

JOB DESCRIPTION

POST TITLE: Lead Nurse Endoscopist

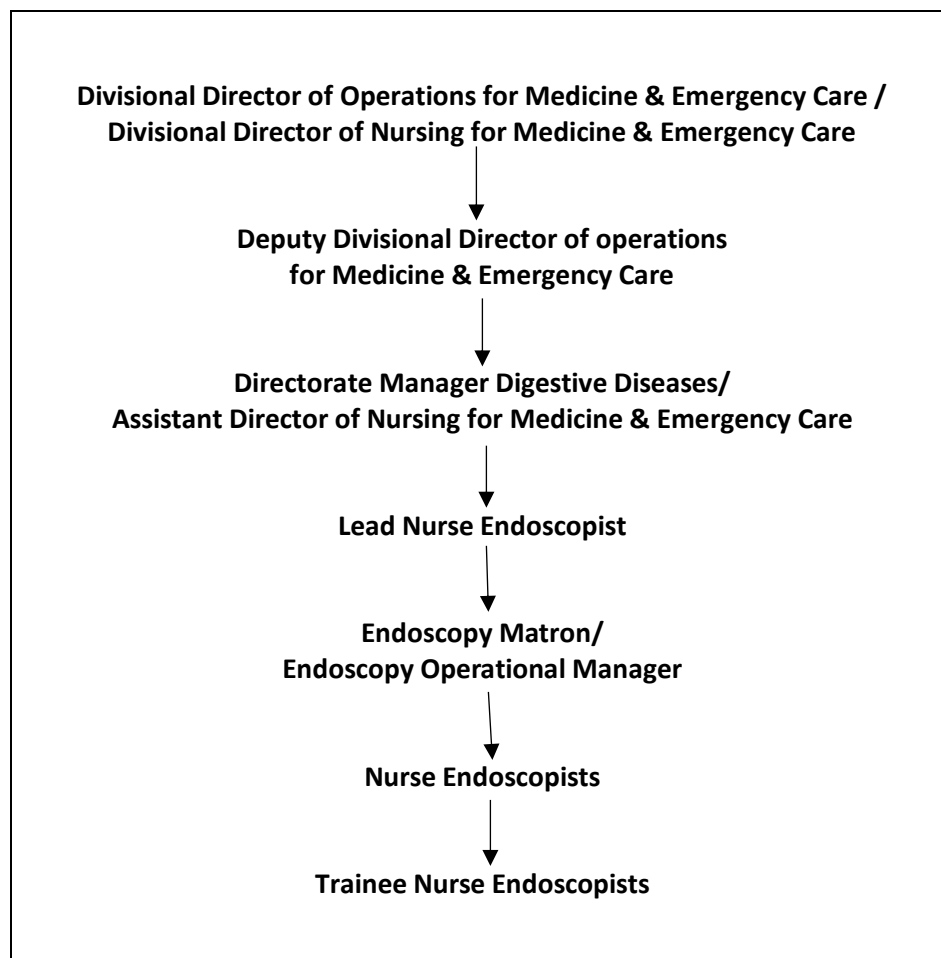
BAND: Band 8B (Agenda for Change)

DIVISION: Medicine and Emergency Care

BASE: Endoscopy ELHT

REPORTS TO: Directorate Manager Digestive Diseases/ Assistant Director of Nursing for Medicine & Emergency Care

ACCOUNTABLE TO: Divisional Director of Operations for Medicine & Emergency Care /
Divisional Director of Nursing for Medicine & Emergency Care



JOB SUMMARY

The post holder will be an experienced Nurse Endoscopist who is qualified to independently undertake colonoscopy, flexible sigmoidoscopy and gastroscopy procedures. The Lead Nurse Endoscopist will provide strong clinical leadership across all 3 sites and act as a role model for all the nursing teams. The post holder will also act as a key member of the Endoscopy senior leadership team and work closely with the Endoscopy Matron and Endoscopy Operational manager to support all members of the wider endoscopy team including the admin and booking teams.

MAIN DUTIES/ RESPONSIBILITIES

Direct Line management of the Nurse Endoscopist team, including managing e-roster, sickness absence, mandatory training compliance and appraisals

Attending face to face and virtual internal and external meetings as requested and professionally representing the Trust at external meetings and events as requested.

Support the Endoscopy Matron and Endoscopy Operational Manager with leading on collection and submission of annual Joint Advisory Group (JAG) evidence portfolio.

Demonstrate clinical expertise in nursing management and leadership, including infection prevention & control and implementation and development of relevant policies and procedures for safe practice Eg. WHO checklist.

In collaboration with the Clinical Director, Endoscopy Matron and other senior clinicians within the team maintain a robust clinical governance system to ensure patients receive the highest standard of care, always adhering to National, Trust and JAG quality frameworks.

Act as a change agent and innovator, promoting an effective change culture within the nursing, medical and multi professional teams, with particular reference to current research and relevant NICE, BSG and JAG guidance.

Provide clinical advice to nurses, doctors, clinical professionals, referring practitioners and other members of the multi-disciplinary team throughout the Trust

Participate in development and facilitation of new procedures, techniques and protocols for the Endoscopy Service and actively support business development identifying opportunities when required.

Fulfil the quality standards required by the national bowel cancer screening programme, Joint Advisory Group of Gastrointestinal Endoscopy and British society of Gastroenterology. The post holder will be the lead for undertaking all audits and clinical governance activities in conjunction with the Clinical Director for Gastroenterology and Endoscopy Clinical Lead

They will be required to lead, supervise, mentor and develop other team members, providing a model of expert practice in terms of knowledge and experience and use clinical research as a basis to extend the scope of practice within the unit. They will act as a source of expert professional advice to medical colleagues, other professionals, multi-disciplinary groups, patients and their carers.

They will be required to provide cover for the consultants and other nurse Endoscopists service lists when required in order to ensure the continuity of the service.

Ensure that the post holder and the team of nurse Endoscopists maintain accurate up to date professional records.

Identify the need for and develop professional competencies within the Nursing teams for the management of patients throughout their journey in ELHT

Ensure mandatory training and any training which will enhance patient care and practice is undertaken and managed

Ensure patients have enough literature regarding management and treatment of all relevant conditions and Endoscopy procedures to help them make an informed choice, and ensuring that these are translated accurately into other languages.

Ensure patients cultural and spiritual needs are considered as part of the care plan and all staff are aware of the influences of these needs to the individual's health. Ensuring staff treat all patients with dignity, self determination and respect.

Network with local and National organisations and attend relevant meetings as required

The post holder will act as a Trust wide senior nurse endoscopist representative in multi professional environments and managerial forums internally and externally to the organisation.

The post holder is responsible to lead on quality assurance within the endoscopy units, alongside the Matron, Operational and department managers.

The post holder will work with the endoscopy matron, charge nurses and service managers contributing towards service planning, recruitment, induction, appraisal and personal development planning.

A major responsibility of the post holder will be to provide the necessary leadership, training and teaching to support further recruitment, development, mentorship and preparation to secure expansion of both the medical and non-medical workforce

In line with JAG expectations, ensure robust processes are in place for all work carried out by insourcing providers to be reviewed by the substantive team.

Support with ensuring robust processes are in place for revalidation of expired bowel preparation prior to procedures where it is required.

Act at all times within the NMC code and scope of professional conduct

Adhere to ELHT and NMC guidelines for the safe handling, administration, storage and custody of medicinal products

Ensure all staff have a full understanding of the Admission and Discharge processes and arrangements for both

Assess needs and provide relevant support, information, advice and counselling to staff where appropriate.

Undertake annual performance reviews and appraisals for all Nurse Endoscopists and establish overall goals for the service

Ensuring all incidents identified are reported and investigated appropriately, including undertaking any complaint responses, or written or verbal investigations as required.

Some rotation onto the weekend rota will be expected

EDUCATION, AND PRACTICE DEVELOPMENT

Undertake the role of deputy training role for Endoscopy Services at ELHT and undertake any relevant training required by Trust or JAG associated with this role. This includes deputising for the Training Lead when required.

In conjunction with the Endoscopy Practice Educator, further develop the established link nurses in areas of assigned practice

Promote and enhance evidence-based learning based practice and ensure that a learning environment based on the principles of life long learning and training/education is fostered.

Promote a flexible and innovative approach to caring for patients, enabling a practice development focus.

Works within the multi-professional team and participates in orientation of new staff. Ensure Mentors are fully trained to provide very positive student nurse placements for our future workforce.

Promote and enhance a person centred service and where possible encourage the family to participate if the patient and family want to help.

Responsible for maintaining excellent standards and ensuring that standards are monitored regularly and where appropriate corrective action is taken in conjunction with the Operational Manager and the Clinical Director

Ensure effective internal and external communication channels are maintained within the department, to ensure dissemination of good practice and team working.

Participate in the development of service future planning and Trust objectives

Demonstrate effective decision making that is person centred and consistent with ELHT policies and values.

In collaboration with the Operational Manager ensure the service is efficient and uses all available resources effectively.

Adhere to Trust policies and work in collaboration with other members of the multi professional team in relation to policy development.

Ensure to demonstrate Trust Values and comply with Trust behavioural framework at all times

To undertake any other duties commensurate with the grade and the development of the role

General Responsibilities

Employees of ELHT are required to promote the Trust values and the vision of the service for which they are responsible and:

– At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the ELHT Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Diversity policies throughout the course of their employment.
- Maintain high standards of personal accountability and professionalism at all times

| PERSON SPECIFICATION: LEAD NURSE ENDOSCOPIST | ESSENTIAL | DESIRABLE | Measured by A-Application I-Interview |
|---|--|---|--|
| EDUCATION / QUALIFICATIONS | Registered General Nurse on Part 1 of NMC Register. Minimum Grade 4 (Grade C) in GCSE Maths Minimum Grade 4 (Grade C) in GCSE English Language Qualified to independently deliver colonoscopy, gastroscopy and flexible sigmoidoscopy endoscopy procedures Degree level education in relevant field or relevant experience Must have a current ALS certificate or willing to work towards in the first 6 months in post. Non- medical prescriber | Master's degree Leadership qualification Bowel Screening Accreditation | Application |
| EXPERIENCE | Experience in leading a clinical team | Experience in development of clinical | |

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|----------------------|--|--|--|
| | <p>Experience of teaching and research.</p> <p>Knowledge of current CQC regulations and awareness of the impact changes have on the departments and hospital environment.</p> | <p>business cases</p> <p>Experience as a training lead</p> | |
| KNOWLEDGE AND SKILLS | <p>IT Skills, including Microsoft Office, Excel, Word etc</p> <p>Excellent communication skills</p> <p>Can do attitude that inspires confidence in teams</p> <p>Good verbal and written skills.</p> <p>Problem solving/decision making.</p> <p>Caring, confident, assertive, compassionate, sensitive.</p> <p>Responsive to ideas of others with ability to act as a change agent.</p> <p>Able to manage priorities under pressure</p> | | |
| PERSONAL ATTRIBUTES | <p>Enthusiastic</p> <p>Dynamic and motivated.</p> <p>Flexible to work across sites</p> | | |

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

EMPLOYMENT ACTS AND CODES OF PRACTICE

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

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

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

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

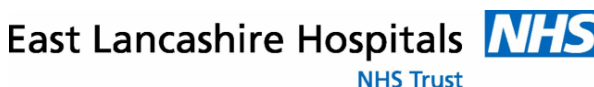
All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

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



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.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trust's 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.

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "to be a great Trust providing the best possible healthcare to the people of East Lancashire":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity

- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

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

NAME: (PRINT)

SIGNED:

DATE: