

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Endoscopy Pre-assessment nurse |
| **Reports to** | Endoscopy Nurse Team Leader |
| **Band** | Band 5 |
| **Department/Directorate** | Endoscopy/Medical services |

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| **JOB PURPOSE** |
| * Provide, specialist nursing expertise, facilitating evidence-based patient-centred care and assessment for a defined caseload of pre-assessment patients. * To co-ordinate patients throughout their pre-assessment pathway, with a high level of input into the management and care of patients prior to admission for specified procedures. * To act as a resource and to provide education for patients and health care personnel, as directed by the pre-assessment lead nurse * Carry out relevant forms of care without direct supervision, working effectively within the multi-disciplinary team * Participate in the support of all members of staff within endoscopy, including students of nursing/visiting healthcare professionals * Actively participate in the teaching and mentoring of students and junior staff * To suggest improvements in care provision, recognising and challenging poor practice, raising concerns to the relevant agencies where appropriate. * Ensure that the nursing philosophy of care for Endoscopy is reflected in practice. * . |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Clinical  * To ensure provision of a high standard of nursing care to patients attending the Endoscopy Unit working within agreed policies and procedures. * To act as a liaison link with Specialist nurses and contribute to work involved in clinical trials – for example, data collection * Collaborates and consults with the multi-professional health care team and the patient, communicating very sensitive, complex information. * Uses highly developed communication skills to provide guidance, advice and support to the patient / ward staff regarding management of their proposed admission and its impact on patient’s/carer’s life. * Whilst communicating complex, sensitive, sometimes distressing information to patient, is able to identify and overcome barriers to patient understanding * Provides verbal and written information to patient, to enable them to give informed consent for treatment, using specialist knowledge. * Establishes partnerships with patients/carers and communicates with them, sometimes in highly distressing or emotional circumstances * Provides, receives, interprets and communicates complex information with a range of health care personnel * Act as patients advocate, ensuring that informed consent, privacy and dignity are maintained (NMC) * Carry out health promotion within job role utilising information leaflets and networking with other specialist healthcare staff around the Trust where necessary * Critically reflect on own performance through supervision/action learning * To maintain active status on the NMC register. * To act always in accordance with the NMC code of professional practice |

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| **Management**   * Participate in the benchmarking and audit process including JAG and Global Rating Scale. * Contribute to facilitating a learning environment for all staff within the department, including students of nursing and visitors * Participate in departmental staff meetings, acting on and sharing information to ensure that all staff are familiar with current issues ongoing in the Trust * To take charge of the clinical area in the absence of a more senior nurse, ensuring patient and staff safety is maintained.  Health and Safety  * Ensure sound knowledge of Trust protocols which includes: * Confidentiality and Data Protection * Moving and Manual Handling * Fire, Health & Safety * Security * Disciplinary and Grievance Procedures * Major Incident Plans * Infection Control & Management of high-risk patients * Control of Substances Hazardous to Health * Take all reasonable precautions to maintain the security of all persons within the hospital, of all equipment and confidential documentation such as, patients medical records, clinical and personal information on x-rays and x-ray request forms * Be aware of own health and welfare responsibilities and the health and welfare of other staff groups, including patients and visitors * Be responsible with the safe storage and disposal of linen * Ensure that competency is maintained in regard to decontamination and the cleaning of endoscopes that complies with the relevant guidelines  Education  * Be committed to acquiring a body of knowledge and expertise applicable to nursing skills and the service provided within Endoscopy * Maintain current standards of care and identify the need for improvement in current practice. * Participate in audit, research and reflective practice relevant to the work area * Organise own statutory training in accordance with the Trust Policy and record attendance in personal portfolio * Support students of nursing during their placement within the endoscopy setting and act as mentor as required * Participate and support the regional groups in operation * Initiate and/or participate in professional/benchmarking research projects |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Gastroenterologists * Endoscopy Nurses/Sister | * GPs * Community Nurses | | * Assistant Practitioners * Radiographers * Endoscopy booking team |  | |  |  | | * Endoscopy admin Managers * Specialist Nurses * Porters * Ward Staff – at all levels * Patients, relatives and carers * Consultants * Operating Department Practitioners |  | |  |  | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Work to Standard Operating Procedures (SOPs) with registered care professional available for reference.  Work within the organisational policy, procedures and guidelines as well as national and ethical frameworks for practice.  Be responsible and accountable for own practice, working within limits of competence and within professional boundaries.  Raise any concerns to a registered care professional or appropriate person. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| This role requires excellent communication skills, verbal, written and use of IT.  Exchange information with patients/clients requiring support, tact and reassurance.  Form professional relationships with patients/clients and communicate and cooperates with them in a way that respects their views, autonomy and culture.  Constructively manage barriers to effective communication and works cooperatively with patients and team members.  Instruct and guide individual patients undergoing endoscopic/nursing procedures and activities.  Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.    Understand the safeguarding adult’s issues and act within the guidance of the policy to keep adults within their care safe.  Able to keep accurate contemporaneous documentation using and supporting the organisation’s documentation.  Attend meetings and feedback relevant information.  Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.  To provide patients with an explanation of their endoscopy procedure prior to commencing the examination.  To communicate effectively, empathically and persuasively with patients in order to facilitate accurate positioning of patients for endoscopy procedures. This will include dealing with patients (and their relatives or carers) who may have communication difficulties e.g. deafness or who speak a foreign language. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Analyses and interprets patient history and examination, presenting symptoms, physical findings and diagnostic information, in line with best practice guidance and evidence-based standards of care.  Uses sound judgment and analytical skills in relation to the pre-assessment of patients, using critical thinking and diagnostic reasoning skills in clinical decision-making  Assesses, plans, implements and evaluates health education and health promotion to address diverse range of complex and individual patient needs, using an evidence-based rationale |

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| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to:   * Assist staff to ensure the department is working effectively at all times by contributing towards good control of workflow and maximising the use of all available facilities * Support the planning, implementing and evaluating programmes of care for individual patients * Prioritise own tasks under the appropriate delegation of the lead nurse * Liaise with other providers regarding care provision |
| **PATIENT/CLIENT CARE** |
| Always work within clearly defined accountability framework.  Demonstrate clinical competence developed through continual professional development and reflective practice.  Recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the lead nurse.  Report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales and record these on Datix.  Ensure that the department’s identification policy is adhered to and that all patients are correctly identified prior to undergoing irradiation. |
| **POLICY/SERVICE DEVELOPMENT** |
| Work to Trust Policies, Procedures and Standard Operating Procedures (SOP).  Maintain Trust Standards of Clinical Governance.  Support professional Standards of Practice.  The post holder will work in accordance with departmental policies, protocols and procedures. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.  Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported.  Demonstrate and instruct the use of equipment to ensure safety. |
| **HUMAN RESOURCES** |
| Supervising, assessing and supporting peers, including bank and agency staff in the clinical area.  Maintain own professional development and attending training, including all mandatory training to enhance the role within the clinical area.  Be prepared to share knowledge and experience both formally and informally.  Take a flexible approach in supporting colleagues during times of caseload pressures.  Participate in the training and induction of other staff/students as appropriate.    Participate in supervision and appraisal process, identifying own areas of development & undertaking relevant activities to meet objectives set in Personal Development Plan.  Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post |
| **INFORMATION RESOURCES** |
| Inputting, storing and providing information on relevant IT systems and patient records.  Accurately completing and maintaining effective patient records including confidentiality issues.  To be able to work with the department PACS system and Radiology Information (CRIS) system. |
| **RESEARCH AND DEVELOPMENT** |
| Contribute to developing own and team evidenced based practice including research and involvement in the audit process.  To engage in active participation in data collection for audit and quality assurance purposes. |
| **PHYSICAL SKILLS** |
| A range of clinical skills including; dexterity and accuracy for Assisting with Endoscopic procedures.  To move and manoeuvre expensive, Endoscopic equipment within the Radiology/Endoscopy Departments.  Be able to help to move patients using a range of manual handling aids and hoists as required.  To use Endoscopic systems in accordance with departmental protocols ensuring patient data and images are correctly inputted and correlated. |
| **PHYSICAL EFFORT** |
| Walks/stands most of shift.  Occasionally working in lead coats, standing for long periods of time.  Pushes and pulls equipment, trolleys, endoscopy equipment or wheelchairs.  Manoeuvring patients into position on X-ray table/bed or couch.  Transferring of patients to Wards/other departments post procedure.  Good hand/eye co-ordination for manipulation and management of clinical consumables e.g. guide-wires. |
| **MENTAL EFFORT** |
| Work in an unpredictable pattern when required.  Read and decipher patient information.  Help patients to make appropriate choices.  Help motivate patients.  Have the ability to communicate with the appropriate response and manner to both patients and carers/family during emotional times.  Ability to use and concentrate for long periods using IT. |

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| **EMOTIONAL EFFORT** |
| Frequently supporting patients undergoing Endoscopic procedures for diagnosis and/or treatment of diseases such as cancer.  Occasional contact with patients receiving bad news and deals with distressed patients and relatives.  Occasional exposure to face to face physical and verbal aggression.  Caring for patients undergoing endoscopic procedures and their families, carers and friends. This may include supporting patients, relatives and carers in dealing with emotional circumstances.  Working with patients with mental health, learning disabilities and challenging behaviour.  Ability to cope and deal with areas of conflict. |
| **WORKING CONDITIONS** |
| Occasionally working with Ionising Radiation requiring wearing lead coats for prolonged periods.  Frequently involved in the first stage of decontamination of endoscopes.  Occasional exposure to aggressive behaviour.  Frequent contact with body fluids, infection and unpleasant smells. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you * Undertake a Display Screen Equipment assessment (DES) if appropriate to role |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  *is is* |

PERSON SPECIFICATION

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| **Job Title** | Endoscopy Nurse |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/SPECIAL TRAINING**  First Level Registration – Registered Nurse  Degree or Diploma  Teaching Qualification | ✓  ✓ | ✓ |
| **KNOWLEDGE/SKILLS**  Knowledge of current nursing issues  Knowledge of clinical governance  IT/Word Processing  Excellent written and verbal communication skills  Proven ability to problem solve  Demonstrate awareness of own limitations  Ability to organise workload and delegate tasks appropriately  Well-developed organisational skills  Dexterity and accuracy in physical skills | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **EXPERIENCE**  Experience of working on own and as part of a team  Ability to supervise and support junior staff  Evidence of teaching and assessing skills/ability  Awareness of clinical audit  Evidence of undertaking a mentor/preceptor role  Experience in relevant area of practice | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **PERSONAL ATTRIBUTES**  Positive approach to work  Capacity to work with colleagues at all levels  Open minded, treats colleagues and the general public with dignity and respect  Motivated to personal and professional development of self and other colleagues | ✓  ✓  ✓  ✓ |  |
| **OTHER REQUIREMENTS** |  |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | ✓ |
| Contact with patients | Y |  |  |  | ✓ |
| Exposure Prone Procedures | Y |  |  |  | ✓ |
| Blood/body fluids | Y |  |  |  | ✓ |
| Laboratory specimens | Y |  |  |  | ✓ |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  | ✓ |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y |  | ✓ |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | ✓ |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  |  | ✓ |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | ✓ |
| Mental Effort | Y |  |  |  | ✓ |
| Emotional Effort | Y |  |  |  | ✓ |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  |  |  | ✓ |