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| JOB DESCRIPTION Endoscopy Unit Health Care Assistant |

**RESPONSIBLE TO: Endoscopy Unit Manager**

**ACCOUNTABLE TO: Clinical Services Manager**

**SERVICE SUMMARY**

The Endoscopy Unit Team are a small, multi-skilled clinical team who are required to work closely together to deliver an effective, friendly and quality clinical service for our patients. The team are required to meet clinical, record keeping and reporting standards and stock & financial controls.

The unit provides GP direct access services for diagnostic colonoscopy, flexible sigmoidoscopy and gastroscopy, progressing to therapeutic where clinically appropriate. Initial services will be provided through one of the two treatment rooms for up to six sessions a week, with potential for increase in the future.

## **JOB SUMMARY**

To work as a member of the team to provide an efficient and effective endoscopy service to patients and referring GPs.

To take particular responsibility for the cleaning of medical equipment

To adhere to endoscopy unit services, policies and procedures.

**PINCIPLE DUTIES & RESPONSIBILITIES**

Statutory

* Comply with HCC, CNST and other standards in the endoscopy uinit
* To ensure that all procedures performed meet individual patient needs, reflect good practice and are provided by means of appropriate equipment, within the agreed patient care pathways.
* To ensure that informed consent are obtained before commencement of any treatment.
* Ensure all accidents and incidents are reported to the Endoscopy Manager .
* To be responsible for maintaining accurate, timely and complete records, ensuring the safety and confidentiality of information
* Ensure that the cleanliness and hygiene of the endoscopy unit is maintained, adhering to infection control policies and procedures, Health and Safety policies and procedures.
* To ensure that equipment is handled correctly and maintained in a safe working order, reporting any defects to Endoscopy Manager.

# Service Provision

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* Understand and, implement PPG’S policies, procedures, Best Practice Guidelines and comply with Statutory, National Care Standards and Purchaser requirements.
* Comply with Unit Specific Policies and procedures.
* Maximise workload efficiently and effectively but not compromising quality.
* Uphold PPG’S clinical governance systems.

# Systems and Administration

* To work with the booking / reception staff to enable delivery of efficient productivity through the unit
* Contribute towards the management of health and safety and infection control in the endoscopy unit.
* Adhere to systems and procedures for quality and safety.
* Assist with the investigation of complaints, accidents and critical incidents in accordance with agreed procedure.
* Maintain accurate, timely and complete records, ensuring the safety and confidentiality of information
* Ensure that the cleanliness and hygiene of the endoscopy unit is maintained, adhering to infection control policies and procedures, Health and Safety policies and procedures.
* To ensure that equipment is handled correctly and maintained in a safe working order, reporting any defects to the Endoscopy Manager.

# Professional

* Maintain high standards of practice and patient care.
* Take responsibility for undertaking risk assessments
* Maintain the relationships with doctors to excellent professional working relationships between doctors and all other staff.

**Clinical**

* To support registered nurse to ensure the care, welfare, safety and comfort of all patients is of the highest possible standard.
* To promote and maintain good interpersonal relationships between staff/patients/relatives, and the multi-disciplinary team.
* To support the endoscopist and the registered nurse in the admission of patients to the unit, taking particular responsibility for the cleaning and preparation of the patient area, trolley and equipment.
* Liaise with members of the medical and associated professions and ensure that prescribed or recommended treatment is carried out.
* To support the endoscopist and registered nurse in the treatment room, taking particular responsibility for cleanliness & maintenance of facilities and equipment.
* Following training and competency assessment, to take responsibility for the washing of scopes and the tracking of their use, including accurate completion of records
* To support the discharge of patients from the unit, including disseminating relevant information as appropriate whilst maintaining the principles of patient/client confidentiality.
* To facilitate the completion of patient satisfaction surveys

**Stock Control**

* To ensure all stock used per patient is recorded accurately on the patients charge sheet.
* To participate in stock control activities and monthly stock counts as delegated by the Endoscopy Unit Team Leader
* To report any concerns regarding clinical consumable and pharmacy stock control to the Endoscopy Team Leader.

**Self Development**

* To project the Company's image at all times through professional appearance/manner.
* To attend mandatory, equipment and competency training programmes as per company requirements
* To participate in the induction and to work in a collaborative and co-operative manner, recognising and respecting each individual’s contribution to the centre.
* To undertake any specific duties as delegated by the Unit Team Leader on an ad hoc basis.
* To participate in meetings as appropriate.

**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 postholder 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 – Endoscopy Unit HCA**  |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Varied “life skills”
* Good standard of literacy
 | * I. T. training
* NVQ level 2 or 3 in operating department support
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| Experience | * Experience of working in a Health Care Assistant role or other caring roles.
 | * Experience of working within an endoscopy unit or operating department.
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| **Skills and Knowledge** | * Understands the need for strict confidentiality.
* Understands the importance of cleanliness and infection control
* Attention to detail
* Understands and committed to a caring approach to patients and relatives.
* Able to carry out basic procedures as delegated by and under the direction of qualified theatre practitioner staff.
* Able to demonstrate an empathetic and caring approach to patients and relatives and work so that patient’s dignity and respect is maintained at all times.
* Able to prioritise own workload.
* Able to work under own initiative within boundaries of role.
* Demonstrates awareness of importance of working as part of a team.
* Able to communicate routine information including observations, effectively verbally and written to staff, patients and relatives.
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| Other Factors | * Committed to the overall aims of PPG.
* Committed to the provision of quality patient care
* Positive attitude.
* Willing to develop/learn in the role.
* Fit to undertake the duties of the post.
* Ability to be flexible with regard to working hours
* Lives within reasonable travelling distance
* Ability to work within a multi-cultural environment
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