##### JOB DESCRIPTION

#### JOB TITLE: Endoscopist

**RESPONSIBLE TO:** Hospital Director

**PROFESSIONALLY**

**ACCOUNTABLE TO:** Medical Director

**BASE FOR THE POST:** Practice Plus Group Hospital, Shepton Mallet

## **JOB SUMMARY**

This post delivers high quality Endoscopy services at the Hospital with a requirement to provide upper and lower GI endoscopy as well as Gastroenterology outpatient services to support that work. While the predominant case load is from NHS GPs and transfer cases from local NHS providers, there is a small amount of self-pay work and private provider work. Should the appointee only specialise in one area shown below, this would also be sufficient and the Company would support any opportunity to widen an appointee’s skillset through supporting training. Patients are offered sedation, Entonox™ and/ or local anaesthetic spray. The service does not offer propofol or general anaesthetic lists.

Applicants will be required to demonstrate a high level of skill in the following areas:

* Diagnostic Oesophago-Gastro-Duodenoscopy (OGD)
* Diagnostic Flexible Sigmoidoscopy
* Diagnostic Colonoscopy
* Expertise in therapeutic Colonoscopy in particular resection of colonic polyps
* Safe sedation practice
* Managing any immediate complications of these procedures.

Competence will be judged against the current GRS standards as set out by the Joint Advisory Group (JAG).

Applicants will be required to have JAG accreditation for independent practice in upper and lower GI endoscopy, with key performance indicators showing excellent clinical quality with over two years of data provided.

Applicants will need to demonstrate commitment to excellent teamwork with clinical colleagues, willingness to utilise and develop clinical care pathways in the overall management of patients and assist in improving these pathways over time. They also need to possess a positive attitude to dealing with patients.

Applicants will act as Lead Consultant for endoscopy for the site, so may be required to review practice, undertake induction of other endoscopists or provide training for endoscopists as described in the appropriate PPG policies. While Training the Trainers for either colonoscopy or OGD is not essential, this would be useful and may be required at a later date.

The post holder will be required to build a close working relations with other colleagues as part of the multidisciplinary team. He / She will also be required to participate in audit, research and management of the service.

It is anticipated that the post holder will engage in specific management tasks and contribute to monthly departmental meetings as agreed with the Medical Director.

Principal Duties and Responsibilities

* The post holder will be responsible for delivering diagnostic and therapeutic endoscopy procedures to referred NHS patients and some patients from self-pay or private providers. For the self-pay private patients the post holder would provide an outpatient based pre and postoperative appointment.
* The post holder must comply with Practice Plus Group Endoscopy policies and procedures which are based on British Society of Gastroenterology and JAG guidelines and standards. The post-holder will participate in the collection and submission of Global Rating Scale and patient outcome data valid towards the annual revalidation required JAG accreditation and towards the data collection for full 5-yearly reaccreditation.
* It is expected that the post holder will assist with investigation of relevant incidents and complaints using the Patient Safety Incident Investigation framework, and reporting to the Medical Director and the Hospital Director.
* The post holder will be responsible for managing histology results and ensuring that results and patient advice are sent to the GP in an appropriate form, or referred to a local MDT if malignancy is suspected or confirmed.

**Diagnostic support services**

Imaging and Pathology support services are outsourced locally.

**Emergency care services**

Agreements are in place with local Acute Trust Hospitals for emergency transfer to acute care if needed. All patient transfers are reported investigated as incidents and managed according to PSII.

**Key working relationships**

*Internally*:

* The Head of Nursing and Clinical Services, and Theatre Manager, Endoscopy Lead Nurse, Medical Director and Hospital Director for the Hospital.
* Consultant colleagues in own and other specialities.
* Members of the nursing and allied health professional team.
* Other members of the Centre support team.

*Externally*:

* Clinical Director for Endoscopy
* Consultant speciality colleagues in the local acute Trusts for audit and continuing professional development.
* Local cancer networks for malignant conditions discovered in the course of investigation and diagnostic procedures.
* Lead nurse for Endoscopy and the Head of Diagnostic Imaging and Endoscopy who both work across all PPG sites
* Other members of the Endoscopy Quarterly Forum across PPG endoscopy
* Medical Director of Secondary Care as Responsible Officer

**Job Plan**

An initial formal job plan will be agreed between the appointee and the Centre Medical Director on behalf of the Company Medical Director at the start of the appointment and reviewed at three months from the start of the appointment. It will be signed by the Medical Director on behalf of PPG.

A full time post will be 40 hours per week Monday to Saturday. 36 hours will be allocated to direct patient care with 4 hours for unscheduled clinical activities to include SPA and admin, on average on hour of admin will be provided for each 8 hour session. Time allocated to unscheduled clinical activities must be spent in the UK as attendance may be required at the Hospital.

**Teaching and Training**

The successful candidate may be asked to participate in the teaching and training of junior staff and other clinical groups.

**On call – minimal requirement**

All urgent queries would be referred to an acute hospital for review.

**Continuing professional development and revalidation**

The appointee will be expected to take part in continuing professional development, clinical audit, training and quality assessment activities. He/she will also be expected to participate in annual appraisal leading to revalidation by the General Medical Council (GMC) and have a full License to Practice.

**Clinical Governance**

All clinical governance, quality assurance and risk management the Quality Governance Team locally. The appointee will work closely with the Clinical Director for endoscopy and take part in the Quarterly Endoscopy Forum which links nurses and endoscopists from across the nine Endoscopy Units. The appointee will have a duty to report all clinical and non-clinical incidents to the Medical Director and to take part in review of such events with the aim of learning from errors and reducing .

**Locum cover**

Locum cover will not normally be provided and therefore absence requests of more than 10 days in total will require special authorisation.

**Administrative support**

The appointee will undertake administrative duties associated with the running of his/her clinical work. He/she will have administrative support from the Centre and access to a PC and the Internet for work purposes

**Health Clearance**

Any offer of employment will be conditional on satisfactory health clearance by Occupational Health. This is usually by questionnaire but may involve a medical examination.

**Hepatitis B**

The successful applicant will be required to provide documentary evidence of natural or acquired immunity to Hepatitis B. Where this is not possible, the applicant will be required to demonstrate, by recent (within the last year) evidence of serology showing the absence of Hepatitis B surface antigen.

**Concerns about a colleague’s performance**

It is a requirement that if the employee has concerns about the professional performance of a member of staff, of whatever profession, they have a duty to speak to the person concerned. If the matter is potentially serious, or satisfaction is not obtained with the direct approach, such concerns should be discussed with the Centre Medical Director or General Manager. If satisfaction is again not obtained, concerns should be discussed with the Company Medical Director.

**Access to vulnerable adults**

The person appointed to this post may have access to vulnerable adults. Applicants are, therefore, advised that in the event that your appointment is recommended and in line with Company policy, you will be asked to undertake a disclosure check with the Criminal Records Bureau prior to commencement of employment. Refusal to do so could prevent further consideration of the application.

**Rehabilitation of Offenders**

Attention is drawn to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, which allows convictions that are spent to be disclosed for this purpose by the police and to be taken into account in deciding whether to engage an applicant.

This post is not protected by the Rehabilitation of Offenders Act 1974. You must disclose all information about all convictions (if any) in a Court of Law, no matter when they occurred. This information will be treated in the strictest confidence.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of information contained within. The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regards to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

**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 investigation undertaken.

**Conflicts of Interests**

You may not without the consent of Practice Plus Group engage in any outside employment and in accordance with Practice Plus Group Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

**Code of Conduct for Professional Group**

All staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC and HPC).

Any offer of employment will be subject to a satisfactory Criminal Records Bureau check having been completed.

**Performance review and appraisal**

The post holder will be subject to annual performance review by his/her professional manager. Medical staff will be required to undergo annual appraisal with a view to revalidation by the GMC. In the near future an annual License to Practice will be required from the GMC.

**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 treatment 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 authorised 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 Postholder ……………….……………………..

Signature ……………………………………...

Date ……………………………………...

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| **Person Specification – Consultant Gastroenterologist** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * JAG certification of competency on Upper GI and / or Lower GI procedures in Endoscopy.
* Intercollegiate speciality examination or equivalent.
* Evidence of subspeciality training.
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| Experience | * Recognised period of work in a specialist department treating upper and / or lower gastrointestinal conditions.
* Ability to undertake clinical audit of work and apply findings to clinical work.
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| **Skills and Knowledge** | * Clinical training and experience equivalent to that required for gaining UK CCST.
* Ability to offer expert clinical opinion on a range of problems in elective gastroenterology drawing on substantial experience in the speciality.
* Ability to take full and independent responsibility for clinical care of patients.
* Ability to manage and lead a multi-professional team
* Key performance indicators data for endoscopy above recommended Jag standards (i.e. colonoscopy completion rate >90%)
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| Other Factors | * Committed to continuing education and professional development.
* Honesty and reliability.
* IT literate.
* Enthusiastic, highly motivated and committed.
* Ability to cope in stressful situations.
* Ability to work in a multi-disciplinary team.
* Good general health.
* Ability to communicate effectively both verbally and in writing.
* Caring attitude towards patients, relatives, carers and colleagues.
* Mentally and physically fit to undertake the role.
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| **HAZARDS:** |
| Laboratory SpecimensProteinacious 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 |  |