

HULL UNIVERSITY TEACHING HOSPITALS NHS TRUST

JOB DESCRIPTION

Job title:	Nurse Endoscopist
Department:	Endoscopy
Band:	7
Responsible to:	Nurse Director ~ Surgery Health Group
Reports to:	Matron ~ Gastroenterology, Division 3, Surgery Health Group
Base:	There is an expectation that cross cover is required on both Endoscopy Departments, (HRI & CHH), as per service requirements.
Job Summary:	The post holder will provide an expert specialist nursing service for patients who require upper and lower endoscopy procedures. The role includes acting as a specialist resource in developing practice on the endoscopy unit in order to maintain appropriate clinical standards and accreditation. The post holder will work with the Multi Disciplinary Team (MDT) to develop/ review Endoscopy policies and guidelines. They will audit the delivery of Endoscopy procedures/outcomes and mortality.

COMMUNICATION AND RELATIONSHIP SKILLS

- Actively raises the profile of the Endoscopy Unit throughout the Trust, across all levels of staff.
- Actively supports patients and their families through communicating difficult and highly complex information using a variety of methods to ensure effective understanding in a timely manner.
- Communicates complex information to patients/carers during the consent process prior to commencement of treatment plans and invasive procedures including explaining treatment options.
- Proactively supports patients and carers in coming to terms with their illness/condition.
- Ensures effective communication is maintained between members of the multidisciplinary team to ensure appropriate individuals are informed of changes to the patient's conditions or treatment plan.
- Provides empathy and reassurance through understanding the quality of life issues associated with their illness/condition.
- Supports the Consultant Gastroenterologists, Upper GI Consultants and Colorectal Surgeons, in providing patients with treatment plans.
- Exchanges information with patients and staff regarding appointments, admissions, discharges and follow up care in verbal and written form.
- Makes direct referrals to other members of the Health Care Team
- Provides the patient with direct written/verbal information regarding mechanisms for self referral back into the service.
- Following discussion with the medical team, writes directly to the General Practitioners giving details of treatment plans
- Core member of the Endoscopy Department multidisciplinary team providing specialist nursing knowledge and advice.
- Monitor and promote high standards of nursing care and documentation.
- To diffuse potential complaints and hostile situations with staff, patients and carers using highly developed negotiation and interpersonal skills.
- Acts as a role model and an expert resource for patients and staff throughout the Trust

KNOWLEDGE, TRAINING AND EXPERIENCE

- Uses specialist knowledge, leadership and expertise to assess, plan and implement care interventions for patients requiring an endoscopy procedure.
- Uses expertise to recommend adjustments/amendments to treatment plans, in consultation with patients to members of the multi professional team.
- Maintains up to date knowledge in the specialist field, using information to affect change in practice and ensuring the effective dissemination of new knowledge.
- Will interpret new knowledge to ensure that practice is up to date and in line with current thinking.
- The Nurse Endoscopist is accountable for own professional actions and not directly supervised.
- Has obtained the theoretical and practical knowledge to a level that allows the job responsibilities to be delivered to a high standard.
- Maintain a professional portfolio and participate in professional continuing development.
- Develop and organise study days and training sessions.

CLINICAL RESPONSIBILITIES

- Responsible for the delivery of nurse specialist endoscopy procedures and offering highly specialised advice in:
 - Upper and Lower Endoscopies
 - Requesting and interpreting investigations
 - Consent process
 - Clinical skills i.e. intravenous management, Cannulation
 - Ongoing patient management and referral to the MDT team
 - Manage Discharge process
- Assesses, develops and implements specialist nursing care and offering highly specialised advice to patients who attend the endoscopy Unit.
- Assess, plan and implement investigations for patients attending gastroenterology clinics. Interpret and manage accordingly any results. Communicate decisions to patients, and consultant colleagues as necessary.

ANALYTICAL AND JUDGEMENTAL SKILLS

- Autonomous practitioner who provides highly specialised advice and care without direct supervision.
- Performs Upper and lower endoscopies and makes recommendations for treatment.
- Monitors patient's compliance against treatment plans through interpretation of information from test results and clinical findings.
- Takes remedial action if appropriate based on knowledge and skill to adjust care packages.
- In collaboration with the clinical team considers a range of options and appraises each one when making decisions about commencing/changing care treatments.
- Makes clinical judgements and requests clinical tests in conjunction with the medical team.
- Explains test results and treatment options to patients and relatives
- Makes appropriate referrals to other health care professionals
- Performs clinical examination to assist in diagnosis and take appropriate actions
- Works in collaboration with senior nursing staff to investigate critical incidents associated with endoscopy patients. Utilises clinical knowledge to identify associated risk, formulate action plans, facilitate change and evaluate change.
- Initiates emergency treatment plans for unanticipated clinical situations.

PLANNING AND ORGANISATIONAL SKILLS

- Plans, organises and conducts nurse-led clinics.
- Responsible for managing and prioritising own workload against the needs of patients and service requirements.
- With the support of the Matron, makes representation as appropriate at various meetings, providing feedback to the organisation on clinical and professional issues which have an impact on care and standards of practice within their sphere of responsibility.
- Plans and organises own clinics, fill cancellations slots and liaises with clerical staff

PHYSICAL SKILLS

- Perform specialist interventions including:
 - Venepuncture and peripheral Cannulation.
 - Upper and Lower Endoscopy
- Expert hand/eye co-ordination to facilitate and complete clinical procedures.
- Delivers core clinical nursing skills to ensure the patients comfort at all times.

RESPONSIBILITY FOR PATIENT CARE

- Autonomous practitioner who develops specialised programs of care and provides highly specialised advice and care under no direct supervision.
- Assess, develop, implement and evaluate specialist nursing care pathways for patients undergoing endoscopy procedures.
- Participates in clinical audits in relation to IV therapy e.g., Saving Lives, Quality Matters Programme.
- Responsible for developing specialist programmes of care for a caseload of patients which include treatment plans, teaching packages and discharge plans.
- Acts as a specialist resource to other members of the organisation, patients and their families.
- Adheres to Professional Code of conduct, to be aware of boundaries of own extended practice and to manage associated clinical risk effectively at all times.
- Responsible for ordering of relevant tests required for patients attending the endoscopy department.
- Responsible for the recording of care, treatment advice, requested tests and results in the nursing and medical notes.
- Responsible for advising the General Practitioner/community providers, of the results and recommendations obtained following procedures / investigations.
- Responsible for the monitoring of quality of care provided by the nursing teams with regard to outcomes and ongoing care, liaises with the Matron/Sister to take the appropriate actions.
- Acts as a role model for the nursing profession.

RESPONSIBILITY FOR POLICY/SERVICE DEVELOPMENT

- Participates in service development. Writes protocols, guidelines and procedures for own remit which, impacts on other members of multi-disciplinary team. Develops and evaluates these protocols and guidelines and procedures using current literature and research.
- Participates in the development of patient information for patients following endoscopic procedures, which are used throughout the organisation and acts as a resource throughout the acute trust/community
- Implement policies informing members of multi professional team of any changes.
- Liaise with the Gastroenterology Consultants, Colorectal Consultants, Matron, Divisional Nurse Manager and Divisional General Manager in the development of Endoscopy services, contributes ideas and makes recommendations for service improvements.
- Complies with hospital policies and guidelines.
- Actively participates and contributes to the clinical governance agenda, e.g. by ensuring that training programmes are regularly updated, by providing annual reports and undertaking regular benchmarking of clinical practices.

- Keeps up to date with advances in Gastroenterology, Upper GI, and Colorectal conditions.

RESPONSIBILITIES FOR FINANCIAL AND PHYSICAL RESOURCE

- Responsible for reporting faults with equipment, and removing from the clinical area until repaired.
- Maintains own time management.
- Responsible for ensuring that the patients have adequate supplies of equipment and understand how it is used to enable them to carry out treatment plans.
- Uses specialist equipment to assist in the monitoring and diagnosis of patients.
- Reports any potential CRES initiatives to the divisional triumvirate

RESPONSIBILITIES FOR HUMAN RESOURCES

- Utilises professional knowledge and skills, underpinned by theoretical and relevant practical experience to teach, motivate and support junior staff on a range of clinical practice pertaining to endoscopy procedures.
- Responsible for the delivery of specialist training and development of other Health Care Workers within the acute and community.
- Responsible for the supervision, teaching and evaluation of staff in the delivery of endoscopy care.
- Participates in conjunction with ward-based senior nurses in the PDR of other members of the senior nursing team.
- Delivers specialist teaching sessions to multi professional groups and patients to increase awareness and ensure that appropriate care is given to the client group.
- Participates in the supervision and mentorship of students.
- Provides professional leadership, guidance and support to healthcare professions in order to empower and enable them in matters pertaining to endoscopy procedures.
- Undertake clinical supervision.

RESPONSIBILITY FOR INFORMATION RESOURCES

- Records personally generated clinical observations.
- Maintains specialist nursing records for patient's caseload in nursing and medical records.
- Contributes to the production of an annual report of performance and caseload management which is submitted to the Surgery Health group, Matron and Divisional Nurse Manager.
- Responsible for providing accurate and timely records on patient care and performance using paper and IT based systems in accordance with trust policy.
- Participates in the process to ensure compliance to JAG requirements.

RESPONSIBLE FOR RESEARCH AND DEVELOPMENT

- Undertaking appropriate audits within the endoscopy unit ~ both local and national.
- Assists in data collection for medical audit and JAG compliance.
- Undertakes audits to evaluate the effectiveness of care interventions, and disseminates outcomes with any potential changes to clinical practice.
- Supports clinical trials with the endoscopy department.
- To be aware of the relevant research finding and introduce the best research based practice for the care of patients.
- In collaboration with the infection control team establish agreed protocols and audit/research programmes to monitor the incidents of infection.

FREEDOM TO ACT

- A lead specialist for the defined area of endoscopy who is accountable for own professional actions with no direct supervision.

- Actively participates in the development of patient centred, evidence based care within the Trust in the sphere of Endoscopy.
- As the specialist nurse the post holder plans their workload using guidance, policies and professional code of conduct in accordance to the needs of the patient group.
- An autonomous practitioner who organises own work schedule, appointments and clinics and sets priorities.
- Uses own initiative, acts independently and takes appropriate action.

PHYSICAL EFFORT

- Performs physical examinations.
- Frequently positioning, bending and manipulation of the endoscope.
- Assists patients with manoeuvres.
- Moving and handling of patients and equipment.
- Required to drive between different sites across the Trust as required.
- Frequent use of a computer, VDU and data projector.

MENTAL EFFORT

- Required to perform endoscopic procedures, these list (12 points) can take several hours to complete.
- Regular concentration required during vascular access insertion procedures.
- Required to produce specialist care packages and reports to ensure patients receive appropriate care.
- Daily concentration on patient assessment and delivery of care.
- Responsible to respond to patient's needs, thus sometimes unpredictable work arises.

EMOTIONAL EFFORT

- The post holder is required to deliver a caseload of endoscopy patients through a range of treatments and experiences, which can be highly distressing and challenging. i.e.
 - Frequently dealing with agitated/sedated patients.
 - Discusses diagnosis with patients and their relatives.
 - Provides advice and support to endoscopy patients/carers who may be concerned about an aspect of their plan of care.
 - Explores the quality of life issues associated with gastroenterology, Upper GI and Colorectal conditions.
 - Explaining possible diagnoses for unfavourable test results.
 - Responsible for the counselling and information giving to patients who undergo endoscopy procedures.

WORKING CONDITIONS

- Work consistently involves body fluids, i.e., blood/ faeces and sharps
- The post holder will have direct patient contact, delivering direct care in a variety of settings in accordance with the need of patients.
- Frequent exposure to uncontained body fluids/foul linen during general patient care.
- Exposed to patients with infectious conditions.

HEALTH AND SAFETY

In addition to the Trusts overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such, you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace.

You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You will be required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use and to report any defects immediately to your line manager.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organizational and service need, and wherever possible change will follow consultation with the post holder.

PERSON SPECIFICATION

NURSE ENDOSCOPIST

Education/Qualification	Essential	Desirable	Assessment criteria
Professional Registration	X		Cert/PIN
Teaching Qualification (C&G730, CertEd, PGCE or equivalent)	X		Cert
Immediate Life Support	X		Cert
Evidence of continuing education	X		Cert/Port
Possession of 1 st degree or equivalent level of study/experience	X		Cert /Port
Completion of specialist training (level 6) BSc in Gastroenterology – or will to work towards.	X		Port
Leadership/management course		X	Cert
Intravenous accreditation	X		Cert

Experience	Essential	Desirable	Assessment criteria
Significant experience of working within the speciality of Gastroenterology.	X		App/Ref
Evidence of recent teaching, mentorship and supervision of staff	X		Port/Int
Evidence of audit experience		X	Port/Int
Practical clinical critical care experience		X	App/Port
Evidence of change management		X	App/Int/Ref

Skills and Ability	Essential	Desirable	Assessment criteria
Evidence of both theoretical and practical skills and competency in Upper and lower endoscopies	X		App/Port/Cert/Ref/Int
Evidence of both theoretical and practical skills and competency in IV therapy and care	X		App/Port/Cert/Ref/Int
Evidence of leadership skills	X		Int /ref
Effective communication both written and verbal	X		Int/Ref
Presentation skills	X		Int/Port
Experience of MDT working	X		Int/Ref
Ability to develop protocols and guidelines		X	Port/Ref
Ability to write reports to senior management		X	Int/Ref
Works under own initiative with good organisational skills, can work to deadlines	X		Int/Ref
Able to use problem solving skills	X		Int/Ref
Time management ~ able to prioritise	X		Int/Ref
Able to manage change/change agent	X		Int /Ref
Computer skills (i.e., for radiology, pathology and microbiology ordering as per Trust protocols, utilising patients systems)	X		Cert/Port

Ability to motivate self and others	X		Int/Ref
Diplomacy and negotiation skills	X		Int /Ref

Knowledge	Essential	Desirable	Assessment criteria
Demonstrate understanding of current developments in the speciality	X		Int
Understand, encourage and support clinical supervision		X	Port/Ref
Knowledge of current NHS, professional and educational issues	X		Int
Knowledge of clinical governance and risk assessment/management		X	Int/Ref
Knowledge of infection control issues	X		App/Int/Ref

Disposition	Essential	Desirable	Assessment criteria
Visionary – motivated	X		App/Int
Creative/innovative and adaptable	X		App/Int/Ref
Demonstrates enthusiasm and flexibility	X		App/Int/Ref
Approachable/receptive and assertive	X		App/Int/Ref

Other requirements	Essential	Desirable	Assessment criteria
Must be flexible with working environment and shift patterns	X		Int
Able to develop scope of nursing roles and responsibilities for self and other trust staff	X		Int
Able to care for both physical and emotional needs of others	X		App/Int/Ref