



**THE NORTHERN IRELAND  
BOWEL CANCER SCREENING PROGRAMME  
QUALITY ASSURANCE STRUCTURE**

<b>Version</b>	<b>3</b>
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# Quality Assurance for the Bowel Cancer Screening Programme

## Core Purpose

To monitor, maintain and improve upon minimum standards of service, performance and quality across all elements of the bowel cancer screening programme.

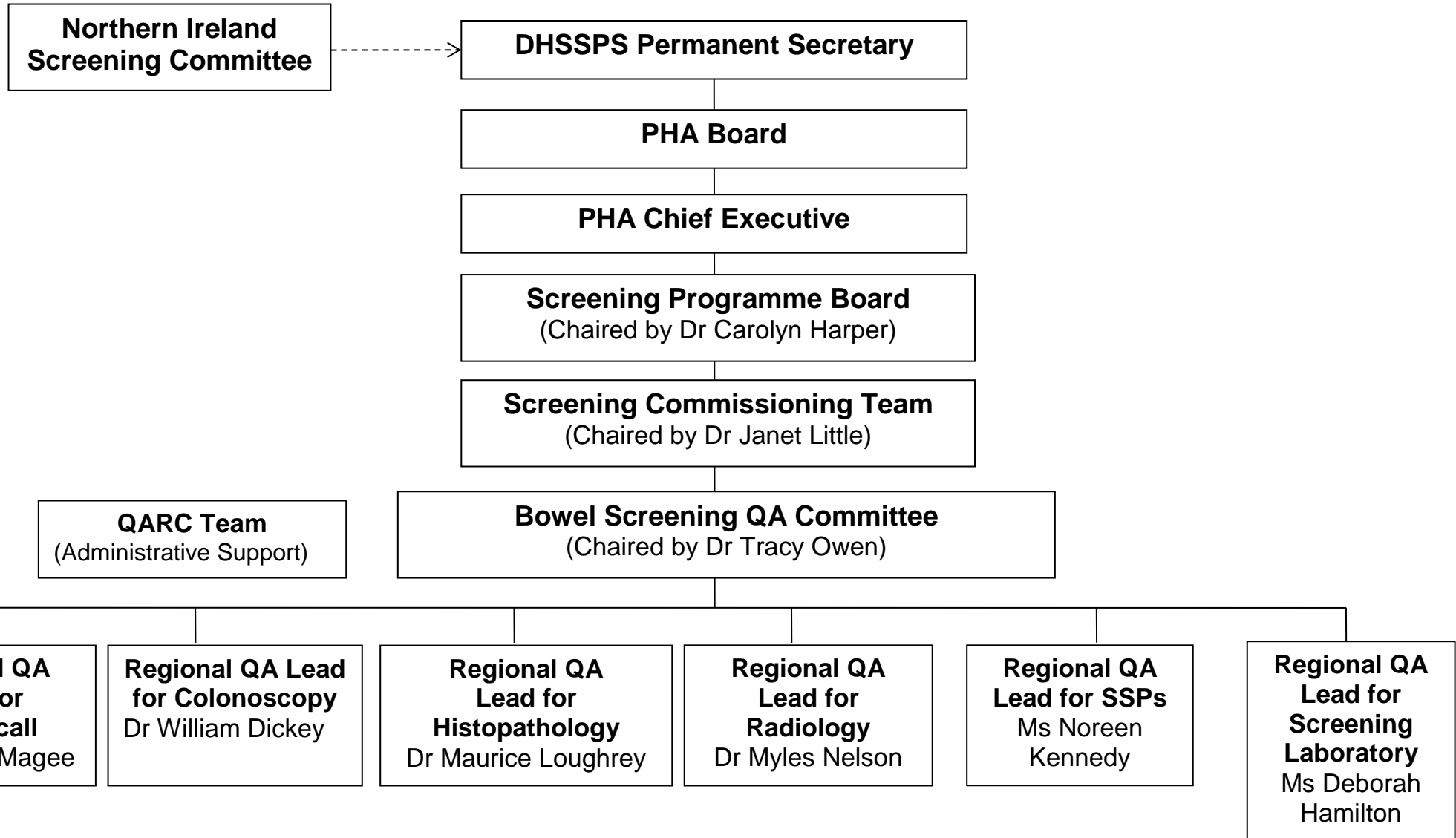
## Aims

1. To support both commissioners and providers in the specification, commissioning and delivery of the screening programme.
2. To act as a resource to provide specialist advice and expertise on the programme.
3. To coordinate QA activities between and within professions.
4. To monitor and review the performance and effectiveness of the QA mechanisms
  - a) Within the call recall centre
  - b) Within the screening laboratory
  - c) within the screening colonoscopy centres
  - d) within screening histopathology laboratories
5. To devise and operate robust monitoring arrangements and check that screening services are delivered to the highest levels of quality and safety.
6. To ensure that failsafe mechanisms are in place to prevent, or identify, any breakdown of systems or processes.
7. To monitor and report whether the screening services are delivered by appropriately trained and qualified staff, including:-
  - Provide advice about and encourage continued professional education for individuals within the programmes.
  - Facilitate close liaison between the essential components of the screening services particularly call recall, the screening laboratory screening colonoscopy centres and national training centres as appropriate.
8. To devise, implement and operate quality systems which:-
  - a) Maintain a multidisciplinary approach to QA
  - b) Include collection, review, validation and dissemination of data
  - c) Provide a programme of QA visits and their follow-up actions
  - d) Enable problems to be identified and responded to at an early stage and ensure action is taken by the appropriate individuals/organisations
  - e) Support the achievement of necessary changes.
9. To contribute to the development of national policy by identifying and promoting key areas of development, which are evidence-based.
10. To develop and implement effective communication systems, ensuring clear lines of communication through local, regional and national levels, and that relevant information is properly consulted upon and disseminated.

## **Essential Components of Quality Assurance**

- The Director of Public Health is accountable to the PHA for ensuring that robust QA structures and processes are in place and for the effective operation of a regional QA programme.
- The QA Director should be appointed and should be accountable to the Director of Public Health (DPH).
- The Programme Manager should be appointed to support the QA Director and manage the Quality Assurance Reference Centre staff.
- Professional QA Leads should be appointed by a formalised process with agreed job descriptions and fixed term contracts.
- A QA Team (consisting of members of the QA Committee) should be established and undertake regular QA visits as agreed with the DPH.
- The QA Director and Programme Manager should ensure that each maintains close links with the NHS Cancer Screening Programmes.
- Each of the Lead Professionals should attend their own national speciality group as and when appropriate
- Regular meetings of the QA Team should take place.
- Contribute to relevant national audits.
- Monitoring and involvement by all relevant professionals in audit and External Quality Assurance (EQA) activities.
- Regular monitoring of statistical returns should take place.
- Contribute to the resolution of screening incidents.
- Appropriate equipment monitoring should be overseen.

## Regional Quality Assurance Structure - Bowel Cancer Screening Programme



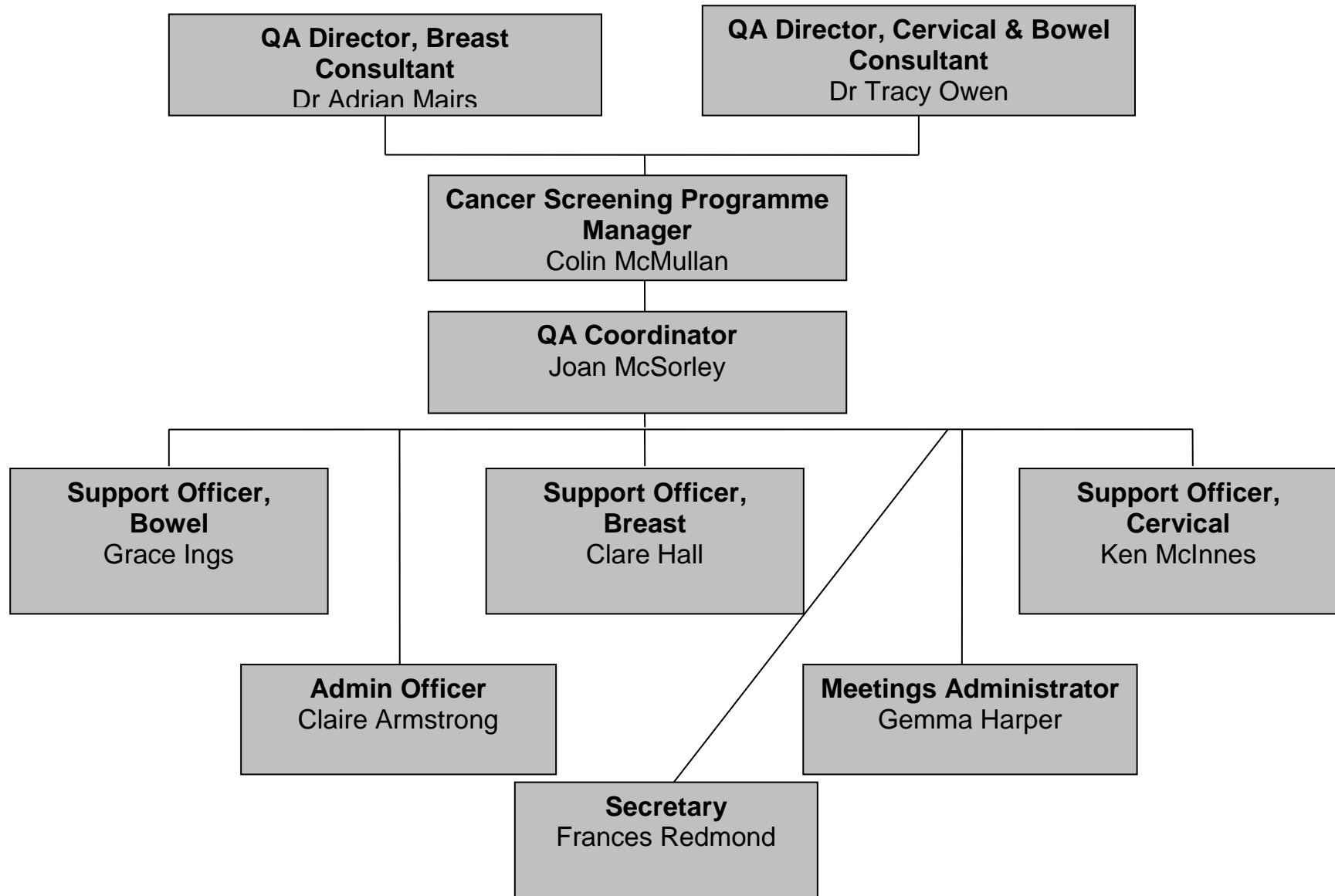
## **Key Role of the QA Reference Centre**

1. To support the QA Director in fulfilling his/her functions and role.
2. To maintain close liaison with and support key professionals within the service and professional QA Leads.
3. To organise QA Visits to all services within the screening programme
4. To establish links and liaise with associated bodies both regionally and nationally, e.g. the DHSS&PS, NI Cancer Registry and the NHS Bowel Cancer Screening Programme (NHSCSP).
5. To act as a focus for the collection, dissemination and storage of information, including audit data.
6. To organise, facilitate and follow up on regional QA meetings, (QA Committee and specialty Sub Groups) their action points from minutes and reports.
7. To work with local service providers in the development of protocols and in addressing local QA issues, as part of an integrated Quality Management System.

More specifically the QA Reference Centre undertakes the following tasks:-

- Review and report performance data against national standards
- Ensure responsibility for monitoring the implementation of change is delegated to the appropriate professional lead
- Collect, monitor and report on interval cancer data
- Disseminate performance information within agreed communication strategy.
- Represent Northern Ireland at national QA Group meetings
- Arrange all relevant seminars, conferences and education/training days
- Maintain a library of relevant national and local publications.
- Manage QA Budget.
- Produce relevant newsletters and leaflets.

## QARC TEAM – CANCER SCREENING PROGRAMMES



## **Remit and Membership of the Bowel Cancer Screening QA Committee**

### **Remit**

1. To assist the QA Director to carry out his/her functions.
2. To coordinate QA activities within the region.
3. To share information provided at national meetings and to agree its relevance locally.
4. To advise the Assistant Director for Service Development and Screening on issues affecting policy, strategic planning and quality assurance.
5. To regularly review QA statistics and information and take action where necessary.
6. To support the QA Director in the event of a quality failure within the service.
7. To support the QA Director in the development of local protocols.
8. To participate in QA Visits if required.

### **Membership**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. QA Director (Chair)           | – Dr Tracy Owen       |
| 2. Programme Manager             | – Mr Colin McMullan   |
| 3. Lead Colonoscopist            | – Dr William Dickey   |
| 4. Lead Radiologist              | – Dr Myles Nelson     |
| 5. Lead Histopathologist         | – Dr Maurice Loughrey |
| 6. Lead SSP                      | - Ms Susan Hughes     |
| 7. Screening Office Manager      | – Mrs Norma Magee     |
| 8. Lead for Screening Laboratory | – Dr Michael Ryan     |

### **Subgroups**

1. Colonoscopy
2. Histopathology
3. Radiology
4. SSPs



## **Remit and Membership of Regional QA Colonoscopy Sub Group**

### **Overall**

To advise the Colonoscopy QA Lead on all aspects of Colonoscopy in the Bowel Cancer Screening Programme.

### **Specific**

1. To give advice on the suitability of standards for the delivery of the colonoscopy service within the bowel cancer screening programme.
2. To give advice on the implementation of agreed standards.
3. To give advice on suitable colonoscopy audit programmes.
4. To give advice on training and educational requirements of all professional staff involved in colonoscopy.
5. To give advice on appropriate mechanisms of communication among all colonoscopists in Northern Ireland.
6. To give advice on the maintenance of a suitable dataset and its implementation.
7. To give advice on the relevant developments within the field of colonoscopy.

### **Membership**

1. Colonoscopy QA Lead (Chair)
2. Lead Colonoscopist from each Trust or a deputy
3. Histopathology QA Lead – as required
4. Radiology QA Lead – as required
5. Screening Laboratory QA Lead – as required
6. SSP QA Lead
7. Regional QA Director – as required
8. QARC Staff

## **Remit and Membership of Regional QA Histopathology Sub Group**

### **Overall**

To advise the Histopathology QA Lead on all QA aspects of histopathology as related to the Bowel Cancer Screening Programme.

### **Specific**

1. To give advice on suitability of standards for the delivery of the bowel cancer histopathology service within Northern Ireland.
2. To give advice on the implementation of agreed standards.
3. To give advice on suitable histopathology audit programmes.
4. To give advice on training and educational requirements of all histopathology laboratory staff involved in the bowel cancer screening programme.
5. To give advice on appropriate mechanisms of communication among all histopathology laboratories in Northern Ireland.
6. To give advice on the maintenance of the histopathology laboratory information system.
7. To give advice on the maintenance of a suitable dataset and its implementation.
8. To give advice on the relevant developments within the histopathology laboratory field.

### **Membership**

1. Histopathology QA Lead (Chair)
2. Lead Histopathologist from each Trust (all histopathologists will be invited)
3. Regional QA Director – as required
4. Other QA Leads – as required
5. QARC Staff

## **Remit and Membership of Regional QA Radiology Sub Group**

### **Overall**

To advise the Radiology QA Lead on all QA aspects of radiology as related to the Bowel Cancer Screening Programme.

### **Specific**

1. To give advice on suitability of standards for the delivery of the bowel cancer histopathology service within Northern Ireland.
2. To give advice on the implementation of agreed standards.
3. To give advice on suitable radiology audit programmes.
4. To give advice on training and educational requirements of all radiology staff involved in the bowel cancer screening programme.
5. To give advice on appropriate mechanisms of communication.
6. To give advice on the maintenance of a suitable dataset and its implementation.
7. To give advice on the relevant developments within radiology.

### **Membership**

1. Radiology QA Lead (Chair)
2. Lead Radiologist from each Trust (all radiologists will be invited)
3. Regional QA Director – as required
4. Other QA Leads – as required
5. QARC Staff

## **Remit and Membership of Regional SSP QA Sub Group**

### **Overall**

To advise the SSP QA Lead on all QA aspects of the specialist screening practitioner role as related to the Bowel Cancer Screening Programme.

### **Specific**

1. To give advice on the suitability of standards for the delivery of the bowel cancer SSP service within Northern Ireland.
2. To give advice on the implementation of agreed standards.
3. To give advice on suitable SSP audit programmes.
4. To give advice on training and educational requirements of all SSPs.
5. To give advice on appropriate mechanisms of communication.
6. To give advice on the maintenance of a suitable dataset and its implementation.
7. To give advice on developments relevant to SSPs.

### **Membership**

1. SSP QA Lead (Chair)
2. SSP representation from each Trust (all SSPs to be invited)
3. Regional QA Director – as required
4. Other QA Leads – as required
5. Call / Recall Manager (or deputy)
6. QARC Staff

## **Remit of the Regional QA Lead for Call and Recall**

### **Overall**

To advise the QA Director and the QA Committee on all aspects of the Call and Recall function in the Bowel Cancer Screening Programme

### **Specific**

1. To give advice on the suitability of standards for the call and recall service within the bowel screening programme.
2. To give advice on the implementation of agreed standards.
3. To give advice on suitable call and recall audit programmes.
4. To give advice on the maintenance of information on BSIM.
5. To give advice on any training needs that arise from changes to the BSIM system.
6. To give advice on any relevant developments within call and recall function.
7. To give assurance that appropriate failsafe measures are in place so that all of the eligible population will be invited for screening as appropriate.

## **Remit of the Regional QA Lead for Screening Laboratory**

### **Overall**

To advise the QA Director and the QA Committee on all aspects of the screening laboratory function in the Bowel Cancer Screening Programme

### **Specific**

1. To give advice on the suitability of standards for the screening laboratory service within the bowel cancer screening programme.
2. To give advice on the implementation of agreed standards.
3. To give advice on suitable screening laboratory audit programmes.
4. To give advice on training and educational requirements of all screening laboratory staff involved in the bowel cancer screening programme.
5. To give advice on the maintenance of a suitable dataset and its implementation.
6. To give advice on any relevant developments within the screening laboratory function.

## **Collaborative working with the Quality Assurance Reference Centre**

All QA Leads should work collaboratively with the Quality Assurance Reference Centre on all aspects of professional quality assurance.

1. Provide the QARC in a timely fashion with agendas, minutes and papers of national meetings attended.
2. Instruct QARC on the dissemination of relevant national papers, guidelines and publications.
3. Instruct QARC on the dissemination of information on relevant training courses.
4. The Chair of Quality Assurance Subgroup meetings should:
  - a. Liaise with the Meetings Administrator on dates, times and venues
  - b. Instruct on distribution of papers
  - c. Collaborate with Meetings Administrator to ensure action has been followed up
  - d. Approve minutes in a timely way.
5. Collaborate with the QARC on the organisation of regional Training Courses, Conferences, Seminars etc.
6. Liaise with the QARC Information Support Officer on the measurement of local statistics against national standards and coordinate action as required.

## **Regional Director of Quality Assurance for the Bowel Cancer Screening Programme**

**JOB TITLE:** Director of Quality Assurance, Bowel Cancer Screening Programme

**RESPONSIBLE TO:** Assistant Director of Service Development and Screening

**ACCOUNTABLE TO:** Assistant Director of Service Development and Screening

**APPOINTED BY:** Assistant Director of Service Development and Screening

### **JOB PURPOSE**

The post-holder will take the lead in the development of the Regional Quality Assurance Programme and will give advice to all the relevant agencies concerning the provision of a high quality and effective screening programme.

### **KEY TASKS**

1. To regularly monitor the quality of the programme against national standards and to take action when relevant.
2. In conjunction with the QA Leads, monitor the performance of the programme, units and individuals within the programme and to take action if appropriate.
3. To be aware of the national quality assurance requirements in relation to this Programme and to encourage and support the dissemination of good practice.
4. To work with all relevant persons or agencies to help ensure compliance with the service screening specifications and quality standards, thereby identifying any issues at an early stage.
5. To give advice to all relevant agencies on quality assurance standards and practice.
6. To give advice on training needs and opportunities for all staff involved in the Programme.
7. To give advice on the establishment of any relevant audit projects within the bowel cancer screening programmes.
8. To give advice on issues relating to both internal and external quality control for all elements of the screening programme.
9. To regularly attend national meetings and represent the views of the region.
10. To chair regular meetings of the Regional QA Committee.



## **NI BOWEL CANCER SCREENING PROGRAMME**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Quality Assurance Lead for Colonoscopy</b>
<b>Grade:</b>	Consultant
<b>Reports to:</b>	Lead Consultant in Public Health for Bowel Cancer Screening
<b>Responsible to:</b>	Assistant Director of Service Development and Screening
<b>Hours:</b>	1 PA per week (reimbursed pro-rata to employing Trust)

#### **Background**

The Public Health Agency has a number of key functions in relation to screening programmes, including:

- Leading the implementation of screening policy and the introduction of new, and improvement of existing, screening programmes and services.
- Ensuring the delivery of high quality, safe, effective and equitable screening programmes.
- Supporting continuous quality improvement through the implementation of standards, ongoing quality assurance and management, programme monitoring and evaluation.

The bowel cancer screening programme is a population based programme which aims to reduce deaths and ill health from bowel cancer. The screening programme commenced in Northern Ireland in April 2010 and is being rolled out on a phased basis. Screening is offered to all eligible men and women aged 60-71 via a home testing kit. Screening programmes are complex systems and require the cooperation and coordination of multiple stakeholders. For bowel cancer screening this includes the providers of the call/recall function, the screening laboratory, screening colonoscopy and histopathology services.

Quality assurance (QA) is a fundamental part of all cancer screening programmes. Its aims are to maintain minimum standards and to continuously improve performance, ensuring the benefits of screening outweigh any harms. The Quality Assurance Reference Centre (QARC) within the Public Health Agency is responsible for supporting the commissioning and QA of the breast, cervical and bowel cancer screening programmes. Each screening programme is led by a Consultant in Public Health Medicine/QA Director. Support staff within the QARC team include a programme manager, QA coordinator, data support officers and administrative staff.

It is now intended to establish a structure of professional leads for the bowel cancer screening programme to support the QA and commissioning processes, in line with the arrangements in place for the breast and cervical screening programmes.

## **JOB SUMMARY**

The post holder will provide a lead role in the coordination of quality assurance activities for colonoscopy professionals in the bowel cancer screening programme in Northern Ireland and provide professional advice to the Public Health Agency on issues relevant to the commissioning of the screening programme.

## **KEY RESPONSIBILITIES**

1. Advise the Lead Consultant in Public Health on the performance of the programme, units and individuals in relation to screening colonoscopy, with due regard to confidentiality.
2. Support, investigate and advise screening colonoscopy units on all aspects of colonoscopy under-performance.
3. Provide commissioners with advice on colonoscopy quality assurance.
4. Take the lead in communicating all relevant colonoscopy data and information to colleagues, specifically in relation to national standards, equipment development and best practice.
5. Co-ordinate the implementation of national guidelines for the profession and the development of written protocols for colonoscopy assessment.
6. Coordinate the review of interval cancers
7. Participate in quality assurance visits, or nominate a substitute where appropriate.
8. Participate in national and local audits as appropriate.
9. Coordinate the implementation of discipline specific follow-up actions arising from QA visits.
10. Encourage and monitor participation in QA schemes.
11. Encourage continuous professional development
12. Promote research and development within the programme.
13. Convene/chair the regional colonoscopy QA group meetings.
14. Be a contributing member of the BCSP QA Committee.

15. Work collaboratively with the QARC on all aspects of professional quality assurance.
16. Co-ordinate discussions on all aspects of professional quality assurance with other professional coordinating groups as appropriate.
17. Represent the views of the profession at regional and national quality assurance meetings and report back.
18. Contribute to the BCSP annual activity report on all QA issues relating to colonoscopy.
19. Provide advice and guidance to the QARC when Serious Adverse Incidents are identified.
20. Undertake an annual review of performance with the Lead Consultant in Public Health.

• **PERSONNEL SPECIFICATION**

<b>Eligibility</b>	Applicants must be a consultant colonoscopist working within a Trust that has commenced or will be implementing the Bowel Cancer Screening Programme in Northern Ireland.
<b>Experience</b>	Substantial experience in the delivery of colonoscopy services and active involvement with quality improvement or service development. Working knowledge of the NI Bowel Cancer Screening Programme. Currently provides colonoscopy services to the NI Bowel Cancer Screening Programme or is expected to once the programme commences.
<b>Skills and attributes</b>	Excellent communication skills Excellent interpersonal skills Leadership Ability to command the respect of their professional colleagues in Northern Ireland Change management Ability to work as part of a multiprofessional team Committee chairmanship Ability to express ideas formally in documents and reports Analytical skills Negotiation skills Motivation skills Organised and systematic
<b>Knowledge</b>	NI Bowel Cancer Screening Programme Peer review processes Continuing professional development Professional audit Relevant professional and quality standards relating to bowel cancer screening
<b>Attitudes</b>	Commitment to the aims of the NI Bowel Cancer Screening Programme Enthusiastic and motivated Display tact and diplomacy when dealing with all stakeholders, including the media and the public. Maintains a high level of confidentiality
<b>Period of appointment</b>	2 years with the possibility of extension

## **NI BOWEL CANCER SCREENING PROGRAMME**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Quality Assurance Lead for Histopathology</b>
<b>Grade:</b>	Consultant
<b>Reports to:</b>	Lead Consultant in Public Health for Bowel Cancer Screening
<b>Responsible to:</b>	Assistant Director of Service Development and Screening
<b>Hours:</b>	1 PA per week (reimbursed pro-rata to employing Trust)

#### **Background**

The Public Health Agency has a number of key functions in relation to screening programmes, including:

- Leading the implementation of screening policy and the introduction of new, and improvement of existing, screening programmes and services.
- Ensuring the delivery of high quality, safe, effective and equitable screening programmes.
- Supporting continuous quality improvement through the implementation of standards, ongoing quality assurance and management, programme monitoring and evaluation.

The bowel cancer screening programme is a population based programme which aims to reduce deaths and ill health from bowel cancer. The screening programme commenced in Northern Ireland in April 2010 and is being rolled out on a phased basis. Screening is offered to all eligible men and women aged 60-71 via a home testing kit. Screening programmes are complex systems and require the cooperation and coordination of multiple stakeholders. For bowel cancer screening this includes the providers of the call/recall function, the screening laboratory, screening colonoscopy and histopathology services.

Quality assurance (QA) is a fundamental part of all cancer screening programmes. Its aims are to maintain minimum standards and to continuously improve performance, ensuring the benefits of screening outweigh any harms. The Quality Assurance Reference Centre (QARC) within the Public Health Agency is responsible for supporting the commissioning and QA of the breast, cervical and bowel cancer screening programmes. Each screening programme is led by a Consultant in Public Health Medicine/QA Director.

Support staff within the QARC team include a programme manager, QA coordinator, data support officers and administrative staff.

It is now intended to establish a structure of professional leads for the bowel cancer screening programme to support the QA and commissioning processes, in line with the arrangements in place for the breast and cervical screening programmes.

## **JOB SUMMARY**

The post holder will provide a lead role in the coordination of quality assurance activities for the histopathology profession in the bowel cancer screening programme in Northern Ireland and provide professional advice to the Public Health Agency on issues relevant to the commissioning of the screening programme.

## **KEY RESPONSIBILITIES**

1. Advise the Lead Consultant in Public Health on the performance of the programme, units and individuals in relation to histopathology, with due regard to confidentiality.
2. Support, investigate and advise screening units on all aspects of histopathology under-performance.
3. Provide commissioners with advice on histopathology quality assurance.
4. Take the lead in communicating all relevant histopathology data and information to colleagues, specifically in relation to national standards, EQA schemes, audits, guidelines and best practice.
5. Co-ordinate the implementation of national guidelines for the profession.
6. Identify areas of diagnostic difficulty, reviewing published guidelines and coordinating the compilation of regional protocols.
7. Participate in quality assurance visits, or nominate a substitute where appropriate.
8. Participate in national audits as appropriate and provide support to other QA professional leads in fulfilling their roles.
9. Coordinate the implementation of discipline specific follow-up actions arising from QA visits.
10. Encourage and monitor participation in QA schemes.
11. Encourage continuous professional development
12. Promote research and development within the programme.
13. Convene/chair the regional histopathology QA group meetings.
14. Be a contributing member of the BCSP QA Committee.

15. Work collaboratively with the QARC on all aspects of professional quality assurance.
16. Co-ordinate discussions on all aspects of professional quality assurance with other professional coordinating groups as appropriate.
17. Represent the views of the profession at regional and national quality assurance meetings and report back.
18. Contribute to the BCSP annual activity report on all QA issues relating to histopathology.
19. Provide advice and guidance to the QARC when Serious Adverse Incidents are identified.
20. Undertake an annual review of performance with the Lead Consultant in Public Health.

## PERSONNEL SPECIFICATION

<b>Eligibility</b>	Applicants must be a consultant pathologist working within a Trust that has commenced or will be implementing the bowel cancer screening programme in Northern Ireland.
<b>Experience</b>	Substantial experience in the delivery of histopathology services. Active involvement in quality improvement or service development. Working knowledge of the NI Bowel Cancer Screening Programme. Currently provides pathology services to the NI Bowel Cancer Screening Programme or is expected to once the programme commences.
<b>Skills and attributes</b>	Excellent communication skills Excellent interpersonal skills Leadership Ability to command the respect of their professional colleagues in Northern Ireland Change management Ability to work as part of a multiprofessional team Committee chairmanship Ability to express ideas formally in documents and reports Analytical skills Negotiation skills Motivation skills Organised and systematic
<b>Knowledge</b>	NI Bowel Cancer Screening Programme Peer review processes Continuing professional development Professional audit Relevant professional and quality standards relating to bowel cancer screening
<b>Attitudes</b>	Commitment to the aims of the NI Bowel Cancer Screening Programme Enthusiastic and motivated. Display tact and diplomacy when dealing with all stakeholders, including the media and the public. Maintains a high level of confidentiality
<b>Period of appointment</b>	2 years with the possibility of extension



## **NI BOWEL CANCER SCREENING PROGRAMME**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Quality Assurance Lead for Radiology</b>
<b>Grade:</b>	Consultant
<b>Reports to:</b>	Lead Consultant in Public Health for Bowel Cancer Screening
<b>Responsible to:</b>	Assistant Director of Service Development and Screening
<b>Hours:</b>	0.5 PA per week (reimbursed pro-rata to employing Trust)

#### **Background**

The Public Health Agency has a number of key functions in relation to screening programmes, including:

- Leading the implementation of screening policy and the introduction of new, and improvement of existing, screening programmes and services.
- Ensuring the delivery of high quality, safe, effective and equitable screening programmes.
- Supporting continuous quality improvement through the implementation of standards, ongoing quality assurance and management, programme monitoring and evaluation.

The bowel cancer screening programme is a population based programme which aims to reduce deaths and ill health from bowel cancer. The screening programme commenced in Northern Ireland in April 2010 and is being rolled out on a phased basis. Screening is offered to all eligible men and women aged 60-71 via a home testing kit. Screening programmes are complex systems and require the cooperation and coordination of multiple stakeholders. For bowel cancer screening this includes the providers of the call/recall function, the screening laboratory, screening colonoscopy and histopathology services.

Quality assurance (QA) is a fundamental part of all cancer screening programmes. Its aims are to maintain minimum standards and to continuously improve performance, ensuring the benefits of screening outweigh any harms. The Quality Assurance Reference Centre (QARC) within the Public Health Agency is responsible for supporting the commissioning and QA of the breast, cervical and bowel cancer screening programmes. Each screening programme is led by a Consultant in Public Health Medicine/QA Director.

Support staff within the QARC team include a programme manager, QA coordinator, data support officers and administrative staff.

It is now intended to establish a structure of professional leads for the bowel cancer screening programme to support the QA and commissioning processes, in line with the arrangements in place for the breast and cervical screening programmes.

## **JOB SUMMARY**

The post holder will provide a lead role in the coordination of quality assurance activities for the radiology profession in the bowel cancer screening programme in Northern Ireland and provide professional advice to the Public Health Agency on issues relevant to the commissioning of the screening programme.

## **KEY RESPONSIBILITIES**

1. Advise the Lead Consultant in Public Health on the performance of the programme, units and individuals in relation to radiology, with due regard to confidentiality.
2. Support, investigate and advise screening units on all aspects of radiology under-performance.
3. Provide commissioners with advice on radiology quality assurance.
4. Take the lead in communicating all relevant radiology data and information to colleagues, specifically in relation to national standards, audits, guidelines and best practice.
5. Co-ordinate the implementation of national guidelines for the profession.
6. Participate in quality assurance visits, or nominate a substitute where appropriate.
7. Participate in national audits as appropriate and provide support to other QA professional leads in fulfilling their roles.
8. Coordinate the implementation of discipline specific follow-up actions arising from QA visits.
9. Encourage and monitor participation in QA schemes.
10. Encourage continuous professional development
11. Promote research and development within the programme.
12. Convene/chair the regional radiology QA group meetings.
13. Be a contributing member of the BCSP QA Committee.
14. Work collaboratively with the QARC on all aspects of professional quality assurance.

15. Co-ordinate discussions on all aspects of professional quality assurance with other professional coordinating groups as appropriate.
16. Represent the views of the profession at regional and national quality assurance meetings and report back.
17. Contribute to the BCSP annual activity report on all QA issues relating to radiology.
18. Provide advice and guidance to the QARC when Serious Adverse Incidents are identified.
19. Undertake an annual review of performance with the Lead Consultant in Public Health.

## PERSONNEL SPECIFICATION

<b>Eligibility</b>	Applicants must be a consultant radiologist working within a Trust that has commenced or will be implementing the Bowel Cancer Screening Programme in Northern Ireland.
<b>Experience</b>	Substantial experience in the delivery of radiology services. Active involvement in quality improvement or service development. Working knowledge of the NI Bowel Cancer Screening Programme. Currently provides radiology services to the NI Bowel Cancer Screening Programme or is expected to once the programme commences.
<b>Skills and attributes</b>	Excellent communication skills Excellent interpersonal skills Leadership Ability to command the respect of their professional colleagues in Northern Ireland Change management Ability to work as part of a multiprofessional team Committee chairmanship Ability to express ideas formally in documents and reports Analytical skills Negotiation skills Motivation skills Organised and systematic
<b>Knowledge</b>	NI Bowel Cancer Screening Programme Peer review processes Continuing professional development Professional audit Relevant professional and quality standards relating to bowel cancer screening
<b>Attitudes</b>	Commitment to the aims of the NI Bowel Cancer Screening Programme Enthusiastic and motivated. Display tact and diplomacy when dealing with all stakeholders, including the media and the public. Maintains a high level of confidentiality
<b>Period of appointment</b>	2 years with the possibility of extension

## **NI BOWEL CANCER SCREENING PROGRAMME**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Quality Assurance Lead for Nursing/Specialist Screening Practitioners</b>
<b>Band:</b>	Band 6
<b>Reports to:</b>	Lead Consultant in Public Health for Bowel Cancer Screening
<b>Responsible to:</b>	Assistant Director of Service Development and Screening
<b>Hours:</b>	4 hours per week (reimbursed to employing Trust)

#### **Background**

The Public Health Agency has a number of key functions in relation to screening programmes, including:

- Leading the implementation of screening policy and the introduction of new, and improvement of existing, screening programmes and services.
- Ensuring the delivery of high quality, safe, effective and equitable screening programmes.
- Supporting continuous quality improvement through the implementation of standards, ongoing quality assurance and management, programme monitoring and evaluation.

The bowel cancer screening programme is a population based programme which aims to reduce deaths and ill health from bowel cancer. The screening programme commenced in Northern Ireland in April 2010 and is being rolled out on a phased basis. Screening is offered to all eligible men and women aged 60-71 via a home testing kit. Screening programmes are complex systems and require the cooperation and coordination of multiple stakeholders. For bowel cancer screening this includes the providers of the call/recall function, the screening laboratory, screening colonoscopy and histopathology services.

Quality assurance (QA) is a fundamental part of all cancer screening programmes. Its aims are to maintain minimum standards and to continuously improve performance, ensuring the benefits of screening outweigh any harms. The Quality Assurance Reference Centre (QARC) within the Public Health Agency is responsible for supporting the commissioning and QA of the breast, cervical and bowel cancer screening programmes. Each screening programme is led by a Consultant in Public Health Medicine/QA Director.

Support staff within the QARC team include a programme manager, QA coordinator, data support officers and administrative staff.

It is now intended to establish a structure of professional leads for the bowel cancer screening programme to support the QA and commissioning processes, in line with the arrangements in place for the breast and cervical screening programmes.

## **JOB SUMMARY**

The post holder will provide a lead role in the coordination of quality assurance activities for the nursing profession in the bowel cancer screening programme in Northern Ireland and provide professional advice to the Public Health Agency on issues relevant to the commissioning of the screening programme.

## **KEY RESPONSIBILITIES**

1. Advise the Lead Consultant in Public Health on the performance of the programme, units and individuals in relation to nursing, with due regard to confidentiality.
2. Support, investigate and advise colonoscopy screening units on all aspects of nursing under-performance.
3. Provide commissioners with advice on nursing quality assurance.
4. Take the lead in communicating all relevant nursing data and information to colleagues, specifically in relation to national standards, audits, surveys and best practice.
5. Co-ordinate the implementation of national guidelines for the profession.
6. Coordinate and encourage the conducting of regional audits, surveys (including patient satisfaction), focus groups and the compilation of regional protocols.
7. Participate in quality assurance visits, or nominate a substitute where appropriate.
8. Participate in national audits as appropriate.
9. Coordinate the implementation of discipline specific follow-up actions arising from QA visits.
10. Encourage and monitor participation in QA schemes.
11. Encourage continuous professional development
12. Promote research and development within the programme.
13. Convene/chair the regional nursing QA group meetings.
14. Be a contributing member of the BCSP QA Committee.
15. Work collaboratively with the QARC on all aspects of professional quality assurance.

16. Co-ordinate discussions on all aspects of professional quality assurance with other professional coordinating groups as appropriate.
17. Represent the views of the profession at regional and national quality assurance meetings and report back.
18. Contribute to the BCSP annual activity report on all QA issues relating to Specialist Screening Practitioners.
19. Provide advice and guidance to the QARC when Serious Adverse Incidents are identified.
20. Undertake an annual review of performance with the Lead Consultant in Public Health.

## PERSONNEL SPECIFICATION

<b>Eligibility</b>	Applicants must be a senior nursing professional/Specialist Screening Practitioner (SSP) working within the Bowel Cancer Screening Programme in Northern Ireland.
<b>Experience</b>	Substantial experience in the delivery of services and active involvement with quality improvement or service development.
<b>Skills and attributes</b>	<p>Excellent communication skills            Excellent interpersonal skills            Leadership            Ability to command the respect of their professional colleagues in Northern Ireland            Change management            Ability to work as part of a multiprofessional team            Committee chairmanship            Ability to express ideas formally in documents and reports            Analytical skills            Negotiation skills            Motivation skills            Organised and systematic</p>
<b>Knowledge</b>	<p>NI Bowel Cancer Screening Programme            Peer review processes            Continuing professional development            Professional audit            Relevant professional and quality standards relating to bowel cancer screening</p>
<b>Attitudes</b>	<p>Commitment to the aims of the NI Bowel Cancer Screening Programme            Enthusiastic and motivated            Display tact and diplomacy when dealing with all stakeholders, including the media and the public.            Maintains a high level of confidentiality</p>
<b>Period of appointment</b>	2 years with the possibility of extension