

Job description

Job title: Cervical Screening Health Educator

Reports to: Operationally: Project Manager
Clinically: Nurse Clinical Lead

Place of work: Various locations, Suffolk

Job Purpose

The main purpose of the role is to work as a team working towards increasing the uptake of cervical screening through our local engagement project.

The primary focus is to educate to change mindsets of patients and general practice to target increased uptake amongst specific groups including:

- Women who have never had a smear
- Women aged 25-49 – no smear in 4 years
- Women aged 50-64 - no smear in 6 years
- Deprivation
- LD and Mental health
- LGBT
- BAME

Main Duties & Responsibilities

The post holder will motivate and inspire by engaging staff and volunteers in the primary purpose of our project – delivering trustworthy information and education about cervical screening, barriers and its prevention.

You will work co-productively in initiating and achieving targets to support the Federation to achieve its overall mission as well as increasing the Federations influence and its expertise through developing new and existing relationships across Suffolk.

As a Cervical Screening Health Educator, you will develop the Federation's health engagement and outreach ambitions.

This will be achieved by:

- Conducting assessments and surveys to determine health education needs.
- Collaborating with health specialists and stakeholders to achieve sustainable results.
- Developing plans and policies toward achieving health education objectives, and monitoring the progress
- Work alongside the Communications Assistant in designing and distributing health education materials and aids, including pamphlets, notices, video, and audio clips, images, and posters.
- Facilitating health education events, workshops, conferences, and presentations.

- Working with the project team in promoting health education initiatives via press releases, media campaigns, social media platforms, and websites.
- Identifying strategic partnerships with organisations and stakeholders that promote health education.
- Providing staff, practices, community agencies, patients and various stakeholders with access to health education resources.

Specification

The successful candidate will be a registered cervical screening sample taker who will need to demonstrate their ability to manage their own workload whilst also working as part of a small team.

You will be a strong communicator, with the ability to build strong relationships with a wide range of stakeholders including local health influencers, community groups and GP surgeries across Suffolk.

Using an evidence-based approach we would hope you would share our passion for health engagement, health equality and accountability and how it can be evaluated.

Essential: Qualified nurse- 3 years post reg with a minimum of 2 years in primary care.

Qualified: smear taker

Desirable: experience in health promotion/ health education

Amending the job description: It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality: The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data Protection: The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies & Procedures: The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

General: The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

Health & Safety: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

Equal Opportunities Policy and Anti-Harassment: The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

Safeguarding Children: Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

Safeguarding Adults: Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.

Organisation Structure Chart

