸 |  |  |
| Mental Effort | Y |  |  | 🗸 |  |
| Emotional Effort | Y | 🗸 |  |  |  |
| Working in isolation | Y |  | 🗸 |  |  |
| Challenging behaviour | Y |  | 🗸 |  |  |