

**ENDOSCOPY STAFF NURSE**  
**JOB DESCRIPTION**

<b><u>DEPARTMENT:</u></b>	Endoscopy
<b><u>POST:</u></b>	Staff Nurse - Band 5
<b><u>RESPONSIBLE TO:</u></b>	Charge Nurse/Sister Endoscopy
<b><u>ACCOUNTABLE TO:</u></b>	Operational Manager

**JOB SUMMARY**

To provide and promote the highest possible standard of care based on professionally determined standards and accept accountability for the patient as an individual, providing autonomy.

Participate as an effective practitioner within a multi-disciplinary unit, demonstrating effective team work and providing good morale within the department.

To rotate through all clinical areas to meet service need and professional development.

**DUTIES AND RESPONSIBILITIES**

**CLINICAL**

1. Provide care in the clinical area as an effective member of the clinical team.
2. Establish a safe working environment for patient and staff and ensure that patient contact and dignity are compromised as little as possible.
3. Arrange the reception, admission, transfer and nurse led discharge of patients, assessing, planning, implementing and evaluating programmes of care within speciality.
4. Take responsibility for a group of patients and act as team leader where appropriate, co-ordinating the utilisation of staff/ Endoscopy lists.
5. Act as named nurse and room nurse in the Endoscopy unit, providing competent assistance during a range of diagnostic and therapeutic procedures, including complex procedures.
6. Carry out the decontamination process of endoscopes and have an awareness of general and specific infection control measures and related issues.
7. Demonstrate knowledge of Endoscopy equipment, the function and application of all endoscopes and systems, potential malfunctions and hazards of endoscopic equipment / substances and corrective action.

8. Maintain appropriate department documentation – e.g. profiles, care plans and electronic record.
9. Co-ordinate safe transfer and positioning of patients
10. Assist in the cleaning of clinical areas and equipment, ensuring that the area is clear of potential hazards
11. Ensure the safe removal of clinical waste and contaminated items including blood products.
12. Send equipment for repair with appropriate documentation
13. Undertake daily checks of Endoscopy equipment and report any faults to relevant dept or person
14. Taking charge in absence of more senior staff
15. Prepare and arrange transportation of equipment to other hospitals
16. Organise loan equipment
17. Ensure equipment is available prior to start of list
18. Check equipment into dept from external companies/hospitals
19. Perform Intra Venous cannulation and venepuncture

### PROFESSIONAL

1. Develop professionally through self development – extending own knowledge through the N.M.C's codes of professional conduct and participate in research and learning projects ongoing in the department.
2. Ensure all work is carried out in accordance to Trust and Departmental policies / procedures / standards / guidelines and protocols.
3. Offer professional co-operation to medical / support staff in solving care related problems and carry out treatment as instructed to deliver quality care.
4. Participate in the change process to meet future needs of the service.
5. Assist in maintenance of stock levels of all clinical equipment and supplies and order as necessary.
6. Contribute to the planning, implementation and evaluation within the Trust essence of care programme.
7. Be aware of procedure for complaints from relatives, patients and staff and inform the line manager of any untoward incidents and participate in the clinical incident reporting process.
8. Co-ordinate the arrival and departure of patients in accordance with local policy, incorporating escort of patients, where applicable.
9. Actively seek to utilise all resources effectively by contributing to the department's budgetary control measures.
10. Be responsible for the delegation to junior members of staff in accordance with the individual's knowledge and experience and support new starters to the department.
11. Participate in internal rotation within the unit assisting other areas according to need and personal competency.
12. Promote integration of staff within the unit.
13. Participate in raising the awareness, of patients attending the Endoscopy unit, of health promotion issues and the actions that can be taken to address issues, both general and specific to procedure carried out / diagnosis

## **COMMUNICATION**

1. Communicate with patients, visitors and colleagues – by telephone, face to face, in writing or electronically to ensure the effective running of the service. This can be both complex and sensitive including patients with special needs.
2. Co-operate and communicate with members of the multi-disciplinary team sensitive information concerning the patient's medical condition.
3. Participate in regular staff meetings.
4. Ensure that important information relating to the patient's physical condition or which would affect the nursing care is related to the appropriate personnel.
5. Conducts self professionally and according to policy during distressing/emotional circumstances when dealing with patients, relatives and visitors

## **EDUCATION AND DEVELOPMENT**

1. Attend mandatory training and reviews as local policy.
2. Participate in performance review process and achieve objectives.
3. Contribute to the development of the service.
4. Assist in the training, when required, of junior members of staff / new starters.
5. Participate in training and teaching programmes.
6. Be actively involved in appropriate groups and working parties to develop both professionally and individually and to meet service needs.
7. Undertake the role of co-assessor/mentor to learners
8. Participate in clinical audit and trials

## **HEALTH AND SAFETY**

1. To comply with safety policies, procedures and guidelines for self and others.
2. To refrain from the wilful misuse or interference with equipment provided in the interest of Health and Safety.
3. To report as soon as is practically possible any hazards or defects.
4. To report as soon as is practically possible accidents or untoward incidents and to ensure appropriate incident reporting documentation is completed.
5. Be actively involved as an appropriate departmental representative.

## **EQUALITY AND DIVERSITY**

To promote the equality, diversity and rights of patients, relatives and colleagues.

This job description is an outline of the role and function. It is not intended to describe all specific tasks.

### **STANDARDS OF CONDUCT**

Ensure that personal actions and conduct comply with the Trust Policies and Procedures e.g. Health and Safety, Tobacco Control Policy, equal opportunities, confidentiality, the Data Protection Act (1998), Moving and Handling Regulations.

Attend training courses as required e.g. induction, moving and handling, fire lectures etc.

Conduct duties with regard to values underpinning the Trust's Vision:

- If its about me, involve me
- Working together in partnership
- Aspiring to excellence
- Ongoing improvement of our service

*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 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

### **PERSON SPECIFICATION ENDOSCOPY RBH**

#### **POST: Endoscopy Staff Nurse**

#### **Band 5**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed By</b>
<b><u>ATTAINMENTS</u></b>			
Education/ Qualifications	Registered Nurse – 1 <sup>st</sup> Level	Teaching/Assessing qualification Post Registration Endoscopy related Qualification	Application Form Certificates
Experience	Recent Acute Hospital Nursing Experience	Endoscopy Experience Gastroenterology Experience	Application Form Interview References
Work Skills	Able to prioritise and plan		Application Form

	workload Proven ability to plan and comply with detailed procedures Clear and accurate record keeping		Interview References
<b><u>PERSONAL SKILLS</u></b>			
Communication	Clear and accurate written/verbal communication  Good IT skills/Competent at Microsoft Office Programmes		Application Form Interview References
Flexibility	Able to work the hours required by the need of the service.  Able to work across ELHT sites when required  Able to adapt to the changing needs of the service		Application Form Interview References
People Skills	Proven ability to work within a team  Demonstrate a sympathetic /sensitive approach and to be able to speak effectively to colleagues, staff and patients  Ability to support the team to achieve 100% core mandatory training compliance for the team	Sickness/Absence management skills  HR processes management skills  Audit skills  Leadership Experience skills	Application Form Interview References
Learning Ability	Actively seeks to develop own skills and clinical knowledge	Willingness to undertake future study for own professional development and service needs	Application form Interview

Reviewed December 2019