

Job title: (Straight to test triage Colorectal Nurse)

Band: (6)

Department: (General Surgery)

Division: (Planned Care)



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Letter from Adam Sewell Jones, Chief Executive

Thank you for expressing an interest in working here at East and North Hertfordshire NHS Trust.

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this was demonstrated even more so during the unprecedented challenges brought about by the Covid-19 pandemic. Our ability to be flexible and innovative in the way in which we work and deliver our services to our catchment has never been more important than it is now.

We are a large acute Trust which operates across four sites; acute services are offered at the Lister Hospital; specialist cancer services at the Mount Vernon Cancer Centre (MVCC); and non-acute services offered at the New QEII and Hertford County hospitals. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister Hospital in Stevenage.

We are an organisation with a strong culture of positive values and our ambition is to provide high-quality, compassionate care to our community in all that we do, including patient experience, clinical outcomes, patient safety and financial sustainability.

We have many great people working for us doing all sorts of roles, ranging from porters to doctors, from administrators to nurses, and everything in between. But we all share one vision – we put our patients at the heart of everything we do.

We have recently partnered with the world-renowned Virginia Mason Institute in an exciting 3-year programme to create and embed a quality management system – our ENH Production System. Drawing on years of quality improvement and culture change experience, the ENH Production System will equip our teams to identify areas for improvement, make changes and measure impact – all with the patient at the centre.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue on our transformation journey. I hope very much, that after reading this pack, you will want to join us on that journey.

I wish you the best of luck in your application.



Adam Sewell-Jones
Chief Executive

Benefits

As a Trust employee, you can access a range of financial and non-financial benefits to support our staff in all aspects of their life.

Wellbeing:

- Get confidential advice and support on personal, work, family and relationship issues, 24/7, from our Employee Assistance Programme
- Offers and discounts at local gyms
- In-house Health at Work service with advice line and self-referral facility for staff as well as signposting and access to other support, such as weight management clinics and physiotherapy
- On site workplace pharmacy at Lister offering a minor ailment service, flu vaccinations, travel clinic, sexual health, smoking cessation and health check services
- Opportunity to discuss ideas, problems or concerns easily and anonymously with our Speak in Confidence service

Travel:

- Save up to 30% on a new bicycle through our Cycle to Work scheme
- Reduced staff car parking costs through our Car Sharing scheme
- Discounts on local buses and trains
- Competitive rates through our car lease scheme
- Inter-site transport minibus which includes shuttle to Stevenage Railway Station

Work/Life Balance:

- Pursue different interests with the security of employment on your return from your break of 3 months to 5 years with our Career Break scheme
- Generous annual leave with additional days awarded for long service
- A variety of different types of paid and unpaid leave covering emergency and planned leave, such as special leave/ emergency leave/carers leave, through our Special Leave policy
- A Retire and Return scheme, enabling you to draw your pension whilst continuing to work for us after a short break
- Options for flexible working to provide you with a healthy work/life balance such as part time working, term time only, compressed hours (subject to service requirements), and flexible work schedules

Financial:

- Discounts on restaurants, getaways, shopping, motoring, finance through a variety of providers
- Access to the NHS Pension Scheme, providing generous benefits upon retirement, as well as a lump sum and pension for dependants

Learning and Development

- Extensive range of learning and development opportunities, including coaching, for both clinical and non-clinical topics
- Access to our Grow Together scheme, ensuring that you have meaningful, quality conversations with your manager about what matters to you and your development
- We fully encourage our staff to develop to their full potential and are supportive of secondments, acting up opportunities and all learning and development activities.

Other:

- Local and Trust wide staff award schemes where staff are nominated and recognised by their colleagues and peers for their hard work
- Assistance in relocating for some staff with our Relocation Policy

Our vision, mission, and values

Our vision is:

“To be trusted to provide consistently outstanding care and exemplary service”

Our mission is:

Providing high-quality, compassionate care for our communities

Our values are:



We value the diversity and experience of our community, colleagues and partners, creating relationships and climates that provide an opportunity to share, collaborate and grow together



We create a safe environment where we are curious of the lived experience of others, seek out best practice and are open to listening and hearing new ideas and change



We are committed to consistently delivering excellent services and continuously looking to improve through a creative workforce that feels empowered to act in service of our shared purpose

Job description

Job title:	Straight to test triage Colorectal Nurse
Band:	6
Department:	General Surgery
Base:	Lister (You may be required to work on a permanent or temporary basis elsewhere within the Trust)
Responsible to:	Mr V Gupta – Consultant lead Colorectal Cancer Pathway Jackie Hayward - Macmillan Lead Colorectal CNS
Responsible for:	Colorectal Pathway

Job summary:

The post holder will work within the Colorectal Nursing team and alongside, Consultants, Contact Centre, Radiology teams and Multi-Disciplinary Team, leading on the 'Straight to Test' pathway. The post holder will be the first point of contact for people being referred to East & North Herts NHS Trust for suspected colorectal cancer and other suspected GI symptoms and diseases, undertaking a thorough clinical assessment, providing appropriate patient information and booking the patient direct to a diagnostic test or to an out-patient appointment.

Key working relationships:

Colorectal Nursing team; Endoscopy Staff; Matron, Nurse Practitioners, Nursing and Administration, Waiting List Manager, Multi-Disciplinary Team, Consultant Gastroenterologists and Surgeons, Contact Centre, Divisional management team, Specialist Nurses, GP Liaison and Health advocates.

Main responsibilities:

CLINICAL

1. Continual development of the process for STT (straight to test)
2. Conduct a telephone triage assessment.
3. Decide on the appropriate next step for the patient based on symptoms assessment and book the appointment directly.
4. Communicate with patients in order to properly prepare patients for their procedures and draw together feedback on the standard of service delivery.
5. Communicate effectively with all members of the multi-disciplinary team and colleagues in primary care including the referring GP.
6. As necessary respond to clinical incidents, and where appropriate compile an incident report.
7. Ensure compliance with best practice and NICE guidance in relation to patient pathways.
8. Promote patient participation in decision making and enable their informed choice of appointments in line with trust booking policy.
9. Undertake the necessary administration tasks associated with booking and scheduling appointments on Trust systems.
10. Ensure that clinic summary letters and diagnostic results are sent to GPs for those patients which are assessed by the post holder
11. Responsible for the effective management of patients referred by the Consultants for suspected GI cancers, symptoms and diseases.
12. To set up systems to provide cover for annual leave /sickness
13. Create a physical and psychological environment conducive to the provision of high quality care.
14. Recognise and respect the cultural and spiritual needs of others.

EDUCATION

1. Develop patient and staff information/education packages and undertake formal and informal in-house teaching within the Trust
2. Present outcome findings of the project to the Endoscopy User Group, Cancer Services and the Divisional Management Team.

MANAGEMENT

1. Ensure up-to-date records of all patients are triaged and maintain the confidentiality of these.
2. Ensures the department develops standards of care and auditing of these standards.
3. Support the Contact Centre in ensuring the cancer waiting times targets are met by reporting and maintaining waiting times data and flagging up potential breaches.
4. To oversee the supervision of a Patient Pathway Coordinator/administrator

RESEARCH / AUDIT

1. Plan, lead and develop the Straight to Test model including background research, thorough data collection and data analysis of key outcome measures, such as, waiting time from referral to test, diagnosis and treatment.
2. Write up as a professional study with results and recommendations.
3. Seek publication in collaboration with the Clinical and Divisional Leads
4. Monitor capacity and demand in diagnostics and out-patient slots liaising with the Endoscopy, Radiology and Contact Centre Management.
5. Lead on and undertake service audits e.g. appropriateness of referrals and feed this back to the Cancer Manager, GP referrals lead and CCG.
6. With the Contact Centre, conduct breach analysis in terms of potential breaches of the waiting times targets acting to avert delays to the patient pathway.
7. Develop the project and assist partner trusts and primary care colleagues in the roll out of the straight to test model.

PROFESSIONAL

1. Develop and maintain competencies in line with the NMC's Scope of Professional Practice and the Trust's competency framework
2. Be conversant with, and adhere to, the policies and procedures laid down by the Trust
3. Participate in inter-departmental and post basic training in order to maintain and develop skills
4. Be aware of and comply with, the standards laid down in the NMC's codes and guidelines
5. Maintain and produce evidence of registration with the NMC
6. Takes responsibilities for own personal professional development and continuing education.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the job holder.

Supplementary job description information:

Confidentiality

Each of us have a personal responsibility and liability under the Data Protection Act 2018 around the confidential nature of our jobs. Details of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

Health and Safety

You must take reasonable care of your own health and safety and that of other people who may be affected by acts of omission at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.

Sustainable Development

We recognise the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

- Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption
- Being a good community role model and supporter of the local economy
- Providing excellent value for money
- In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation. You recycle at home, we ask that you do the same simple things at work
- When you can, use public or inter-site transport, cycle between sites and claim for mileage
- Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust
- Always switch off lights, PCs and other electrical appliances when not in use
- Don't waste water

Safeguarding

You must have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

You must treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

Infection Control

You are expected to take individual responsibility to ensure working practice is safe.

Continuous Improvement

As part of our commitment to continuous improvement, we want to ensure that our culture and ways of working reflect and embed the philosophy and methodologies of our East and North Hertfordshire Production System (ENHPS). As a result, you may be invited to attend and complete relevant training and Kaizen (continuous improvement) events to support this commitment. Full attendance and completion of identified courses will be considered mandatory for this post.

Equality, Diversity and Inclusion

The organisations which make up Herts and West Essex Integrated Care System believe that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach, and creating a workforce which represents the diverse communities we serve is an important part of this.

We have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles

Each organisation with the Herts and West Essex Integrated Care System has agreed to include this statement on their job descriptions so that staff and job applicants are aware of this commitment. Staff are expected to be supportive of these principles and to demonstrate this in everything they do at work, regardless of their role.

You are required to always demonstrate behaviours which support our commitment to equality, diversity and inclusion, as detailed below, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

Review

These guidelines are provided to assist in the performance of the contract but are not a firm condition of the contract. The job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

Person specification

Requirements	Essential	Desirable
<p>Qualifications / Training</p> <p>Registered nurse on part 1 or part 12 of the NMC register.</p> <p>Evidence of professional development and commitment to lifelong learning. Ability to produce personal professional portfolio</p> <p>Teaching and assessing course</p> <p>Communication skills course</p>	<p>X</p> <p>x</p>	<p>X</p> <p>x</p>
<p>Previous Experience</p> <p>Colorectal Nursing significant ward/endoscopy</p> <p>Band 6 leadership</p>	<p>x</p>	<p>x</p>
<p>Skills</p> <p>Evidence of team management skills</p> <p>Utilisation of teaching skills</p> <p>Evidence of good communication skills</p> <p>Ability to direct and work within a team</p> <p>Strong leadership and motivational skills</p> <p>Sound organisational skills</p> <p>Computer literacy</p> <p>Flexibility and adaptability</p> <p>Ability to lead and manage change</p> <p>Evidence of involvement in audit</p> <p>Negotiation skills</p> <p>Compassionate skills</p> <p>Prioritise workload</p> <p>Nurse led clinic assessment</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

<p>Knowledge</p> <p>A good knowledge of Gastrointestinal conditions, treatments and procedures. Good understanding of professional nursing issues. Understanding of skill mix and workload patterns Awareness of health and safety legislation</p> <p>Awareness of clinical governance issues.</p> <p>Previous experience of triaging or undertaking of clinical assessment prior to surgery / procedures.</p>	<p>X X X X</p>	<p>X x</p>
<p>Other requirements</p> <p>Experience and evidence of engagement around equality, diversity and inclusion issues in relation to policy, service development and service delivery in respect of both services to users and the management of staff</p> <p>Role model our Trust values every day</p>	<p>x x</p>	