

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION Endoscopy Departments

Job Title: : Endoscopy, Staff Nurse

Responsible to: Charge Nurse Band 7

Department(s): Endoscopy Services

Directorate: St Johns Hospital Management Team

Operating Division: Lothian University Hospitals Division

Job Reference: L-SJH-END-SN

No of Job Holders: 25

Last Update: March 2019

### 2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients. In the absence of the ward manager or deputy take charge of the clinical area to ensure effective operation of the ward/department.

### 3. DIMENSIONS

#### **Primary Post:**

The post holder will work within the Endoscopy Service Directorate based at RIE/ WGH/ SJH sites primarily within the Endoscopy Unit

In the absence of the Ward Manager the post holder has delegated management responsibility for their designated area and the nursing staff within the clinical setting area.

The post holder will participate in the emergency on-call service for upper and lower Gastrointestinal haemorrhages from across Scotland.

#### Staffing Responsibility:

Supervision of junior staff (registered nurses/non-registered nurses and learners)

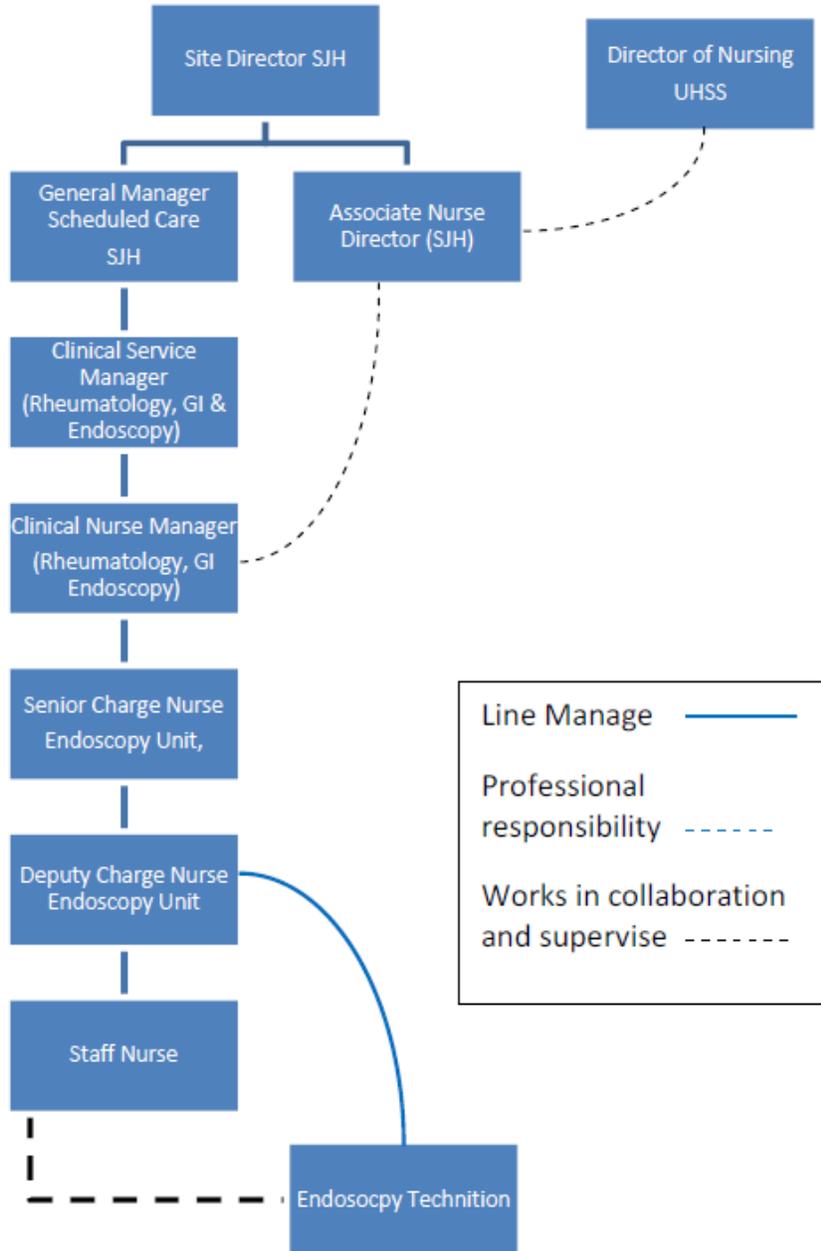
#### Financial Responsibility:

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to remain within the financial envelope.

**Generic overall:**

The post holder may be required to work within any of the Lothian Acute Services pertaining to their field and specialty. (The acute areas include: Royal Infirmary of Edinburgh, Western General Hospital, St John's Hospital).

**4. ORGANISATIONAL POSITION**



## 5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within this acute setting, meeting the identified physical, psycho-social and spiritual needs of patients requiring endoscopic procedures.

The Endoscopy / Bronchoscopy Service provide a local and national, diagnostic, therapeutic and specialist Endoscopic Service for patients across the Lothians and Edinburgh City serving a local population of 850,000 aprox.

Providing regional ERCP, Spyglass and the emergency GI bleeding service to south east Scotland.

Endoscopy Services are provided on 3 acute adult sites,

- The Royal Infirmary of Edinburgh
- St Johns Hospital, Livingstone
- Western General Hospital

Services are also provided at

- East Lothian Community Hospital, and
- Leith Community Treatment Centre

## 6. KEY RESULT AREAS

### Clinical

1. Responsible for the assessment of care needs and the development, implementation and evaluation of care plans for patients undertaking Endoscopic procedures, to ensure delivery of a high standard of care, communicating effectively with Medical Staff, Patients and their Relatives and other members of the Multidisciplinary Team.
  2. Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division and recommendations of the British Society of Gastroenterology and British Thoracic Society to ensure adherence to, and delivery of, a high quality service.
  3. Contribute to the development of policies/procedures and working practices within the clinical area and assist the Senior Charge Nurse to implement.
  4. Develop effective operation all diagnostic and therapeutic Endoscopic equipment, ensuring appropriate preparation, selection and presentation of equipment is carried out.
  5. Participate in the on-call rota within the department, independently preparing equipment and accessories for Endoscopic procedures, and act as assistant to the Endoscopists during emergency Endoscopy carried out in the Intensive Therapy Unit, High Dependency Unit and Theatres.
  6. To Assist the responsible physician during Bronchoscopy carried out in the Intensive Therapy Unit and High Dependency Unit, by providing correct surgical equipment as required, manipulating the patient into the correct position, providing surgical assistance during biopsy.
  7. Ensure effective coordination of the Endoscopy Unit and procedure rooms to enable the smooth running of in-patient and out-patient lists, liaising with Medical staff, outpatient coordinator and wards in order to maximise the use of all available clinical sessions.
  8. Understand the principles and hazards of electro-surgical procedures, radiological procedures and the importance of radiological protection and develop.
  9. Develop a competency and understanding of the principles and hazards of the cleaning and disinfection of Endoscopic equipment.
  10. Assist with cases requiring General Anaesthetic in the Radiology Department, Theatre and Intensive Therapy Unit, by positioning the patient, moving and handle, recording observations and assisting the Endoscopist as required throughout the procedure. .
  11. Be prepared to initiate BLS and assist in resuscitation procedures in an emergency.
  12. Ensure that the agreed standard of patient care is delivered during span of duty, and is monitored by participating in clinical audit as required. Where appropriate, be involved in research programmes within the clinical area, and disseminate findings of relevance to the multidisciplinary team.
- Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate to more senior staff.

### **13. Managerial**

14. In the absence of the Charge Nurse / Deputy Charge Nurse, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.
15. Ensure that equipment, both disposable and non-disposable, is maintained and stock managed appropriately, through ordering of stores, ensuring the economic use of all resources.
16. Ensure patients property and valuables that are received by the department for safekeeping are secured and processed as division policy.

### **17. Education**

18. Undertake training of registered and non-registered nursing staff, including pre and post registration students, and participate in the development of junior staff personal development plans to facilitate ongoing development.

## **7a. EQUIPMENT AND MACHINERY**

The post holder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

The post holder will have/ develop an understanding of the principles and practice of decontamination and adhere to all relevant 'track and traceability' policies.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

## **7b. SYSTEMS**

Maintenance of patient records & Unisoft (endoscopy reporting tool)

Local patient administration system

Human Resource Administration system – updating training record.

DATIX Intranet - reporting incidents

Apex Laboratory System – results of specimens

Internet and Intranet – work and personal use

## **8. ASSIGNMENT AND REVIEW OF WORK**

Workload is determined by the needs of the service.

The post-holder will work without direct supervision and will delegate work to other members of the nursing team as necessary.

The post holder's work will be assigned by the line manager although the post holder will manage their own daily workload.

The post holder will be responsible to the Deputy / Senior Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.

## **9. DECISIONS AND JUDGEMENTS**

To clinically assess patients to establish any changes, inform other members of the multidisciplinary team as necessary and plan subsequent care.

To anticipate problems in meeting patients' care needs and resolve them autonomously / within the nursing team or seek advice from a more senior nurse.

On completion of completed symptomatic relief training, makes clinical judgements about the administration of medicines covered by a symptomatic relief prescription.

In the absence of the Deputy / Charge Nurse allocates work and deployment of staff.

Participate in the appraisal process through Personal Development Planning and review in line with the Knowledge and Skills Framework.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB max of 4**

Managing the demands of direct and indirect patient care within available resources this includes managing patients displaying behavioural problems.

Seeking local resolution to complaints from patients and relatives and advising on the formal complaint procedure if required.

In the absence of the Deputy / Charge Nurse providing leadership to ensure the effective operation of the area.

Responsible for carrying the on-call pager and dealing with subsequent calls promptly.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

### Internal:

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express

professional views within group settings and support client advocacy.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

The patient, their relatives and the multidisciplinary team involved in the provision of care.

Nursing staff regarding patient care, allocation of work, workload issues.

Other relevant departments within the division e.g. Facilities, Estates, Domestic Services.

Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.

External:

Patients regarding pre procedure questions  
Scottish Ambulance Service regarding patient transport.  
Community Health Practitioners regarding patient care.  
Other health care providers e.g. hospitals etc.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### **Physical Skills:**

Skills required to undertake clinical interventions e.g. administer intravenous injections and or intramuscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management.

Advanced maintenance of patient's airway (ambu-bagging) & Tracheostomy care.

Management of Chest Drains, Surgical Drains, Central Lines

Operation of endoscopy decontamination equipment

Assist Endoscopists at Biliary Stenting, Pancreatic Stenting, Sphincterotomy, Biliary Stone extraction and crushing, Endoscopic Drainage of Pancreatic Pseudocysts, Oesophageal and Colonic Dilatation and Stenting, Pneumatic Dilatation, Botulin Injections for Achalasia, Fine Needle Aspiration and Quick Core biopsies, Endoscopic polypectomy, Endoscopic and Bronchoscopic biopsies, Endoscopic and Bronchoscopic brushings, Bronchoscopic washings, Banding of Oesophageal Varices, Variceal Sclerotherapy, Haemostasis of Gastrointestinal bleeding using Adrenaline or Heater Probe, Argon Plasma Coagulation, Placement of Nasojejunal and Percutaneous Endoscopic Gastrostomy feeding tubes.

### **Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolleys, wheelchairs.

Stand/walking for the majority of shift.

### **Mental Demands:**

Concentration required when checking documents including prescriptions; updating patient records; and dispensing, calculating doses and administering medication.

Frequent interruptions from patients / relatives / team members.

Concentration required when observing patient behaviours which may be unpredictable.

**Emotional Demands:**

Communicating with distressed / anxious / worried patients and relatives.

Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.

Caring for patients and supporting relatives following receipt of bad news.

Caring for the terminally ill.

Supporting junior staff / colleagues in the work environment.

**Working Conditions:**

High exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (several times each shift).

Potential exposure to verbal and physical aggression from patients and relatives / other visitors.

Exposure to infections and temperature variations.

Exposure to Xrays whilst carrying out certain procedures

Excessive noise of machines and pumps in cleaning room

Exposure to decontamination/ sterilisation chemicals

Requirement to travel to and work on other hospital sites dependent on the availability of safe staffing levels across Lothian to deliver the endoscopy service.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Education to SCQF level 9 e.g. degree in nursing

Registered Nurse

Team-working skills and the ability to work using own initiative.

Effective communication and time management skills.

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

**NHS Lothian  
EMPLOYEE SPECIFICATION - BAND 5**



Candidate Name: \_\_\_\_\_ / Endoscopy, Staff Nurse

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>	<b>Score</b>
<b>Qualifications and post basic education:</b>	RGN with current NMC registration. Knowledge of NMC Guidelines. Current Best Practice.	Previous nursing experience. Evidence of Continuous Professional Development. Commitment to ongoing Education/Training. Updated and active EKS.F	Application form Professional portfolio Interview	
<b>Experience and Knowledge:</b>	Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse. Understanding of equality & diversity and how to apply it to self. Understanding of NMC Code of Practice and requirements of it. Effective experience from student placements.	Previous nursing experience.	Application form Interview	
<b>Skills and/or Abilities:</b>	Demonstrates effective nursing practice in all basic registered nurse procedures. Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times. Able to prioritise own workload and that of others as appropriate. Able to work under own initiative within boundaries of role. Demonstrates awareness of importance of working as part of a team. Demonstrates awareness of research-based practice. Demonstrates ability to maintain	ECG Venapuncture Cannulation IT Skills Enthusiasm to learn and develop	Application form Interview	

	<p>confidentiality at all times. Demonstrates awareness of audit and quality issues and able to apply this.</p> <p><b><u>Communication</u></b>  Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed.  Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team.  Motivated, and able to articulate reasons for desire, to work in this clinical area.  Able to supervise HCSW and students effectively when required  Willing to work in other clinical areas as and when required</p>			
<p><b>Personal Attributes and Specific Job Requirements:</b></p>	<p>Team player.  Flexible.  Excellent Communication skills.  Commitment to high standard of care  Compassionate.  Comfortable working in a multidisciplinary team environment.  Involves direct contact with body fluids, on a number of occasions per shift.  Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc.  Involves risk of verbal aggression from patients &amp; relatives</p>	<p>Other non health care experience that would add to life skills to undertake job</p>	<p>Application Interview</p>	

**Scoring Key 5) (where applicable)      Showed multiple clear evidence of meeting the criteria required and all of      those in the desirable category**

- applicable)
- 4) Showed clear evidence of meeting the criteria required and some of those in the desirable category (where  
OFFER / REGRET
  - 3) Showed more positive than negative evidence of meeting the required criteria
  - 2) Showed sufficient negative evidence to be judged lacking in ability to meet the required criteria
  - 1) Showed multiple clear evidence of a likely lack of competence in relation to the required criteria.

Signed \_\_\_\_\_  
Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_  
Date \_\_\_\_\_

Print Name \_\_\_\_\_

Generic Recruitment: 1 Application, 1 Interview, 1 Decision.