



HOSPITAL SERVICES

DAY PATIENT UNIT

SENIOR STAFF NURSE - ENDOSCOPY

BAND 6

JOB DESCRIPTION

JOB SUMMARY:

The overall purpose of the senior staff nurse role is to provide clinical leadership to the nursing and multi-professional team within the Endoscopy unit. This includes acting as an expert practitioner for the specific team of staff within Endoscopy and further liaising, guiding and advising the greater multi-disciplinary team and external agencies on the provision of optimum patient care and endoscopy activity.

This will require evaluation of effectiveness of standards of planning and delivery of services; playing a proactive role in quality and service improvement to support patient flow and outcome in a safe and comfortable environment.

The role will also involve leading in the decontamination, traceability and maintenance of endoscopes and other specialised equipment used in endoscopic and non-endoscopic procedures. Provide assistance to the multi-disciplinary team during clinical procedures, coordinate team activity and supervise / mentor staff.

The role will include having a strong working knowledge of endoscopic equipment including (but not confined to):- Endoscopes, workstations, peripheral equipment, accessories; and supporting IT systems including Endoscopy reporting system (Endobase), SAP, TrakCare, Decontamination process manager (Wassenburg).

MINIMUM QUALIFICATIONS:

Registered Nurse
Evidence of CPD at Diploma level

FULL QUALIFICATIONS:

To be achieved by second gateway Teaching/mentoring qualification
Diploma in a related field

RELATIONSHIPS:

The post holder will report to the DPU Ward Manager, the Surgical Operational Manager and be accountable to the Director of Hospital Services.

MAIN DUTIES AND RESPONSIBILITIES:

PROFESSIONAL RESPONSIBILITIES:

- To prioritise people, practice effectively, preserve safety and promote professionalism & trust in line with the professional standards identified in the NMC Code (2015).
- To support the delivery of the six principles of the States of Guernsey Care Values Framework.
- To support the delivery of the HSC transformation programme 'Thinking differently – working differently'.

CLINICAL PRACTICE:

- To adhere to the NMC Code (2015) at all times.
- To demonstrate clinical expertise in the care of patients undergoing diagnostic or therapeutic procedures.
- To assess, plan, implement and evaluate patient care needs ensuring patient involvement and coordinate care delivery.
- To collate and interpret clinical information regarding patient condition, report change and respond as appropriate.
- To ensure storage, checking and administration of medications is performed in accordance with HSC policy and NMC standards.
- To act as a resource of accurate information and advice to the multi-disciplinary team, patients and significant others.
- To ensure patients and significant others are accurately updated using easily understandable communication methods.
- To support the maintenance of evidence based practice using clinical guidelines, national and local protocols.
- To support audit of care within the endoscopy unit in conjunction with the department manager, practice development lead and Lead nurse (Quality).
- To support maintenance of care standards and service quality by assisting in the development of policies and procedures relative to the clinical area.
- To support the department manager in the delivery of change to support service development in line with evidence.
- To provide patient and significant others with accurate evidence based health education to support recovery and/or promote healthy lifestyle choices.

- To provide privacy and dignity in the delivery of non-discriminatory care irrespective of ethnic, cultural, religious, sexual, gender and personal beliefs.
- To acknowledge personal and professional limitations and seek support and advice from senior staff or multi-disciplinary colleagues as necessary.
- To participate in the on-call endoscopy nurse rota.
- To rotate within the DPU department as required and to maintain personal development.

INFECTION CONTROL:

- To promote and maintain a clean, safe environment, ensuring adherence to the organisational standards of cleanliness, hygiene and infection control in accordance with all HSC policies.
- To ensure the multi-disciplinary team adhere to Standard Precautions as per HSC policy CG3021.
- To be aware of local and national policy and guidance on the management and decontamination of flexible endoscopes as guided by HTM 01-06 parts A-E.
- To coordinate the sampling of endoscopy water supply and reprocessing equipment for monitoring by laboratory testing in accordance with HTM 01-06.
- To direct endoscopy staff in relation to their roles and responsibilities within the endoscopy decontamination unit.

LEADERSHIP & MANAGEMENT:

- To provide direction, expertise and advice to the endoscopy team in all aspects of service user activity and care delivery to promote a quality driven service.
- To provide leadership and expertise to the endoscopy team in relation to the endoscope decontamination process, ensuring adherence to local and national protocols and guidance.
- To liaise and advise the greater multi-disciplinary team on issues relating to diagnostic and therapeutic endoscopy procedures, equipment and endoscope equipment decontamination and storage within HSC.
- To maintain accurate records relating to the equipment used to provide delivery of the service.
- To be responsible for the commissioning of new endoscopes and re-commissioning of repaired endoscopes into AERs, Dry Cabinets and the endoscopy reporting system.
- To be responsible for ensuring the identification and recording of endoscopes ensures robust practice in relation to traceability of equipment.

- To participate in audit of equipment usage using TrakCare, endoscopy reporting systems and Process Manager as required.
- To liaise with internal support teams and external agencies as required i.e. IMT, Medical companies.
- To actively support and promote the HSC Care Values Framework and the unit philosophy.
- To lead the team in proactively supporting a cost-effective use of all HSC resources whilst maintaining a quality driven service.
- To support the department manager in the process of risk management within the service, reporting incidents and ensuring adherence to all necessary Health & Safety guidance or legislation.
- To assist the department manager by undertaking the personal development review appraisal process for endoscopy team staff.
- To undertake roster planning to meet service delivery needs within the department if required.

COMMUNICATION:

- To adhere to the NMC code and local policy on maintaining accurate contemporaneous nursing/patient records, ensuring accurate electronic and written information is retained.
- To comply with the principles contained in the Data Protection (Bailiwick of Guernsey) Law 2001, concerning improper disclosure, misuse or breach of confidentiality in respect of information held on computer systems or otherwise.
- To ensure verbal information handover is clear and detailed and to further promote this activity within the multidisciplinary team.
- To attend or lead on any department/staff meetings and record discussion or decisions accordingly; and disseminate relevant information to the multidisciplinary team members and associated agencies as required.
- To provide understandable communication of information to patients/significant others and multi-disciplinary team members giving consideration to cultural difference and language used.
- To communicate to the department manager / senior management team any issues affecting the daily operation of facilities and delivery of care.

EDUCATION AND EXPERIENCE:

- To ensure adequate preparation for the annual performance and development appraisal (PDR) and support for revalidation.

- To continue to professionally develop to increase knowledge base and skills required to maintain and improve an evidence based approach to patient care and service delivery.
- To continue to professionally develop to meet any required outlines identified related to the role.
- To undertake in-house annual mandatory and essential training required by HSC to ensure safe delivery of care and maintenance of service quality.
- To undertake any specific education deemed necessary by the department manager or greater organisation to support service delivery; this may include further training in Bowel Cancer Pre-screening, PEG etc.
- To demonstrate an understanding of the importance of research and evidence based practice and actively promote this within the team.
- To liaise with the department manager, practice development lead and Institute of Health & Social Care Studies in identifying training opportunities to further develop the endoscopy team.
- To plan the orientation of new staff and the development of junior staff through objective setting and competencies to improve clinical practice; and participate in education programmes for nurses, on endoscopic care and maintenance, endoscopy procedures, patient care and the Endoscopy unit modernisation agenda.

HEALTH AND SAFETY:

- Maintain the welfare and safety of self and others by complying with the Health and Safety at Work (General Ordinance) Guernsey 1987 and HSC policy G200.
- To ensure the safe correct use of equipment and technology within the endoscopy service and the use of Personal Protective Equipment and clothing provided by the organisation in adherence to Control of Substances Hazardous to Health Regulations 2002 Approved Code of Practice (Sixth edition)(2013) and HSC HS13.
- To immediately report to the Department manager / line manager any issues affecting workplace health and safety procedures or practice.
- To immediately report any accidents / incidents to the immediate line manager available and to register such using the organisation electronic Incident Reporting and Risk System.

REVALIDATION:

- In accordance with States of Guernsey legislation and the HSC procedure the Registration of Health and Social Care Professionals (COR001), all nurses and midwives who are States of Guernsey employees, contractors, agency workers or in any other capacity are practising as a nurse or midwife are required to have effective registration with the (UK) Nursing & Midwifery Council (NMC).
- In order to maintain effective registration with the NMC you must adhere to the Council's requirements for Revalidation.

- You must proactively manage all aspects of your Revalidation requirements including keeping an up to date portfolio and proactively seeking out opportunities for reflection, continuing education and professional growth. You must be proactive and cooperative in the appraisal and confirmer processes
- You must assist colleagues with relevant aspects of their Revalidation. This includes but is not limited to teaching, providing support and opportunities for Facilitated Reflective Practice, participating in professional discussions and providing constructive feedback. Depending on your level of experience and seniority the organisation may also require you to act as a Confirmer.
- If you are unable to meet any aspect of the Revalidation requirements or this element of your Job Description or you require additional support it is your responsibility to escalate this immediately to an appropriate senior nurse or midwife.

KEY CRITERIA:

ESSENTIAL

1. Relevant post-registration experience including previous experience in an endoscopy setting.
2. Demonstrable knowledge within the specialty.
3. Enthusiastic and motivated to perform and develop role.
4. Flexible within the remit of service delivery requirements.
5. Adaptable to fast patient turnover and change in service delivery.
6. Team orientated.
7. Positive attitude to service, department and organisational objectives.
8. Adaptable to changing IMT technology and computer literate