

## Job Description

| Job Information             |                                 |
|-----------------------------|---------------------------------|
| <b>Job Title:</b>           | Senior Nurse Endoscopist (bank) |
| <b>Directorate/Service:</b> | C & M Collaborative Bank        |
| <b>AfC Band/Payscale:</b>   | Band 8a                         |
| <b>Responsible to:</b>      | Resourcing Manager              |
| <b>Accountable to:</b>      | HR Programme Manager            |
| <b>Base Location:</b>       | Various based on booking        |
| <b>Job Code:</b>            | Mapped to 409-S3605777          |

| Job Summary  |
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| <p>The post holder will lead the delivery of Endoscopy/Gastroenterology services on a bank basis. The post holder will be assigned to work as a Senior Nurse Endoscopist (band 8a) on a bank basis across various Cheshire and Merseyside NHS Trust Endoscopy departments.</p> <p>Please be aware that this job description describes the substantive job role, which the individual would work on a bank basis, which means that not all elements of the job description may apply. As this is a generic Job Description the post-holder will be given further information regarding the context of their role when assigned to a specific ward/department.</p> |

| Dimension & Context of the role  |
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| <ul style="list-style-type: none"> <li>To provide individual episodes of care to a client group based on assessment of physical, social, psychological, emotional and spiritual needs.</li> <li>To demonstrate a high level of clinical decision-making and an ability to monitor and improve standards of care. To work within his/her own scope of professional practice.</li> <li>To work closely with the multi-professional team to develop the nurse endoscopist service and provide expert nursing practice without direct medical supervision but within agreed Trust protocols.</li> <li>To work unsupervised in the provision of clinical care to patients.</li> <li>To provide training and education to the multi-professional team, patients and their relatives.</li> <li>To have a managerial and leadership role.</li> </ul> |

| Key Responsibilities   |
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| <p><b>CLINICAL &amp; PROFESSIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>Work as an autonomous practitioner undertaking diagnostic &amp; therapeutic investigations for patients requiring GI endoscopy procedures including diagnostic and therapeutic gastroscopy (Variceal banding, PEG insertion, APC, dilatation etc.) Flexible sigmoidoscopy and colonoscopy.</li> <li>Contribute to National Bowel Cancer Screening programme including screening colonoscopy once accredited.</li> <li>To be a Non-medical Prescriber.</li> <li>To ensure lists run efficiently and effectively.</li> <li>To act as an excellent role model and develop own clinical expertise keeping abreast of changing developments in endoscopy practice.</li> <li>To provide quality patient standards in accordance with those identified in the GRS and JAG.</li> <li>To ensure that families and carers are involved in the planning and provision of care where this is appropriate.</li> </ul> |

- To develop mechanisms to monitor user's perceptions of the service.
- To participate in the formulation and development of clinical governance action plans.
- To actively participate in the Endoscopy JAG GRS Meetings.
- To support Consultant Led Gastroenterology clinic activity.
- To ensure that nurse led clinics are structured, organised and run effectively.
- To provide appropriate guidance regarding wellness, lifestyle, disease risks and potential changes in health status, including health awareness, screening and prevention.
- To recognise and refer to appropriate primary care services for clients with acute/chronic conditions.
- To demonstrate critical thinking and reasoning skills in diagnostic decision-making.
- To document all relevant information regarding the patient according to Trust standards.
- Where agreed, prescribe & dispense medication to the patient using agreed protocols.
- Where appropriate, to select, perform and interpret screening and diagnostic laboratory tests, as agreed in protocols.
- To evaluate results of intervention using accepted outcome criteria, revise the plan of care, where appropriate, and consult/refer when needed.
- To arrange 'follow-up' appointments when appropriate to monitor and evaluate client health/illness.
- If the service feels appropriate to develop additional skills e.g. venesection, paracentesis, PillCam interpretation, to support the wider gastroenterology service.
- Support the vetting and validation of the referral & PTL process and communicate decisions and outcomes to referrers.
- Critically reflects on own performance through peer/team/network and clinical supervision.
- To work within the NMC code of professional conduct and all Trust Guidelines.
- To keep up to date with professional issues in nursing practice, research and the National Health Service, British Society for Gastroenterology and GRS and JAG.
- Continue with own personal development through the pursuit of relevant professional and academic study.

#### **ADMINISTRATIVE RESPONSIBILITIES**

- To develop and market the role of Nurse Endoscopist to the public and other health care professionals.
- To actively participate in the decisions about expansion plans for the endoscopy service.
- To refer patients to other specialists/resources.
- To participate in legislative and policymaking activities which influence the advancement of nursing practice and endoscopy.
- Develop and review protocols for Oesophagogastroduodenoscopy (OGD), flexible sigmoidoscopy and colonoscopy.
- Develop and review protocols for Patient Group Directives for administration of Drugs for patients requiring Gastroenterology procedures.

#### **TEACHING & TRAINING RESPONSIBILITIES**

- To be fully involved in national training programme for Endoscopy including being an endoscopy trainer.
- To be actively involved in the orientation and training of new medical and non-medical Endoscopists.
- To ensure all practice is governed by the GRS and JAG requirements for training.
- To comply with the Quality Standards outlined in the GRS.
- To identify poor practice and take steps to rectify the situation.
- To advise on the training needs analysis which reflects the future needs of the service in collaboration with the Endoscopy Unit Manager and Clinician Director for Gastroenterology and Directorate Manager for Endoscopy.
- To work with the Clinical Educator and Endoscopy Manager, Specialist Nurses, to ensure appropriate

educational opportunities for personal, professional and service development.

- To work collaboratively with the senior staff to ensure that all staff have an appraisal and a personal development plan
- To take an active lead in teaching informally and formally.
- To participate in ensuring all the Direct Observation of Practice forms are completed.
- To play an active role in health education and educating patients about their lifestyles.
- To participate in research activities in conjunction with the Gastroenterology and Endoscopy team.
- To work alongside the Clinical Educator and Endoscopy Nursing team in the development of recognised endoscopy courses and in-house teaching programmes.
- To promote a seamless service of care through liaison with all relevant Health Care professionals and set up appropriate systems and education across the Trust and with external partners

#### **LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES**

- To contribute to the effective management of resources within the Endoscopy Unit in order to provide a high quality patient focused service.
- To ensure effective mechanisms for maintaining communication between wards, directorate and wider organisation, i.e. Specialist Nurses Meeting, Gastroenterology Governance Group.
- To provide care for individuals, families and communities within integrating healthcare services and using accepted guidelines and protocols.
- Where necessary, to plan, implement and evaluate healthcare collaboratively with others using approaches that recognise each ones experience and to meet the need of the client.
- To fully integrate within the Endoscopy Unit, thus ensuring a holistic approach to care of patients.
- To Work Collaboratively with the Endoscopy Manager, Nurse Endoscopists, Clinical Director for gastroenterology to develop a patient led endoscopy service.
- To actively participate in unit activities and encourage others to do so.
- Provide expert knowledge and clinical leadership.
- Evaluate service delivery, identify areas for improvement and initiate change.
- Take a lead on the management of complaints and clinical incidents, including leading in SIRC meetings relevant to endoscopy.
- To provide line management of a group of staff following HR policies.

#### **RESEARCH & AUDIT**

- Identify need for, participate and undertake, research, clinical audit, benchmarking and equipment trials, in order to improve effectiveness of patient care.
- Actively lead clinical audit and service improvement projects.
- Disseminate research and audit findings through presentation to professional groups and publication.
- Responsible for the development and implementation of policies, procedures and guidelines relevant to own area of work.
- Promote patient and public involvement activities in the specialist area, leading to service improvement.
- Promote people's equality, diversity and rights

#### **GENERAL DUTIES**

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand

and implement Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.

- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust’s continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the [www.gov.uk](http://www.gov.uk) website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.