

Job Description

Job Information	
Job Title:	Staff Nurse – Endoscopy (bank)
Directorate/Service:	C & M Collaborative Bank
AfC Band:	5
Responsible to:	Resourcing Manager
Accountable to:	HR Programme Manager
Base Location:	Various based on booking
Job Code:	Mapped to 409-3732466

Job Summary
<p>Please be aware that this job description describes the substantive job role, which the individual would work on a bank basis, which means that not all elements of the job description may apply. As this is a generic Job Description the post-holder will be given further information regarding the context of their role when assigned to a specific ward/department.</p> <p>Endoscopy Unit is a busy challenging and Dynamic unit that undertakes variety of procedures requiring the effective use of Specialist Equipment. Registered Nurses are expected to work alongside Consultants of different expertise, Nurses Endoscopist and other member of the Multi-disciplinary team to ensure the efficient, effective and timely delivery of service to the clients. RGN's are equipped with Knowledge and skills to facilitate an effective and pro -active supervision and Training of the Junior staff in the Endoscopy Unit.</p>

Dimension & Context of the role
The post holder will be assigned to work as Staff Nurse-Endoscopy (band 5) on a bank basis across various Cheshire and Merseyside NHS Trust Endoscopy departments.

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> • To participate effectively in the formulation and implementation of client individualised care • To be able to participate in the Undertaking of Research, Outreach and Clinical audits as directed by the Unit manager to ensure maintaining and improving the delivery of Service to the clients attending for procedures. • To promote a concise and effective Communication with the service users/clients and ward nurses and staff within the hospital as per Trust and Unit policies. • To ensure that all equipment in the Endoscopy Unit is maintained safe and functional working order. • To be able to contribute efficiently in the setting and implementation of effective patient care and standard of monitoring system in the Endoscopy Unit. <p>CLINICAL & PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To ensure to maintain an up-to-date Professional Registration N.M.C. License • Adherence to keep the Relevant Code of Practice, Scope of Nursing practice and Professional body. • To maintain and achieve own Personal development plan and Learning about JAG and GRS that encompassed the Endoscopy Unit Practice and policies. <p>ADMINISTRATIVE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Effectively maintain accurate patient information and records are kept up to date to ensure confidentiality in Line with the Trust Policies. <p>TEACHING & TRAINING RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To Perform and participate in the Teaching of the students, Promote in service Training of qualified nurses

and healthcare assistant. To act effectively as a mentor/Preceptor as appropriate.

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- Responsible to supervise training of Healthcare assistants and Junior staff member as and when required in the unit.
- Perform to do Appraisals to ensure staff development is achieved.
- To Coach and act a mentor/Preceptor to junior nurses and Healthcare assistant.
- To monitor efficient Staff Development /Training Dashboard to achieve good performance management.

FINANCIAL RESPONSIBILITY

- To ensure awareness of maintaining Endoscopy Unit safe use of equipment and supplies that affects the Standards of Financial Responsibility within the Trust directives/Policies

RESEARCH & AUDIT:

- Perform and Participate effectively in maintaining Endoscopy Unit Clinical Audits.
- Measurement of Patient Comfort
- To ensure to validate Staff and Patient Satisfaction

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement NHS Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.

- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.