##### JOB DESCRIPTION

**JOB TITLE:** Nurse Endoscopist

**RESPONSIBLE TO:** Head of Nursing

**RESPONSIBLE FOR:**

**ACCOUNTABLE TO:** Clinical Director of Endoscopy

## **JOB SUMMARY**

The nurse endoscopist will act as the clinical expert and professional resource to the multi-professional team, patients and carers within their specialist service. They will liaise and collaborate with colleagues in the delivery of high quality, clinically effective care, prioritising and utilising evidence based and best practice. They will work in partnership with the clinical, nursing, administrative and managerial team to ensure professional standards of care across diagnostics, including review of departmental policies and procedures.

### Principal Duties and Responsibilities

**Managerial**

* Initiate, lead and contribute to developing strategies to promote and improve Endoscopy services, working with the endoscopy management team.
* Evaluate service delivery, identifying areas within the service needing improvement and initiate change. Be an active member of the endoscopy users group and have responsibility for designated audits.
* Envisage future service/patient needs and take a lead in developing practice/services as appropriate.
* Have their own lists working flexibly and in addition will back fill lists during times of other endoscopist’s absence.
* Demonstrate an awareness of political/national agendas in own field of practice, e.g. JAG, JETS, NEDS as well as The NHS Plan at a Local/Regional/National level and take a lead in their implementation.
* Act as an expert resource and contribute to regional and CCG working groups on behalf of Practice Plus Group Surgical Centre, Gillingham
* Support the management and clinical team with achieving and maintaining Joint Advisory Group (JAG) accreditation for the endoscopy service. Assist with site visits for JAG accreditation
* Support the management and clinical team with achieving and maintaining Care Quality

Commission standards for the endoscopy service. Assist with site visits undertaken by CQC visitor.

* Recognise ethical and legal issues, which have implications for nursing practice and take a lead in ensuring appropriate action.

**Communication**

* Requires the ability to provide and receive routine information orally, in writing or electronically to inform work colleagues, patients, clients and carers, the public or other external contacts.
* Must be an effective communicator within their own team and take responsibility for the implementation, dissemination and evaluation of information at all levels.
* Liaise with the DSU Lead Nurse in order to co-ordinate activities to meet the objectives of the department.
* Effectively communicates with Consultant Medical Staff in order to care for patients as part of a multi-disciplinary team.
* Closely liaises with other departmental supervisors throughout the Centre to ensure a consistent approach in delivering services.
* Communicates with professional bodies for accessing information in relation to developing best clinical practice.

**Clinical Governance**

* Work closely with the management team and endoscopy lead nurse in maintaining the Endoscopy Unit’s Global Rating Scale (GRS) quality programme by developing, implementing and monitoring an action plan to increase quality within Endoscopy which can be reflected in improved GRS ratings.
* Act as lead for identified GRS, clinical events, bench marking and CCG audits within the team.
* Work collaboratively with colleagues to develop effective documentation, pathways, protocols and guidelines for care relevant to own area of work.
* Demonstrate a commitment to share expertise and disseminate information through presentation to professional groups and publication.
* Ensure that clinical risks are identified relating to your own practice, reported and managed within the service and adhere to organization clinical governance policies.
* Identify and undertake, research, clinical audit and benchmarking in order to improve effectiveness of patient care within the department.
* Disseminate research and audit findings through presentation to professional groups and publication.
* At all times ensure that one’s own actions support and promote equality, diversity and the rights of patients, the public and colleagues within the health care environment.

**Patient Care**

* Perform upper and lower gastrointestinal endoscopy, and polypectomy according to organisational and national protocols, as an independent autonomous practitioner.
* Administer conscious sedation/local anaesthesia within agreed protocols to patients requiring Endoscopy. Identify abnormal GI pathology, perform biopsies, photographs and complete pathology requests as required.
* Assess individuals, families and populations holistically using a range of different methods, some of which may not be usually exercised by nurses such as physical assessment and history taking, ordering and interpreting diagnostic tests or advanced health needs assessments.
* Contribute to the development of pathways and protocols that are in place to enhance the patient experience in line with local and national agendas e.g. Essence of Care, Clinical Governance.
* Contribute to ensure all appropriate support and action is taken to enhance the environment and quality of care provided to patients and relatives across the department.
* Ensure robust clinical leadership within the sphere of responsibility and accountability.
* Perform advanced and specialised clinical skills in assessment, diagnosis and treatment of Endoscopy patients to enhance the patient/carer experience.
* Perform diagnostic and therapeutic interventions as per agreed competency level, as agreed by the clinical lead for endoscopy, by DOPS monitoring and continual assessment.
* Record all episodes of endoscopy related procedures Unisoft ERS.
* Undertake endoscopy procedures and be aware of the associated responsibilities and accountabilities. Clinical decision making skills and legal accountability must be understood together with the principles of precarious liability.

**Clinical Professional Responsibilities**

* Work within agreed protocols and patient group directives for administration of relevant drugs for appropriate endoscopy procedures.
* Perform therapeutic procedures in accordance with agreed clinical protocols and clinical governance approval from appropriate directorates.
* Collect, collate, evaluate and report information, maintaining accurate patient records in line with clinical governance and risk management.
* Involve patients and carers/relatives in the planning and delivery of care and development of services to enhance the patient/care experience.
* Use advanced communication skills in a variety of settings.
* Develop clinical pathways and protocols, to operate at organisational level and beyond, to inform diagnosis and treatment, utilising evidence based practice throughout the processes and the delivery of care.
* Understand and implement the principles of informed consent and perform relevant consent procedures for approved endoscopy interventions.
* Support and participate to train nurse Endoscopists in line with JAG standards.
* Using NICE / BSG Guidelines for surveillance endoscopy procedures, participating in clinical validate all planned endoscopy referrals in accordance with GRS standards for clinical quality.
* Attend local MDTs as required to present caseload.
* Maintain adequate patient documentation to NMC requirements for all patients seen and advice given in any practice setting and contribute to clinical activity/data collection as required. Follow local and national policies, where appropriate, undertake to prescribe for patients in their care, adhering to Living Care and Nursing and Midwifery Council (NMC) guidance by fulfilling the role of a non-medical independent or supplementary prescriber in line with the Chief Nursing Officer’s 10 key roles – NHS Plan (Department of Health (DH), 2000)

**Education and Development**

* Identify own learning needs, plan, implement and evaluate programmes of education to meet identified need
* Ensure own compliance with regards to mandatory training requirements.
* Ensure minimal procedure numbers required for JAG accreditation are performed, ensure JAG and GRS key performance indicators are in line with recommended minimum standards.
* To maintain professional competence
* Address specific health targets related to own area of practice through education.
* Provided support and education to associated staff and other agencies as a clinical expert, in particular relation to Endoscopy services, including adherence to policies and guidelines.

**Internal and external relationships**

* Endoscopy clinicians, nursing teams and administrative staff
* Endoscopy Users Group
* JAG
* JETS e. Portfolio
* GIN (Gastrointestinal Nursing)
* MDT at secondary care hospital

**Quality**

* Assists in the collection of data for a range of clinical benchmarks for use within and out with Practice Plus Group as part of the Clinical Governance Framework in order to assist in the development of action plans to improve clinical services and patient outcomes.
* Plays an active role in the supervising and monitoring of Clinical and Non-Clinical Risk Assessments for Patient Care and the Environment.

**Performance Assessment**

* Comply with the Company Appraisal system and attend an appraisal every year.
* Carries out individual appraisals for junior and ancillary staff as part of their ongoing development.
* The content of this job description is intended to offer both the post-holder and Practice Plus Group Surgical Centre Gillingham the flexibility to develop roles and services in line with contractual agreements, developing services and improved professional and clinical practices within the facility over time.

**Health and Safety**

As an employee of Practice Plus Group, the post-holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the Surgical Centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post-holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post-holder …………………………………..………..

Signature …………………………………….……...

Date ……………………………….…………...

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| Personal Specification – Nurse Endoscopist |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * RN (Level 1), BSc / Diploma in Nursing or other relevant Post Graduate Clinical Qualification or a Portfolio demonstrating relevant experience. * Recognised Teaching /Assessing certificate or equivalent * Nurse prescriber |  |
| Experience | * Recognised post-registration specialist endoscopy course or equivalent * Ability to show competency and demonstrate experience at Senior Practitioner Level | * Experience as a qualified nurse and ability to supervise a team. * Ideally some experience of the Independent Sector. * Broad range of competencies matched to job description and specification illustrated in CV. |
| **Skills and Knowledge** | * Specialist Qualification in GI Nursing / Endoscopy Practice or demonstrable understanding of the area. * A UKRC Advanced Life Support Provider Qualification. * Excellent communication skills * Flexibility * Cannulation skills/ willing to undertake training. * Ability to fulfil all duties within the endoscopy department |  |
| Other Factors | * Enthusiastic, highly motivated and committed. * Ability to cope in stressful situations. * Ability to work in a multi-disciplinary team. * Ability to analyse & problem solve. * Good general health. * Ability to communicate effectively verbally and in writing. * Caring attitude to patients. * Customer Service. * Honest and reliability. * Committed to continuing education and professional development. * Knowledge of developing new ways of working * Knowledge of Health & Safety and Risk Management processes within the department setting |  |

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| **HAZARDS:** | | | | | |
| Laboratory Specimens  Proteinacious Dusts | X | Clinical Contact with patients | X | Performing Exposure Prone Invasive Procedures | X |
| Blood/Body Fluids | X | Dusty environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |