

JOB DESCRIPTION

1 Job Details

Job title	Nurse Endoscopist
Job grade	8A
Hours	Full time 37 ½ hrs
Reports to	Head of Service
Division	Emergency Care & Medicine
Department/Area	Endoscopy
Location	Kings Mill Hospital / Newark Hospital

2 Role Summary

Undertake diagnostic and therapeutic upper and lower GI endoscopy using advanced and specialist skills in endoscopy as an independent autonomous practitioner in accordance with defined protocols. Working within endoscopy the post holder will identify the need for and request further investigations as appropriate and advise on further investigations required. The post holder would provide regular endoscopy sessions and on a flexible basis to cover unfilled lists. The post holder will provide professional leadership by personal example and ensure the delivery of a high quality, patient centred service across endoscopy services. The post holder will take part in the unit's Global Rating Scale process and standards and have the ability to develop services, and assist with the achievement of JAG accreditation.

The nurse endoscopist will act as the clinical expert and professional resource to the multi- professional team, patients and carers within their specialist service. This will include the management of a caseload of patients, as appropriate. His/ her own working practice should be developed to a level whereby they can directly or indirectly influence all aspects of care and management of patients within the speciality. The post holder will ensure the delivery of high quality, clinically effective care, prioritising and utilising research and collaborating with colleagues in everyday practice. The role involves clinical leadership, working in partnership to enhance professional standards of care across the speciality. The post holder will review, assess and consent inpatients requiring endoscopy. Be involved in developing endoscopy pathway development and review of departmental policies and procedures in line with BSG and GRS requirements.

3 Key Responsibilities

1. Patient Care

- 1.1 Perform upper and lower gastrointestinal endoscopy according to local and national protocols as an autonomous practitioner.
- 1.2 Administer conscious sedation/ local anaesthesia within agreed protocols to patients requiring endoscopy. Identify abnormal pathology, perform biopsies, photographs and complete pathology requests as required.
- 1.3 Assess individuals, families and populations holistically using a range of different methods, some of which may not be usually exercised by nurses such as physical assessment and history taking, ordering and interpreting diagnostic tests or advanced health needs assessments.
- 1.4 Contribute to the development of pathways and protocols that are in place to enhance the patient experience in line with local and national agendas.
- 1.5 Contribute to ensure all appropriate support and action is taken to enhance the environment and equality of care to patients and relatives across the department.
- 1.6 Ensure robust clinical leadership within the sphere of responsibility and accountability.
- 1.7 Perform advanced and specialised clinical skills in assessment, diagnosis and treatment of endoscopy patients to enhance the patient/ carer experience.
- 1.8 Perform diagnostic and therapeutic interventions as per agreed competency level, as agreed by the clinical lead for endoscopy, by DOPS monitoring and continual assessment.
- 1.9 Record all episodes of endoscopy related procedures on the National JAG Endoscopy Training System (JETS) by using the e-portfolio for the National Nurse Endoscopist Programme (NNEP).
- 1.10 Undertake endoscopy procedures and be aware of the associated responsibilities and accountabilities. Clinical decision making skills and legal accountability must be understood together with the principles of vicarious liability

2. Clinical Role

- 2.1 Provide at least 6 lists a week including some evening and weekend sessions working flexibly and including backfilling lists during times of other endoscopists absence.
- 2.2 Work within agreed protocols and patient group directives for administration of relevant drugs for appropriate endoscopy procedures.
- 2.3 Perform therapeutic procedures in accordance with agreed clinical protocols and clinical governance approval from appropriate directorates.
- 2.4 Collect, collate, evaluate and report information, maintaining accurate patient records in line with clinical governance and risk management.
- 2.5 Involve patients and carers/ relatives in the planning and delivery of care and development of services to enhance the patient care experience
- 2.6 Use advanced communication skills in a variety of settings
- 2.7 Develop pathways and protocols to operate at departmental level, Trust level and beyond , to inform diagnosis and treatment, utilising evidence based practice throughout the process and the delivery of care.
- 2.8 Understand and implement the principles of informed consent and perform relevant consent procedures for approved endoscopy interventions.
- 2.9 Assist in the training of nurse endoscopists and junior medical staff in line with JAG standards
- 2.10 Using NICE/ BSG guidelines for surveillance endoscopy procedures,

clinically validate all planned endoscopy referrals 3 months prior to the planned procedure date against the latest guidance,

- 2.10 Maintain adequate patient documentation to NMC requirements for all patients seen and advice given in any practice setting and contribute to clinical activity/data collection as required. Follow local and national policies, where appropriate, undertake to prescribe for patients in their care, Sherwood Forest Hospitals Trust and NMC guidance by fulfilling the role of a non-medical independent or supplementary prescriber in line with the Chief Nursing Officers 10 key roles—NHS Plan.

3. Management Role

- 3.1 Initiate, lead and contribute to developing strategies to promote and improve endoscopy services working with the endoscopy management team
- 3.2 Evaluate service delivery, identifying areas within the service needing improvement and initiate change. Be an active member of the endoscopy user group and have responsibility for designated audits.
- 3.3 Envisage future service/ patient needs and take a lead in developing practice/ services as appropriate.
- 3.4 Demonstrate an awareness of political/ national agendas in own field of practice and take a lead in their implementation.
- 3.5 Recognise ethical and legal issues, which have implications for nursing practice and take a lead in ensuring appropriate action.

4. Education and Development

- 4.1 Identify own learning needs, plan, implement and evaluate programmes of education to meet identified needs.
- 4.2 Address specific health targets e.g. cancer waits related to own area of practice through education.
- 4.3 Ensure own compliance with regards to mandatory training requirements.
- 4.4 Ensure minimal numbers for JAG accreditation are performed, ensure JAG and GRS key performance indicators are in line with recommended minimal standards
- 4.5 Provide support and education to associated staff and other agencies as a clinical expert, in particular relation to endoscopy services, including adherence to policies and guidelines.
- 4.6 Have involvement and responsibility for the endoscopy department input into the national endoscopy nursing training (GIN) electronic portfolio.

5. Clinical Governance

- 5.1 Take part in the maintaining the endoscopy department GRS quality programme by working with the endoscopy team to develop, implement and monitor action plans to increase the quality within the endoscopy service which can be reflected in improved GRS ratings.
- 5.2 Work closely with the clinical lead, divisional manager and endoscopy department manager in achieving improved GRS scores sufficient to achieve JAG accreditation. Regularly update the clinical lead and directorate manager of progress against the action plan.
- 5.3 Work with consultant endoscopists in implementing new clinical systems and processes, including those for medical training to meet the GRS quality standards required for JAG accreditation and for improved quality standards for the endoscopy department.
- 5.4 Assist in assessing and improving the patient experience of endoscopy. Drive the department's bi-annual patient surveys and the development and

implementation of action plans resulting from the surveys. Present the findings to the divisional management and endoscopy teams. Support the clinical lead/governance lead in collection and analysing the endoscopist quality and safety data and ensure anonymised data is fed back to individual endoscopists. Work collaboratively with colleagues to develop effective documentation, pathways, protocols and guidance for care. Demonstrate a commitment to share expertise and disseminate information.

- 5.5 Monitor adverse clinical events in the endoscopy department and produce quarterly reports to the department clinical lead. Prepare action plans in response with auditable outcomes. Include in this report incidence of hospital deaths within 30 days of an endoscopic procedure and all non-elective operations required with 8 days following the endoscopic procedure.
- 5.6 To ensure that clinical risks are identified relating to own practice, reported and managed within the department and adhere to local clinical governance policies.
- 5.7 Identify and undertake research, clinical audit and benchmarking in order to improve effectiveness of patient care within the department.
- 5.8 Disseminate research and audit findings through presentation to professional groups and publication.
- 5.9 Contribute to the development and implementation of policies, procedures and guidelines relevant to own area of work.
- 5.10 Promote people's equality, diversity and rights.

6. Professional

- 6.1 In accordance with professional code, maintain own professional development and competence to practice.
- 6.2 At all times ensure that one's own actions support and promote equality, diversity and the rights of patients, the public and colleagues within the health care environment.
- 6.3 With the MDT contribute, develop and implement clinical audits and research projects, ensuring that the findings are disseminated and good practices are shared across the Trust and beyond.
- 6.4 Respond to any requirements identified by the key performance indicators monitored by the endoscopy lead clinician.

7. Personal

- 7.1 Maintain a professional and caring manner at all times towards patients, colleagues and visitors
- 7.2 Work at all times as part of the multidisciplinary health care team, promoting good working relationships.
- 7.3 Through the appraisal process evaluate personal performance and development and against development needs and training requirements.
- 7.4 Participate in all mandatory training and ensure familiarity with fire and safety regulations.
- 7.5 Demonstrate good time keeping
- 7.6 Practice with full regard to hospital and group policies.
- 7.7 Promote equal opportunities for staff and patients in accordance with hospital policies.
- 7.8 Undertake such duties as may be required as are consistent with the responsibilities of the grade.

4 Organisational Chart

See attached sheet.

5 Key Result Areas

Clinical Leadership

Provide strong clinical leadership skills, supporting, energising, inspiring and empowering others in pursuit of a shared vision to ensure the effective management of the ward. Ensuring nursing services adhere to the NMC code of conduct.

Adopt a clinical management approach, which is supportive, energetic, enthusiastic, dynamic and innovative and support the clinical team to create an environment that is challenging, stimulating and supportive to individuals.

Multidisciplinary Liaison

Liaise with all disciplines, which interface with the ward and patient care, whilst recognising the need for confidentiality regarding individual patients/clients.

Promote an ethos of joint working, collaboration and mutual respect amongst all members of the multidisciplinary team, to improve the overall patient experience and enhance the working environment.

Involve multidisciplinary team members in decision-making on issues that affect the smooth organisation of the ward and the delivery of care.

Internal and external relationships.

- Divisional management teams
- Divisional clinical teams
- Bowel Cancer Screening Programme
- GP Practices
- MDT's at treating hospitals
- Endoscopy department clinicians, nursing teams and administrative staff
- Bowel Cancer Screening Centre clinicians, nurse specialists and administrative staff

Communication/ Information

Develop and maintain effective communication links, within the ward, with other health care professionals, support service staff and with patients/clients and their carers to ensure comprehensive patient centred care.

Ensure quality orientated approach to care which recognises the needs and views of patients/clients and their carers (where applicable) and places the patient at the centre of all activities.

Proactively manage the interaction with patients/visitors so as to minimise formal complaints and empowering staff to resolve potential complaints at ward level.

Assist the Department lead and Head of Service with investigating and responding to formal complaints, maximise opportunities for learning and ensure action is taken to address weaknesses identified as a result of complaints.

Assist the Nurse/Senior Nurse to investigate untoward incidents and support the trust to provide an 'open and fair' culture which encourages the reporting of errors and untoward incidents and in which all staff can learn from their mistakes.

Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. All staff are expected to adhere to the Trusts Information Governance Policy and attend mandatory IG training/ updates.

Infection Control/ Health & Safety and Risk Management

All employees (including contracted or visiting employees) have an individual responsibility to have knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual (see Trust Intranet).

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Healthcare Professionals on a professional register are personally accountable for their standards of practice and are expected to challenge non-compliance when observed to protect patients and promote patient safety.

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to fully comply with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety.

All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to the head of their department even when no injury or damage to property has resulted.

Any Other Duties

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

6 Physical and Mental Skills

The post holder will require physical skills such as basic keyboard skills and use of specialist medical equipment used in the course of daily duties.

The post holder would be expected to coordinate and supervise the delivery of care within the clinical area of the allotted patient group making adjustments and reprioritising as situations change.

The post holder will be required to communicate care planned and given, orally and with patients, relatives and other healthcare professionals and produce written documentation to evidence care and information given.

The nature of the information given may be sensitive, the post holder should be empathetic and skilled in listening, persuasion and negotiation.

There will be requirement to advise and give instruction to patients, relatives, qualified staff, students and other members of multi-disciplinary team around the application of care, care planning and protocols.

7 Freedom to Act

Acts in accordance with NMC Code of Professional Conduct as a first level registered nurse.

Works autonomously within agreed guidelines with responsibility to ensure high standards and quality are achieved within sphere of control.

8 Physical, Mental and Emotional Effort Required

The post holder will be physically able to undertake the tasks involved in performing diagnostic and therapeutic endoscopic procedures for patients where there is a requirement for several periods of moderate physical effort within a duty period.

The post holder will be required to sustain frequent periods of concentration through periods where the work pattern is unpredictable. The post will expose the post holder to situations that are considered emotional or distressing on a frequent basis.

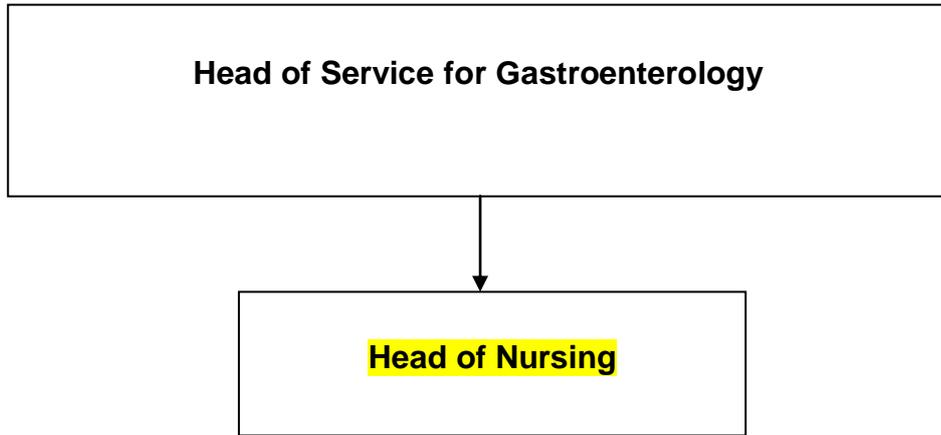
9 Outline of Working Conditions

The postholder will be exposed to potentially sensitive chemicals and will be required to comply with occupational health monitoring where indicated.

The postholder will be exposed to, and be in direct contact with, high-risk uncontained body fluids and tissue samples.

Post will involve regular driving between King's Mill Hospital and Newark Hospital sites.

Organisation Chart



Sherwood Forest Hospitals NHS Trust

Post of: Nurse Endoscopist, Endoscopy

Knowledge and Skills Framework Outline and other Supporting Competencies

Key Result Areas	Appropriate KSF Dimensions and Levels		Additional Competencies/Notes
	1 st Gateway	2 nd Gateway	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.			

Person Specification

Post of: Nurse Endoscopist, Endoscopy

Attribute	Essential	Desirable	How Identified
Professional Qualification	<p>First level registered nurse</p> <p>Evidence of relevant training in upper and lower GI endoscopy.</p> <p>Teaching/ assessment/ mentorship qualification</p> <p>Evidence of continued personal professional development plan</p>	<p>Project management training/ experience</p> <p>Post registration management and / or leadership course or evidence to demonstrate equivalent experience</p> <p>JAG accreditation as independent endoscopist for gastroscopy and colonoscopy</p>	<p>Registration documents</p> <p>Application form</p> <p>CV</p> <p>Profile/ portfolio</p> <p>Interview</p>
Specialist Knowledge Requirements	<p>Demonstrate up to date knowledge and expertise in upper and lower GI endoscopy</p> <p>Knowledge and experience of the principles of the administration of intravenous sedatives and their reversal agents</p> <p>Non-medical Independent or supplementary prescriber</p> <p>Competent in peripheral cannulation</p> <p>Specialist knowledge surrounding clinical examination and assessment</p> <p>Knowledge of the key professional issues and NMC guidelines relating to professional practice</p> <p>Evidence of being able to work across organisational boundaries</p>	<p>JAG accredited train the trainer qualification</p>	<p>Application form</p> <p>Certificates</p> <p>CV</p> <p>Profile/ portfolio</p> <p>Interview</p>

Experience	<p>Skilled in performing therapeutic endoscopy (eg EMR/ polypectomy) Evidence of effective leadership and developmental work undertaken</p> <p>Decision making skills/ problem solving skills</p> <p>Initiating and sustaining effective interpersonal and professional relationships</p> <p>Knowledge of both endoscopy Global Rating Scale (GRS) and JAG accreditation standards</p> <p>Organisational and management skills</p> <p>The ability to function as an effective team member</p> <p>Knowledge of current clinical and nursing research related to endoscopy</p> <p>Computer literacy</p> <p>Previous experience of formal/ informal teaching to patients and staff</p> <p>Audit and research knowledge</p> <p>Evidence of up to date knowledge base of professional and managerial issues in relation to endoscopy and the NHS</p> <p>Demonstrate understanding of relevant national strategy/ policy and how this relates to endoscopy</p> <p>Ability to facilitate professional growth in colleagues</p>		Application Form Interview References

	<p>Effective project and change management</p>		
Special skills and aptitudes	<p>Insights into clinical governance and risk management</p> <p>Commitment to professional responsibilities</p> <p>Commitment to developing evidence based practice</p> <p>Awareness of the physical effort related to the practice environment</p> <p>Calm and effective under pressure</p> <p>Ability to think strategically</p> <p>Demonstrates a clear vision of the role and service</p> <p>Ability to initiate, sustain and evaluate change</p> <p>Decision making skills</p> <p>Ability to work flexibly to meet the needs of the service in conjunction with other members of the team</p> <p>Demonstrates skilled written and verbal communication skills</p> <p>Demonstrates understanding of commitment to maintain own fitness for practice through maintaining a personal profile of competencies (portfolio)</p> <p>Understanding of appropriate health and safety legislation</p> <p>Understanding of equal opportunities</p>		<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Portfolio</p>
Contractual Requirements	<p>Mandatory update.</p>		

	<p>Intermediate life support. Continued professional development.</p> <p>Demonstrate professionalism and patient advocacy.</p> <p>Ability to work flexibly within working hours of department.</p>		
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Job Description Agreement

Job Holder's Signature Date

Line Manager's Signature Date

