

# Job Description

<b>Job Title:</b>	Advanced Lead Nurse Endoscopist- Bowel Cancer Screening Practitioner		
<b>Band:</b>	8b		
<b>Department:</b>	Endoscopy		
<b>Care Group:</b>	Care Group 4		
<b>Reports To:</b>	Matron, Care Group 4		
<b>Accountable To:</b>	Endoscopy Clinical Lead		
<b>Professionally Accountable To:</b>	Matron, Care Group 4		
<b>Responsible For:</b>	Diagnostic and Therapeutic Endoscopy & Bowel Cancer Screening provision		
<b>Main Base/ Site:</b>	Cross Site- main base either at York Hospital or Scarborough Hospital		
<b>Contract Status:</b>	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
<b>AfC Reference Number: 98/2022</b>			

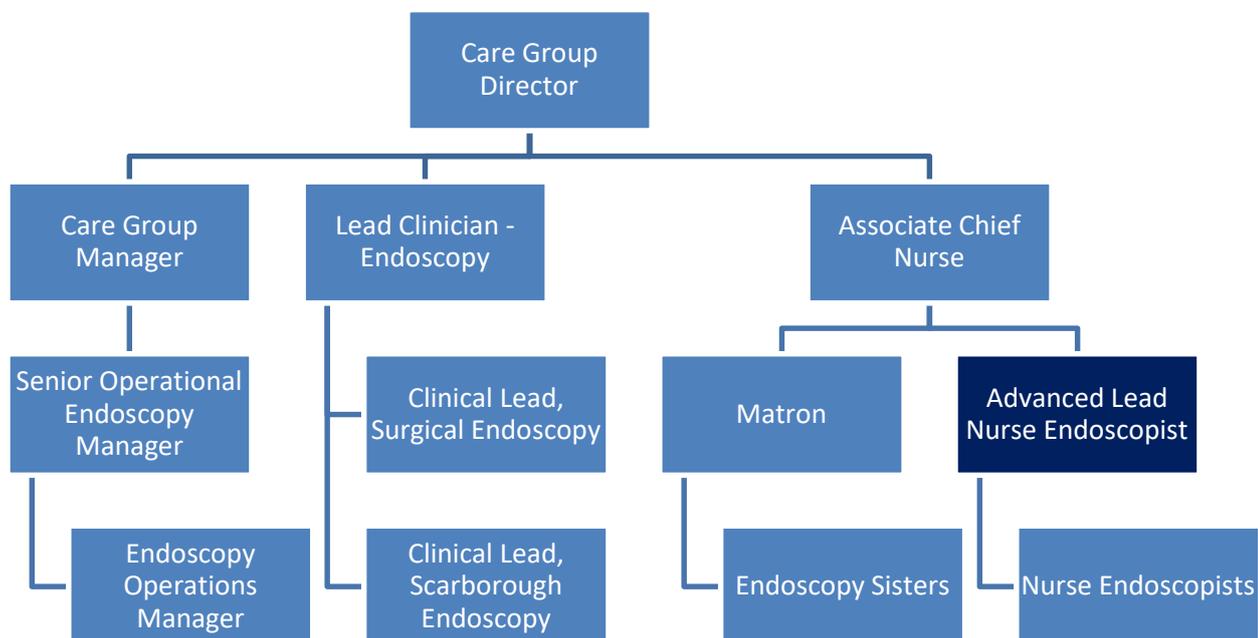


## JOB SUMMARY

- Registered endoscopy practitioner with a bowel cancer screening accreditation, providing endoscopy skills to the bowel cancer screening programme, in addition to general endoscopy lists across sites within York Teaching Hospitals NHS Foundation Trust.
- Provide an expert service for patients to assess, investigate, provide information and diagnosis by performing both diagnostic and therapeutic upper and lower gastrointestinal endoscopy on sedated and non-sedated patients, within agreed protocols, guidelines and waiting times.
- Work autonomously to provide expert endoscopy skills, specialist knowledge; undertake investigation and treatment in the diagnosis, management and clinical care of patients with upper and lower GI endoscopy disorders. To be skilled in recognition of abnormal pathology, undertake biopsies, photographs and complete pathology request as required.
- Making clinical decisions on endoscopic findings and histopathology results, for onward referral and investigation of tests. Consideration of patient's general health, co-morbidities & wellbeing should be taking into account when initiating appropriate treatment, managing patient care and/or discharge back to referring clinician/GP.
- Communicate effectively with patients and carers to deliver complex and sensitive information, including the breaking of bad news, in a clear and empathetic way
- Lead a team of five clinical endoscopists cross- site and will be leading the future development of nurse led clinics.

- Support endoscopy services to maintain high standards of quality in all domains as measured by global rating scale (GRS) for endoscopy. Where appropriate, to lead on the implementation of new/ revised processes to ensure the service is in line with new standards or changes.
- Work in accordance with NMC code of professional conduct, relevant professional guidance and within trust protocols to ensure safety and care of all patients within service and model leadership behaviours.
- Provide Independent non-medical prescribing skills (or willing to undertake accredited course to achieve non-medical prescribing status) to safely dispense medicine to patients
- Actively participate and lead audits relevant to practice.
- Provide teaching sessions to varying disciplines, including teaching of in-depth practical procedures to medical staff and nursing colleagues.

## **ORGANISATIONAL CHART**



## **KEY RELATIONSHIPS**

### Internal

- Clinical Endoscopists
- Care Group Matron & Operational Management Team
- Endoscopy Senior Sister, Deputy Sisters and Charge Nurse
- Endoscopy nursing team
- Consultants
- Quality Improvement Lead
- Members of the MDT
- Directorate management
- Waiting list team
- Sterile Services & Medical Engineering

### External

- Bowel Cancer Screening regional Programme teams

- Endoscopy services within the ICB and regional footprint
- Professional bodies
- Education & Training Providers

## **KNOWLEDGE AND SKILLS**

### **1. Communication and Relationship Skills**

- The post-holder will be required to express diplomacy, empathy and understanding and have excellent communication skills when imparting complicated and sensitive information within an emotive atmosphere. Recognition of the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Demonstrate politeness, courtesy and sensitivity in dealing with patients, visitors, relatives and colleagues; respecting the dignity and rights of the patient and observing the Confidentially Code of Conduct.
- Communicate clinical and administrative messages clearly and accurately to clinicians, patients, carers, endoscopy staff and MDT meetings and members.
- Obtain informed consent from patients requiring endoscopic procedures and reiterating consent for other endoscopic procedures within agreed protocols.
- Describe and explain procedures, risks, benefits and alternatives to patients/carers. This often includes advice, negotiation, reassurance and overcoming barriers to understanding, giving the patient a realistic expectation of the procedure and after-care.
- Ability to manage difficult and challenging situations.
- A team approach is used when formulating and providing relevant information for all patients undergoing an endoscopic procedure, this involves writing patient information leaflets and updating patient information on a regular basis. The expectation is the post holder would contribute and where appropriate, lead on this.
- Establish links with other health care professionals and members of the MDT.
- Writing and completion of comprehensive clinical reports in a timely manner following patient procedures and maintenance of complete and accurate patient records via the trust electronic patient record system.
- Develop and maintain effective communication networks with other health professionals
- Participate in patient and public involvement activities to support improvements to patient care

### **2. Knowledge, Training and Experience**

- To be able to undertake both diagnostic and therapeutic upper and lower gastrointestinal endoscopy procedures within agreed protocols and ensuring that appropriate follow-up is arranged. These procedures call for a highly developed specialist knowledge and skills and requires the post-holder to deal with a wide variety of people where there may be barriers to understanding.
- To be an accredited national Bowel Cancer Screener and provider Bowel Cancer Screening Programme endoscopy lists
- Provide emergency cover for consultant endoscopy lists
- Obtain informed consent from patients requiring endoscopic procedures and reiterating consent for other endoscopic procedures within agreed protocols.
- To provide intravenous cannulation and request consultant review of patients for the purpose of prescribing intravenous sedation for those patients who either require or request it.
- Work with registered nurse who is responsible for the administration of sedation before, during and after the procedure.
- Support patients pre, during and post-procedure both physically and emotionally.
- Informing patients of the outcome of the procedure undertaken.
- To improve standards of care to patients with upper and lower GI disease based on evidence based practice.
- Inform and advise patients on lifestyle changes to promote health and disease management.
- The post-holder has ongoing responsibility for overseeing individuals updating their training in the job-holder's specialty. This includes trainees from within and outside the job-holder's profession, as well as clinical endoscopists. Participate in staff training programmes to ensure staff are able to develop their knowledge and skills to become an effective member of the team.
- Leading on innovations within the unit
- Leading team of clinical nurse endoscopists, including line management responsibilities.

### **3. Analytical Skills**

- To deliver and facilitate individualised patient care which is consistent with best evidence and within own scope of practice.
- Participation in patient quality assurance audits (annually).

- Undertake regular clinical audits, collating, interpreting and feeding back results to a variety of people including the multi-disciplinary gastroenterology research meetings (quarterly).
- Lead and contribute to validating surveillance waiting lists in accordance

#### **4. Planning and Organisational Skills**

- The post-holder will manage their colonoscopy and sigmoidoscopy lists, reviewing patient histories and preparing adequately pre list and ensuring reports are completed in timely fashion post list.
- The post-holder will ensure the lists are fully utilised and will highlight any shortfall to ensure maximum efficiency.
- The post-holder will provide 6 weeks' notice of any leave to ensure avoidance of rescheduling lists.
- The post-holder will prioritise own workload and adapt accordingly, as well as being flexible to accommodate changes to service lists due to unforeseen circumstances
- Have sufficient IT knowledge to use all relevant Trust IT systems and suggest and lead on improvements where appropriate.

#### **5. Physical Skills**

- There will be a frequent requirement to use endoscopic equipment and exert physical effort for long periods during an endoscopy session; this may require moving and handling patients during a procedure which may take 30-40 minutes.
- Have a valid driving licence to travel throughout the Trust as required.
- Always observe health & safety regulations.
- To move and handle patients in line with Trust policy.
- Be able to work under high pressure in mentally demanding situations.
- To display manual dexterity
- Maintains visible and accessible presence across their designated area of responsibility

### **RESPONSIBILITIES**

#### **6. Responsibilities for Patient/ Client Care**

- Direct contact and interaction with patients, service users, families and carers.

- Effectively carry out clinical sessions including diagnostic test, treatment and ongoing referral; ensuring that high quality standards of care are maintained.
- To handle, store and label specimens in line with Trust/department policies.
- Promote an environment conducive to safe, effective and efficient patient care.
- Participate in the control of infection within the unit through routine cleansing of equipment and environment.
- Safely dispose of clinical and non-clinical waste in line with Trust and departmental policies.
- Ensure any faulty equipment is withdrawn from use and reported accordingly.
- To provide intravenous cannulation, and request consultant review of patients for purpose of prescribing intravenous sedation for those patients who either require or request it. Sedation to be administered in line with Trust policy.
- Provide advice and information for disease processes and their management within specialised area of practice.
- To provide appropriate basic, clinical and therapeutic advice to patients or clients within specialised area of practice.
- Provide personal care post-procedure ensuring optimum comfort and dignity are maintained.
- Supporting patients pre, peri and post-procedure both physically and emotionally. Informing patients of the outcome of the procedure undertaken.
- Work with the nursing team to monitor and establish patient's fitness for discharge.
- Effectively manage untoward adverse events, e.g. perforation or haemorrhage requiring admission or transfer
- Lead on innovation's in endoscopy & patient care, e.g. colon capsule endoscopy including process design, implementation and roll out
- Receive feedback from clinical lead from National Endoscopists Database (NED) KPI's, and make adjustments to performance and practice accordingly.

## **7. Responsibilities for Policy and Service Development**

- Adhere to the British society of Gastroenterology (BSG), Joint Advisory Group (JAG) and other professional guidelines.
- Lead in the development of protocols and guidelines for practice.

- Lead in the development of up-to-date patient information regarding endoscopic procedures, i.e. leaflets.
- Promotes a learning and training environment, working with and overseeing trainees to promote good practice and development of staff.
- Participate in staff training programmes to ensure continuing professional development to be an effective member of the team.
- The post-holder to keep up-to-date with current best practice in gastroenterology and where relevant to attend face to face or virtual learning events, with the expectation the individual then leads on delivering training and/or updates to other staff members.

## **8. Responsibilities for Financial and Physical Resources**

- Report deficiencies in stock to the unit manager.
- Work with the unit manager to minimise the risk to patients and services through the timely ordering of specialised equipment etc.
- Be aware of budget constraints in relation to stock and asset management and work with staff to ensure that stock is maintained within financial limits.
- Lead on and actively pursue cost improvement ideas to convert them into savings
- Manage team budget in conjunction with responsible matron
- Act as authorised signatory within Trust standing financial instructions

## **9. Responsibilities for Staff/ HR/ Leadership/ Training**

- Manage a team of clinical endoscopists, providing line management and leadership
- Maintain own and direct line reports competence in clinical procedures, including diagnostic and therapeutic endoscopy but also procedures like venous cannulation
- Maintain own and direct line reports skills in emergency resuscitation and monitoring of patients undergoing an endoscopic procedure
- Maintain professional registration, complying with revalidation as laid down by the NMC. Support direct line reports in compliance with revalidation.
- Undertake continuous professional development, including mandatory and statutory training, and identify and lead on team training requirements
- Maintain own compliance with Joint Advisory Group (JAG) requirements and oversee direct line reports compliance with JAG requirements

- Act as mentor or preceptor to staff as appropriate
- Participate in clinical supervision with other specialist nurses
- Provide skills training to medical and nursing endoscopists in undertaking diagnostic and therapeutic procedures, including Bowel Cancer Screening
- Directly supervise trainee endoscopists
- Provide evidence based good practice for contribution to knowledge management system and support of global rating scale by national endoscopy programme
- Undertake nursing research that identifies and implements innovative practice
- Provide advice, support, training and service vision to the endoscopy services and wider organisation.

#### **10. Responsibilities for Information Resources**

- Ensure accurate records are maintained in line with legal, Trust and professional regulatory standards.
- Produce accurate endoscopy reports post-procedure for distribution to consultants, GPs, patient medical records.
- Provide accurate and timely information to inform Trust/National databases as required
- Ensure the team have adequate knowledge, skills and resources to implement record keeping standards
- Ensure adherence to Trust policies and procedures. Maintain up to date training and standard IT skills and demonstrate a good working knowledge of confidentiality and data protection (GDPR compliance).
- Ability to collate and manipulate research information which includes creating computer based reports.

#### **11. Responsibilities for Research and Development**

- Support growth in performance, improvement and efficiency within the service and more widely within the trust, using performance information and best practice to inform decision making, service planning and innovation & improvement
- To make recommendations of purchasing of new equipment necessary to enable development of service provision

- To work collaboratively with clinical colleagues from different teams to develop evidence based service change and practice to maintain excellence of care
- Increase profile of specialist nurses and clinical nurse endoscopists

## **12. Freedom to Act**

- Plan the workload for clinical endoscopists and work in consultation with the clinical and nursing team, identifying priorities for safe care during each session and in any periods of escalation.
- Escalate issues as appropriate to senior Medical and Trust Directors on call.
- To manage the effective coordination of individual patient care

## **EFFORT AND ENVIRONMENT**

### **13. Physical Effort**

- The post holder will have direct patient contact and will be physically responsible for using and manipulating endoscopy equipment within protocols and guidelines to diagnose and treat patients. These sessions can be 30-40 minutes per patient (however depending on complexity can be longer) and sessions are around 4 hours long.
- The expectation is the post holder would provide 4-5 endoscopy sessions per week for a whole time equivalent.

### **14. Mental Effort**

- Responsible for making clinical decisions on endoscopic findings and histopathology results, for onward referral and investigation of tests.
- Working within a clinical area which provides an elective and an acute service, where there are conflicting demands which require constant re-evaluation and assessment.
- Producing accurate and detailed records in a timely fashion for patient care

### **15. Emotional Effort**

- The post holder supports all members of the team through a range of difficult and sometimes contentious situations, this will include:
- Providing guidance to parents and their families in order to help them deal with highly complex and emotive issues, such as suspected cancer diagnosis.
- Identifying averting and diffusing volatile situations within a sensitive environment.
- Ensuring the safety and security of all patients within the Endoscopy Unit.

- Debriefing and supporting staff and patients and their families when necessary.

## 16. Working Conditions

- The post holder is required maintain close patient contact, and on a daily basis this will include the handling of bodily fluids that potentially may be infective and unpleasant. Contact with bodily fluids can be on occasions excessive.

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## KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

## STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific

responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

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*This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.*

**JOB AGREEMENT:**

<b>Job Holder</b> (PRINT NAME)	
<b>Job Holder</b> (SIGNATURE)	
<b>Date</b>	

<b>Recruiting Manager</b> (PRINT NAME)	
<b>Recruiting Manager</b> (SIGNATURE)	
<b>Date</b>	

# Person Specification

## Insert Job Title

Criteria	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Registered Nurse with the NMC (level 1 or level 2)</li> <li>Bowel Cancer Screening Accreditation</li> <li>JAG accredited qualification for endoscopists role- Colonoscopy, Gastroscopy and Sigmoidoscopy (note: colonoscopy is essential)</li> <li>JETS accredited endoscopist</li> <li>Independent Nurse Prescribing Qualification (or willingness to work towards)</li> <li>Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification in relevant subject</li> <li>Teaching qualification</li> <li>Train the trainer JETS course</li> <li>Hold or be working towards a master's degree</li> <li>Skilled trainer, mentor, supervisor or coach</li> <li>IT/database qualification</li> </ul>
<b>Experience and Knowledge Required</b>	<ul style="list-style-type: none"> <li>4 years post registration practice or significant experience in a senior nursing post in endoscopy</li> <li>Minimum of 2 years* recent experience working as a nurse Endoscopist in a hospital setting</li> <li>Experience in managing own caseload of patients and running own lists</li> <li>Able to perform diagnostic and therapeutic endoscopy</li> <li>Achievement of high quality patient care through evidence based practice.</li> <li>Expert knowledge in anatomy and physiology of the GI tract.</li> <li>Leadership of clinical governance &amp; patient safety.</li> <li>A commitment to providing a quality service with quality improvement.</li> <li>Experience of team management</li> <li>Experience of teaching</li> <li>Experience of clinical audit</li> </ul> <p><i>*Consideration would be given to any</i></p>	<ul style="list-style-type: none"> <li>Line management experience</li> <li>Understanding of wide ranging NHS policy, initiatives, national service frameworks etc in delivering patient centred care</li> <li>Budget awareness</li> <li>Management of change</li> <li>Experience of mentoring &amp; assessing</li> <li>Experience of research</li> </ul>

	<i>applicant who can demonstrate extensive expertise and experience gained in less time</i>	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Advanced clinical, analytical and reasoning skills</li> <li>• Expert diagnostic endoscopy skills</li> <li>• Communicates articulately and sensitively with good written English and able to demonstrate the ability to deal with distressing or emotional circumstances</li> <li>• Highly developed verbal and written communication skills</li> <li>• Able to communicate effectively with, listen to and motivate stakeholders and staff at all level</li> <li>• Evidence of analytical and problem solving skills</li> <li>• Evidence of providing motivational, professional leadership with highly developed interpersonal skills</li> <li>• Evidence of ability to combine strategic direction with operational delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate IT/database knowledge and skills or qualification</li> <li>• Implementation of innovative practice</li> </ul>
<b>Aptitude and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Motivated and Enthusiastic</li> <li>• Compassionate leader</li> <li>• Flexible approach to working</li> <li>• Attention to detail</li> <li>• Demonstration of trust values</li> <li>• Maintain a professional image</li> <li>• Reliable and consistent</li> <li>• Able to work with frequent exposure to bodily fluids (e.g. sputum, faeces, blood and vomit)</li> <li>• Able to work calmly under pressure, flexibly and as part of a team</li> <li>• Reflexivity as part of practice</li> <li>• Demonstrate the ability to undertake moderate physical effort for several short/long periods moving equipment, patients and stock within manual handling guidelines.</li> <li>• Ability to travel independently across sites</li> </ul>	
<b>Values &amp; Behaviours</b>	Ability to demonstrate our organisational values and	

	behaviours: <ul style="list-style-type: none"><li>• We are <b>Kind</b>.</li><li>• We are <b>Open</b>.</li><li>• We pursue <b>Excellence</b>.</li></ul>	
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