

**Adult Disabilities Services**  
**Herts County Council Community Learning Disability Nursing Service**

**JOB TITLE:** Specialist Nurse / Cancer screening Lead

**GRADE:** Band 7 Nursing Terms and conditions

**REPORTS TO:** Strategic Lead Nurse ADS

**DEPARTMENT:** Health Liaison Team -ACS

**ACCOUNTABLE TO:** Strategic Liaison Nurse Primary Care ADS

### **The Service**

The Specialist Nurse /cancer screening Lead is an integral part of the Community Learning Disability Services, which provides a specialist services for people with a learning disabilities. The post holder works across West Hertfordshire delivering bespoke training to service users and supporting health care providers within the speciality.

### **Purpose of the Job**

To lead the planning development and delivery of a specialist learning disabilities programme of education support to improve uptake in this hard to reach patient group.

To provide a leading training/education role for the ACS and support the development and delivery of personalised cancer screening awareness.

To develop, manage and monitor systematic and anecdotal evidence of delivery and screening uptake and present data evidencing impact.

To be accountable for delivering a quality service that is effective and efficient in line with the organisation's objectives and performance indicators

### **Main Areas of Responsibility**

- Ensure learning outcomes are congruent with the service business plan, and organisations values and principles
- Providing an appropriate climate that facilitate and promotes equitable learning opportunities

- Collaboratively work with other agents to create, promote and deliver learning opportunities
- Prioritise and coordinate the delivery of the cancer screening Programme to identified patients in West Herts in collaboration with ACS and HVCCG
- To lead on the planning design, delivery and evaluation of the cancer screening training packages incorporating up to date research and evidence-based practices.
- To provide expert and highly specialist knowledge, information and education within services and to stakeholders.
- To maintain links with other specialists and educators ensuring the delivery of an up to date educational programme, building upon expert levels of clinical competence.
- To contribute to ACS workforce planning and development
- To liaise with CCG's and ACS regarding any identified issues and support any safeguarding's identified.

### **Clinical Practice / Leadership**

- Provide leadership and direction in relation to the Cancer Screening uptake improvement, within the speciality to the service.
- Set targets, monitoring outcomes and adapt / develop the ongoing strategy for maintaining increased uptake levels
- Act as a specialist consultant in the development of learning opportunities and as clinical advisor for the community nursing service. providing expert professional, guidance and support
- Work under the direction of the Strategic Lead Nurse (ACS) to ensure best practice within CNLD nursing teams
- Actively participate in practice governance/development processes and quality assurance systems relating to cancer screening uptake that support effective clinical practice
- Act as a reflective practitioner at all time and as an effective role model to other practitioners

## **Research and Audit**

- Participate in research and support processes that translate research into current practice improving care delivery
- Evaluate and audit the quality and effectiveness of learning outcomes, programmes and activities
- To act as a resource in the development of evidence-based practice standards and care delivery
- To lead in evidence-based practice by presenting at seminars and study days.

## **Financial and Physical Resources**

To ensure effective and economic use of resources available

## **Personal and Professional Responsibilities**

- To work within the legal, ethical and professional requirements of the NMC Code of Professional Conduct and Scope of Professional Practice.
- To develop and sustain own knowledge, clinical skills and professional competence in accordance with professional requirements.
- To participate in regular supervision and performance management development and appraisal processes
- To maintain appropriate records and produce reports as requested in relation to the role.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

| CRITERIA  | ESSENTIAL   | DESIRABLE         |
|---|---|-------------------|
| <p><b>KNOWLEDGE, TRAINING AND EXPERIENCE:</b></p> <p>Academic qualifications</p> <ul style="list-style-type: none"> <li>• RNLD</li> </ul> <p>Additional areas of training through short courses</p> <ul style="list-style-type: none"> <li>• Degree with experience of post graduate level study or the equivalent experience</li> <li>• ENB 998/Mentorship</li> <li>• Teaching Qualification</li> </ul> <p>Membership of professional bodies</p> <ul style="list-style-type: none"> <li>• NMC</li> </ul>   | <p>E</p> <p>E</p> <p>E</p>                            | <p>D</p> <p>D</p> |
| <p><b>AREAS OF EXPERIENCE AND KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Management of staff in a multi-professional setting</li> <li>• Minimum of three years post registration experience</li> <li>• Community LD Experience</li> <li>• Ability to provide clinical supervision, appraisal, preceptorship and staff support methods.</li> <li>• Knowledge in current developments in learning disabilities care</li> <li>• Experience in team and/or project leadership/management</li> <li>• Presentation and/or teaching experience</li> <li>• Participation in governance and quality assurance programmes</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>D</p> <p>D</p> |

|   |   |                   |
|---|---|-------------------|
| <p><b>COMMUNICATION SKILLS</b></p> <ul style="list-style-type: none"> <li>• Recognises and reflects on barriers to effective communication, modifying communication in response</li> <li>• Keeps accurate and complete records and communication consistent with legislation, policies and procedures</li> <li>• Demonstrates interest and understanding around the value of cancer screening.</li> <li>• Demonstrate good verbal presentation/teaching skills</li> <li>• Ability to chair meetings effectively</li> <li>• Excellent communicator.</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>          |                   |
| <p><b>ANALYTICAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Demonstrate good decision making skills</li> <li>• Flexible and responsive approach to care</li> <li>• Knowledge and ability to positively manage change</li> <li>• Ability to produce reports eg related to complaints, investigations, SIs, audits etc</li> <li>• Able to manage a budget effectively</li> <li>• Ability to prioritise and manage risks/tasks</li> <li>• Experience of Audit &amp; Research</li> </ul>   | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>D</p> <p>D</p> |
| <p><b>DIVERSITY</b></p> <ul style="list-style-type: none"> <li>• Develop a culture that promotes equality and diversity</li> <li>• Shows respect and treats people with dignity with whom s/he</li> </ul>   | <p>E</p> <p>E</p>                                     |                   |

|   |             |  |
|---|-------------|--|
| <p>comes into contact with</p> <ul style="list-style-type: none"> <li>Recognises and reports behaviour that undermines equality and diversity</li> </ul>  | E           |  |
| <p><b>PHYSICAL EFFORT</b></p> <ul style="list-style-type: none"> <li>Flexibility to support service users both within the service area and utilisation of local communities</li> </ul>  | E           |  |
| <p><b>MENTAL EFFORT</b></p> <ul style="list-style-type: none"> <li>Commitment and self motivated</li> <li>Approachable</li> <li>Innovator</li> </ul>  | E<br>E<br>E |  |
| <p><b>EMOTIONAL EFFORT</b></p> <ul style="list-style-type: none"> <li>Good interpersonal skills to manage a range of emotions</li> <li>To be able to manage the project area</li> </ul>   | E<br>E      |  |
| <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>Enthusiastic and caring approach to working with stakeholders</li> <li>Demonstrate a positive value base to supporting people with a learning disability</li> <li>Able to travel to place of work</li> </ul> | E<br>E<br>E |  |

**NB: ALL INDICATORS SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW**

### **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of

their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

### **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

### **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)

### **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Services (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application forms are completed and returned as requested by the council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the council to retain a copy of the disclosure certificate within your personal file.

If you require an enhanced or standard DBS check, you must sign up to and maintain registration with the DBS Update Service whilst employed by the council (costs will be refunded by the council). In line with the requirements of the Update Service you will be required to maintain your personal information.

If you fail to disclose any caution, reprimand or conviction which is later identified on your criminal background check you will be subject to disciplinary action and the council has the right to suspend and ultimately dismiss you. The council will review your criminal background record periodically during your employment to identify any changes in circumstances that may be detrimental to your employment.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to an interview you will receive more information.