

TEMPLATE

Competency list for CNS performing Colorectal Telephone Assessment Clinics (TAC)

It is recommended that any CNS performing Colorectal TAC will be at least an experienced Band 7 CNS with relevant experience in Gastroenterology or Colorectal with the following skills. These skills could be assessed in-house or via a formal academic module such as the advanced assessment skills for non-medical practitioners which is designed to enable experienced practitioners to acquire additional systematic and structured history taking assessment and physical examination skills, in order to integrate advanced assessment findings into clinical decision making.

A disease specific qualification is also recommended such as a GI diseases or Colorectal cancer course

Any CNS performing Colorectal TAC should carry out at least two 'pilot' clinics with a Consultant colleague assessing the decision making and outcomes in conjunction with the agreed departmental Colorectal TAC protocol, before running clinics independently.

Basic Level – Band 7

1. Knowledge of colorectal cancer pathways including 2ww and 18ww routes
2. Knowledge and understanding of primary care referral processes
3. Understanding and knowledge of colorectal cancer symptoms and colorectal diseases / pathology
4. Understanding and knowledge of other common gastroenterology and colorectal symptoms / conditions / disease processes.
5. **Excellent communication skills especially the ability to assess patients over the telephone using advanced listening skills**
6. History taking and physical assessment skills
7. Knowledge and understanding of GI Endoscopy procedures especially Colonoscopy including advanced knowledge of the procedures, and bowel preparation procedures
8. Knowledge of other diagnostic tests with in the Trust – eg CT Colonography
9. The ability to consent a patient for a GI endoscopy procedure
10. Advanced knowledge of the IT and referral systems used for booking patients via the TAC
11. Advanced clinical decision making skills involving the patient's informed choices
12. Able to respond to unexpected disruptions
13. Able to collect basic data sets and understand how to use this data to develop the TAC service – audit
14. Ability to present TAC outcomes at local and national level
15. Communicate effectively with all members of the multi-disciplinary team and colleagues in primary care including the referring GP.
16. Able to clearly dictate summary letters to the patients and GP
17. Develop patient and staff information/education packages and undertake formal and informal in-house teaching

Advanced Level – Band 8a

18. Ability to perform upper and lower GI endoscopy.
19. Non Medical prescriber
20. Asses patients results and facilitate ongoing investigations or appointments or refer back to GP if appropriate
21. Lead on the 'Straight to Test' for Colorectal within the Trust – Service development skills