

JOB DESCRIPTION

POST: Staff Nurse - Endoscopy

GRADE: Band 5

RESPONSIBLE TO: Endoscopy Unit Manager

JOB PURPOSE

The post holder will assess, plan, evaluate and deliver all relevant aspects of the care of patients undergoing endoscopic procedures in a caring, compassionate and sensitive manner. Work closely with the multi-disciplinary team and contribute to the clinical governance process.

Although the post holder will work primarily in the Endoscopy Unit at Manchester Royal Infirmary, they will be expected to cover the Bowel Cancer Screening (BCSP) lists at the satellite unit in the Treatment Centre at Withington Community hospital and Trafford Endoscopy Unit when required. MFT Endoscopy at both Manchester Royal Infirmary and Trafford General Hospital operate a 7-day service with core hours between 8am – 6pm with a weekly late shift 9:30am – 7:30pm.

Act as a Practice Supervisor/Assessor/preceptor to junior staff, with specific responsibility for pre-registration students and Trainee Nursing Associates.

MAIN DUTIES & RESPONSIBILITIES

Clinical:

- Undertake comprehensive health care needs assessment of patients undergoing endoscopic procedures reassessing as appropriate.
- Collaborate with other health care professionals in the delivery of high standards of effective health care.
- Lead on the delivery of care, ensuring individual programmes of care are assessed, planned, implemented and evaluated.
- Use professional judgement when assessing patient needs/ problems and investigations requiring analysis and intervention.
- Organise own time and that of junior staff and learners.
- Provide clinical and professional supervision including allocating and checking the work of staff on the unit, and the clinical supervision of junior staff.
- Ensure that patient / ward information is communicated to the appropriate professional(s) of the multidisciplinary team.
- Practice in accordance with the NMC Code of Conduct and the Trust's policies and procedures, and professional guidelines in order that a safe and quality service is provided.

- Rotate to work in all areas within Endoscopy including, pre-assessment, procedure rooms including fluoroscopy room (x-ray) and recovery areas
- As Endoscopy is part of the massive haemorrhage patient pathway, postholder will be required to assist with endoscopic procedures off the unit in Theatres and critical care
- Facilitate and encourage patients, carers and relatives to take an active role in care given and where appropriate develop plans that enable patients and carers to be independent as far as reasonable possible.
- Communicate effectively with dignity and respect to all patients, relatives, staff and others giving consideration to potential barriers to understanding.
- Provide and receive complex, sensitive information concerning patient's medical condition.
- Work towards the achievement of the shared objectives of the multidisciplinary team by collaboration to ensure that best practice is achieved utilising both clinical benchmarking and Evidence Based Practice to achieve this.
- Undertake practice sensitive to the individualised needs of all patients,
- Administration of medicines and treatments in line with NMC & Trust Policy
- Participate in the implementation and delivery of the standards set within the Trust Nursing and Midwifery Strategy.
- Demonstrate a duty of care towards patients' valuables, supplies, human and physical resources including accurate authorisation of time sheets and off duty in line with Trust Policy.
- Promote self-care and health education in the clinical ward/department.
- Be actively involved in all aspects of admission and discharge, engaging with other agencies and community teams to ensure a safe, individualised approach based on the assessment of needs.
- Undertake clinical skills with dexterity and accuracy to improve the patient experience and journey (i.e. venepuncture, cannulation, etc).
- Be competent in the correct use of all equipment used in the clinical setting in accordance with instructions and departmental procedures, reporting any faults as necessary.
- Maintain accurate, contemporaneous patient records in line with Trust Policy and NMC Code of Conduct.

Education and Development

- Demonstrate the mandatory competencies of the trust, attending all required mandatory updates.
- Act as a mentor/preceptor and a role model for all nursing and support staff encouraging a high level of motivation.
- Maintain own continuing professional development in accordance with CPD requirements and contribute to formulation of own objectives and personal development plan.
- In conjunction with the Senior Sister / Charge Nurse, contribute to the delivery of orientation programmes and induction for new staff and learners.
- Contribute to the maintenance of the learning environment.
- Adopt a reflective approach to own practice in an attempt to continually improve.
- Promote awareness of current developments in the specialty and seek opportunities to further own knowledge and that of others.
- Provide educational and supportive opportunities to pre-registration nursing students and trainee nursing associates to ensure placements satisfy all requirements of their learning agreements.

Research & Development

- Demonstrate awareness of how to identify relevant sources of evidence to inform practice.
- Demonstrate the ability to critically consider and analyse their own and others practice in light of best available evidence.
- Contribute to implementing the NMAHP Research Strategy and to develop a culture of critical enquiry.
- Undertake surveys, audits, research activity as required to own role, supporting recommended changes in practice.

Professional:

- Comply with the NMC regulations relating to revalidation to maintain NMC registration.
- Act as a professional role model, providing visible leadership to the nursing team and encouraging all staff to lead by example in their individual roles.
- Apply trusts policies, guidelines and protocols to practice and behaviour both for self and other staff.
- Actively participate in and attend ward/unit meetings taking part in quality improvement processes, eg. Link nurse roles.

Leadership:

- Contribute to the Clinical Governance processes, within the ward/department.
- Demonstrate an overall awareness of quality issues and a commitment to continuous quality improvement.
- Deal personally with patients, relatives or visitors who make a complaint in line with trust policy taking all appropriate steps to resolve any issues raised.

Role Specific Duties

Physical Effort

Frequent sitting or standing in a restricted position. Frequent light effort for several short periods. Occasional/frequent, moderate effort for several short periods. Walks, stands most of the shifts. Pushes and pulls trolleys and commodes

Mental Effort

Frequent concentration to check documents and calculate drug dosages for infusions. Work pattern predictable.

Emotional Effort

Occasional/ frequent distressing/ highly distressing circumstances dealing with distressed relatives, care of terminally ill patients and the consequences of terminal illness.

Working conditions

Frequent unpleasant, occasional/ frequent highly unpleasant conditions. Smell, noise, body fluids, faeces, vomit, emptying bed pans and urinals.

INFECTION PREVENTION AND CONTROL

- It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control/Decontamination policies. The post Holder is also

responsible for ensuring that they attend mandatory training, including infection prevention and control.

HEALTH AND SAFETY

- The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.
- The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

- It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactiverole towards the management of risk in all of their actions. This entails the risk assessment of allsituations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

- Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

CONFIDENTIALITY AND SECURITY

- The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

NO SMOKING POLICY

- The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

- This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	First level registration – Registered Nurse Degree or Diploma	Teaching Qualification Degree level 6 study Diploma
KNOWLEDGE	Knowledge of current nursing issues Knowledge of clinical governance IT/ Word Processing	
TRAINING & EXPERIENCE	Experience of working on own and as part of a team Ability to supervise and support junior staff. Evidence of teaching and assessing skills/ability. Awareness of clinical Audit	Endoscopy/Theatre Experience
SKILLS & ABILITIES	Excellent written and verbal communication skills. Able to work as part of a team Proven ability to problem- solve. Demonstrates awareness of own limitations. Ability to organise workload and delegate tasks appropriately. Well developed organisational skills. Dexterity and accuracy in physical skills.	
ATTRIBUTES	Positive approach to work Willingness to be flexible and adaptable. Capacity to work with colleagues at all levels Open minded, treats colleagues and the general public with dignity and respect. Motivated to personal and professional development of self and other junior colleagues. Satisfactory attendance	

	record. Compassionate and Caring. Inspires others and is a positive Role Model.	
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