

**JOB DESCRIPTION**

**MEDICINE AND EMERGENCY CARE (MEC) DIVISION**

**DIRECTORATE OF DIGESTIVE DISEASES**

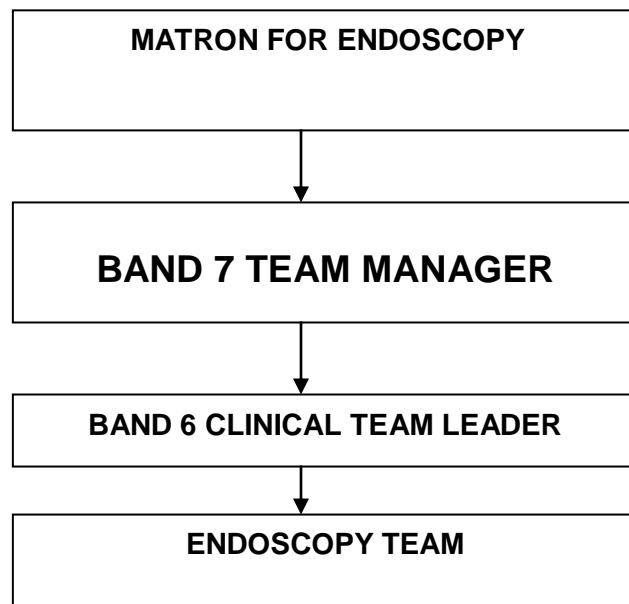
**JOB TITLE: BAND 7 ENDOSCOPY UNIT MANAGER**

**BASE: ELHT ENDOSCOPY BGTH CDC and Preassessment manager**

**REPORTS TO: MATRON FOR ENDOSCOPY**

**RESPONSIBLE TO: MATRON FOR ENDOSCOPY ENDOSCOPY**

**Organisation Chart**



## **Job Summary**

Function as the Team Manager for the Endoscopy Units at ELHT including the preassessment team. Responsibilities to include HR management, sickness/absence management, rostering, clinical duties and budgetary management.

A highly visible and accessible leadership approach will be expected.

The job role includes across site and working from home.

Engagement with the wider Trust agenda and attendance at divisional and directorate meetings will be vital as a key member of the leadership team.

Ensuring excellent communication between the management and wider team within the department, whilst maintaining professional boundaries.

As part of the team you will monitor and deliver consistently high standards of clinical and customer care in line with Trust and JAG requirements.

Lead the clinical nursing and clerical team including practice education facilitator, supporting them in resolving clinical and operational issues on a daily basis.

Improve clinical care standards, ensuring that the fundamentals of care are delivered as per National and Local policies and procedures.

Ensure patients are treated with privacy, dignity and respect and adhere to Trust values.

Ensure support services meet agreed standards and provide a clean environment for care.

Ensure best practice in clinical services through evidence based care.

Ensure efficiency and effectiveness in the use of all resources.

Driving change and improvement strategies.

Deputising for the endoscopy matron and operational manager and working in conjunction with the wider endoscopy services.

PLEASE NOTE- If the post holder does not have specific endoscopy experience they will be expected to undertake the required clinical training within the department.

## **MAIN DUTIES:**

- **DESCRIBE MAIN DUTIES OF THE JOB**

1. To provide leadership within the designated the Endoscopy team and support the design and delivery of clinical and non clinical services within them.
2. Have daily contact with the team to assess and respond to clinical priorities and patient and staff concerns.
3. Demonstrate a commitment to patient centred values and patient safety.
4. Ensure all team members develop effective working relationships with the multi disciplinary team within endoscopy and the wider hospital to enhance the effectiveness of patient care and the efficiency of patient pathways.
5. Responsible for achieving consistency of care standards within sphere of control, delivering safe and high quality care for all patients.
6. Accountable for achieving rigorous adherence to infection control safety practices including hand hygiene and standard safety precautions.
7. Act as a clinically credible role model. Maintain clinical knowledge and competence as appropriate. Act as a resource for the direct support and guidance of staff.
8. Investigate complaints and incidents in accordance with trust policies. Provide appropriate responses and reports.

9. Ensure that the physical environment promotes a positive image, clean, tidy and uncluttered.
10. Responsible for standards of cleanliness in their clinical area.
11. When standards are not met, responsible for escalating to the Operational Manager and managing the situation to drive forwards best practice.
12. Ensure that all staff are aware of their responsibility for ensuring that cleanliness standards are maintained throughout their shift.
13. Responsible for the establishment of a safe working environment for patients and staff.
14. Responsible for the maintenance and safe custody of appropriate documentation i.e. care plans, theatre registers, implant records, IT systems.
15. Support the endoscopy Matron with evidence submission, visits and inspections from JAG

- **COMMUNICATION:**

1. Communicate clearly by actively listening and responding to what people are saying.
2. Check information from other people and check its accuracy
3. Support the team to access help they may require to achieve this.
4. Ensure confidentiality at all times. Employees of the Trust must not without prior permission disclose any information regarding patients or staff except to authorised bodies or individuals acting in an official capacity.
5. Act at all times within the confines of the Trust policies and procedures.
6. Maintain and support self and staff mental well being throughout the unpredictable environment.
7. Manage the emotional support mechanisms required for all staff and visitors in the unpredictable care environment.

- **TRAINING AND DEVELOPMENT:**

1. Demonstrate a systematic approach to staff development, ensuring that staff are appraised annually and their objectives reflect organisational and professional requirements.
2. Provide structured support to team members to access personal development programmes as identified through PDR.

3. Work with the Clinical Educator to ensure a learning environment suitable for the education of nursing and other students and for the ongoing development of all grades of existing staff.
4. Ensure attendance at all Mandatory training for both self and team members.
5. Take responsibility for ensuring own personal development needs are identified and met.

• **ORGANISATIONAL RESPONSIBILITIES:**

1. Support the Senior leadership team in managing activity and achieving a balanced budget position.
2. Responsible for the effective use and maintenance of all physical assets within the Endoscopy department.
3. Co-ordinate Endoscopy utilisation and ensure optimum use of the sessions on a daily basis.
4. Working with the Senior leadership team to identify strategic objectives for the teams.
5. Working in conjunction with the endoscopy senior leadership team to develop annual service plans for the units in line with corporate, divisional and directorate objectives.
6. In liaison with the team within Endoscopy, support the Operational manager in creating a partnership for policy development and implementation.
7. Support effective processes for monitoring and managing elective and emergency activity, identifying when performance falls below set standards and take corrective action.
8. Working with the Senior leadership team to review utilisation data and develop operational practices to maximise efficiencies.
9. Work with the Senior leadership team to support the team in implementing and monitoring clinical governance processes to deliver continuous quality improvement focusing on fundamentals of care using agreed benchmarks.
10. Support the Senior leadership team in implementing the Directorate Quality and Risk Management plan. Be proactive in supporting teams to identify and manage clinical and no clinical risk.
11. With the Operational manager and Endoscopy matron be responsible for monitoring clinical and non clinical performance standards, reporting back at regular performance monitoring forums.
12. Support the Senior leadership team in developing and implementing an ongoing programme of clinical and organisational audit to improve performance against agreed standards and competencies.
13. Encourage and promote an innovative and research based approach to service improvement

- **PROFESSIONAL RESPONSIBILITIES:**

1. Act as an Ambassador for the Trust. Oversee standards of behaviour and customer care so that patients, visitors and staff have a positive impression, feel confident in the professionalism of staff and feel that they are respected.
2. Comply with the NMC/ HPC codes of conduct.
3. Ensure that personal actions and conduct comply with Trust safety policies, procedures and guidelines.
4. Promote the equality, diversity and rights of patients, visitors and colleagues.

*Post holders are expected to work flexibly within their pay band.  
Post holders may be expected to carry out relevant additional duties not listed on this job description, providing the person is deemed safe and competent to do so.*

## Person Specification

**POST TITLE:** Sister/Charge Nurse      **BAND:** 7  
**DEPARTMENT:** Endoscopy Unit RBH

<b>FACTORS</b>	<b>Essential</b>	<b>Desirable</b>
2. Education / Qualifications	<p>First Level Registered Nurse</p> <p>Evidence of continuing education and development.</p>	<p>Management qualification</p> <p>Degree or equivalent qualification in healthcare related subject</p> <p>Teaching and assessing Qualification/ Mentorship Qualification</p> <p>Gastrointestinal Endoscopy or related procedures course</p>
3. Previous Experience	<p>Substantial recent experience working at a senior nurse level in an acute environment.</p> <p>Experience of leading/managing a team</p> <p>Previous demonstrable experience in health and safety and risk management.</p> <p>Experienced in staff appraisal/sickness absence/HR management and rostering.</p>	<p>Experience of working in Endoscopy/Gastroenterology</p> <p>Working knowledge of decontamination processes and legislation within endoscopy.</p> <p>Experience of working to Trust/ NHS Targets</p> <p>Experience of budgetary management</p>
4. Skills / Knowledge / Abilities	<p>Proven leadership and organisational skills.</p> <p>Proficient IT skills (Microsoft Office)</p> <p>Ability to plan and prioritise own and others workload and coordinate running of the unit</p> <p>Clear and Accurate written and verbal communication</p> <p>Proven Audit skills</p>	<p>Experience of delivering change management initiatives</p> <p>Capacity and Demand Experience/knowledge</p> <p>Sound understanding of the Global Rating Scale, JAG and endoscopy service initiatives.</p> <p>Policy development experience</p>
5. Aptitude/Personal Characteristics	<p>Strong leadership skills and self motivated</p> <p>Ability to demonstrate initiative</p> <p>Ability to work as a team and form professional relationships with colleagues</p>	

	<p>Enthusiastic and assertive</p> <p>Adaptable to change</p> <p>Diplomatic and calm</p> <p>Demonstrates attention to detail</p> <p>Able to work flexibly across sites and with regards to 7 day working</p> <p>Willingness to undertake clinical training to become competent to work in Endoscopy Department.</p>	
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## EFFORT FACTORS

### ○ PHYSICAL EFFORT

**What physical effort is required for the job?**

Type of Physical Effort	How Often	For How Long	What weight is involved	Any mechanical Aids
Moving and handling of patients and equipment	Each day	Short periods frequent episodes during working day	Up to 140 kgs	Pat Slides Sliding sheets Trolleys Roll stands

**Is the job holder expected to sit/stand in a restricted position?** Yes ☐X  
No ☐

**How often?** Every shift ☐ Weekly ☒ Monthly ☐  
Less often ☐

**For how long?** Less than 20 minutes ☐ x More than 20 minutes ☐  
on each occasion on each occasion

### ○ MENTAL EFFORT

**Are there any duties requiring particular concentration?**

Types of Duties	How Often	For How Long
Ability to deal with conflicting demands and changing circumstances.	Each shift	Duration of shift
Ability to concentrate for periods of time i.e. when scrubbed at the operating table.	Each shift	Varied

**Are there any duties of an unpredictable nature?**

<b>Types of Duties</b>	<b>How Often</b>	<b>For How Long</b>
Emergency Endoscopy	Daily	varied

○ **EMOTIONAL EFFORT**

**Does the job involve dealing with any distressing or emotional circumstances?**

<b>Type of Circumstance</b>	<b>Direct/Indirect Exposure</b>	<b>How Often</b>
Unexpected complications, emergency and unexpected death	Direct	Frequent

○ **WORKING CONDITIONS**

**Does the job involve exposure to unpleasant working conditions?**

<b>What Working conditions</b>	<b>How Often</b>
Exposure to bodily fluids, hazardous chemicals, drugs	Daily

- **Employment Acts and Codes of Practice**

All employees are required to comply with employment legislation and codes of good practice.

- **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to take reasonable care to avoid injury during the course of their work and co-operate with the Trust and others in meeting statutory requirements.

- **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

- **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

- **Rules, Regulations, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, standing orders and financial instructions and policies of the Trust.

- **Review**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

- **The Trust operates a No Smoking Policy and is an Equal Opportunities Employer**

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### **ACCEPTANCE OF JOB DESCRIPTION**

**I confirm I accept the duties contained in the above job description.**

**NAME:** .....  
**(PRINT)**

**SIGNED:** .....

**DATE:** .....