**JOB DESCRIPTION**

**Job Title:** Registered Nurse – Endoscopy

**Managerially** OPAT and EndoscopyManager

**Accountable:**

**Professional** Head of Nursing and Clinical Services

**Accountability:**

**Purpose of Role**

To provide a high quality, within the Endoscopy department; maintaining the highest standard of care and safety for patients, visitors and staff. To be competent in all aspects of clinical practice/ endoscopy techniques and procedures within the Endoscopy Department

To provide clinical and managerial support to the Department Lead Nurse and Senior endoscopy Nurse in the development and implementation of high quality care protocols to provide a highly effective fast track service for all Endoscopy procedures. Work towards developing and maintaining a cohesive multidisciplinary team.

**Scope of Role**

The role has Clinical/Professional, Education/Professional responsibilities:

Clinical/professional

* Provides skilled and considerate nursing care to patients in the Endoscopy Department taking into account their specific needs during procedures utilising the appropriate Practice Plus Group Integrated Care Pathway (ICP).
* Prepares the endoscopy room and equipment and provides specialist assistance to the endoscopist throughout the procedure as required
* To take part in the day to day maintenance and cleaning of specialist equipment in line with national decontamination standards and maintain associated records
* Ensures that equipment is handled correctly and maintained in a safe working order, and reports any defects promptly to the department manager.
* To act as advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet National Minimum Standards and other guidelines.
* To be responsible for maintaining accurate, timely and complete records, ensuring the safety and confidentiality of information
* To be responsible for safe discharge planning, ensuring that all discharge requirements are in place prior to the patients’ leaving the facility
* To promote the incorporation of discharge planning and health education into patient care, ensuring safe discharge of Endoscopy patients
* To provide appropriate information to patients and their relatives concerning the patient’s condition
* Appropriately reports any variance from the ICP which affects patient care and/or length of stay.
* To ensure that nursing care is based on sound and current research and will initiate, participate and promote nursing research and evidence based practice.

Management and leadership

* To provide clear and consistent communication to the multidisciplinary team achieving and maintaining high morale based on sound organisation
* To assist the lead in ensuring that policies and procedures are implemented and the Care Quality Commission (CQC) regulatory standards are met.
* To ensure the support of new and temporary staff in the .
* To report any untoward incidents relating to patients or staff and completing incident forms.

Educational and professional development

* To educate patients, carers in health promotion with information and education pre and post procedure ensuring patients are prepared physically, psychologically and socially for their procedure
* To instruct patients, relatives and other staff with regard to the process of nursing and the promotion of health and provide advice to patients and relatives on programmes of care. To ensure patients and their families are involved in the planning and provision of care
* To actively participate in the orientation/ induction programme of new staff
* To participate through mentorship in the development of staff and identify any professional training needs. Be able to act as a mentor to students enabling learning to take place;
* To be responsible for improving own knowledge base and maintaining professional competence and skills in accordance with appropriate professional body
* To take responsibility for personal and professional development, To be responsible for attending mandatory training sessions and to ensure that all policies and procedures are adhered to

**Additional information**

In addition the successful candidate will be required to adhere to the following:

Education and development

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

Professional

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

Regulatory framework

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

Infection control

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

Conflict of interest

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

Confidentiality

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

Health and safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

Privacy, dignity and respect and quality of opportunity

The treatment centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Vulnerable Adults Abuse   
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns   
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised.

Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature Date

Signature of

Head of Department Date

**PERSON SPECIFICATION FORM**

**Post title:** Registered Nurse - Endoscopy

**Department:** Endoscopy

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| **Factors** | **Essential** | **Desirable** |
| 1. Physical requirements | * Satisfactory Occupational Health clearance for the role specified * Have a satisfactory DBS clearance |  |
| 1. Education and qualifications | * Registered Nurse Level 1 * Evidence of continual professional development to meet NMC requirements * To be registered with the appropriate professional body | * Endoscopy Principles & Procedures or equivalent) * IV drug administration, venepuncture and cannulation * Basic / Intermediate life support skills |
| 1. Previous experience | * Experience post registration | * Experience in Endoscopy |
| 1. Skills knowledge and abilities | * Good organisational skills * Good communication and interpersonal skills * Knowledge and experience of clinical supervision and use of reflective practice * Computer literate * Ability to work closely with consultant users * Ability to work collaboratively in a multidisciplinary team * Ability to work flexibly within a changing environment * Customer/patient focused | * Research and Audit Skills |
| 1. Aptitude and personal characteristics | * Assertive and Self-motivated * Innovative * Committed to achieving high standards * High level of work ethic * Commitment to own personal development. * Willingness to work in a fast and changing environment * Enthusiasm to succeed |  |