

Job Description

Job Title: Registered Nurse	Grade: NHS AfC Band 5
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Responsible to: Endoscopy Matron and Endoscopy Lead Nurse
Contact with: Patients, carers, Healthcare professionals and members of the general public.
<p>Principal objectives: To work within the framework for Clinical Governance to provide, high quality, individualised nursing care to patients and relatives/carers and to contribute to the continuing development of nursing practice in the endoscopy unit.</p> <p>To work within the Trusts Competency Framework for Registered Nurses, the department philosophy and the NMC Code of Conduct/ Professional Standards for the protection of patients.</p>
<p>Key Responsibilities:</p> <p>Clinical</p> <ul style="list-style-type: none"> • Ensure safe, holistic and individualised patient care is delivered at all times • Communicate effectively with patients, relatives, carers and members of the multi-disciplinary team at all times which may include complex and sensitive information. • Assist patients to fulfil the activities of daily living • Maintain accurate patient records and relevant data collection • Liaise with the multi-professional team regarding the planning and delivery of care in partnership with patients, relatives and carers • Accurately observe patient's condition and initiate appropriate action • Administer medication safely to patients including Controlled drugs • Participate in patient/carer education e.g. advice about patients condition/needs, health promotion • To safely use equipment relevant to own work area. • To be competent in decontamination and care of endoscopes used in the unit. • Assess, plan, implement and evaluate individual programmes of care in partnership with patients, relatives and carers. • Able to order investigations and tests within unit guidelines. • Undertake venepuncture and cannulation as appropriate following Trust guidelines. • Actively participate in effective discharge planning and transfer. • To be responsible for complying with Trust Infection Control policies and clinical guidelines. • To participate in the departments emergency on call rota once deemed competent. <p>Management</p> <ul style="list-style-type: none"> • To work within Trust and Divisional Policies. Protocols and Guidelines • Assist in the maintenance of a safe working environment for patients, staff and visitors • Participate in adverse incident management e.g. clinical incident reporting, complaints • Assist in the efficient and effective management of the department to ensure maximum use of resources • Organise, prioritise and manage the care for patients before, during and after endoscopic procedure. • Participate in identifying, implementing and evaluating new methods of working/ patient care. • Organise, prioritise and manage own time and that of new staff, learners and Endoscopy care Assistants.

Education

- In conjunction with Line Manager, be responsible for identifying and achieving personal and professional development needs
- To prepare and actively participate in Trusts annual Performance Development Review process and progress reviews.
- Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient and service.
- Demonstrate an ability to reflect on current nursing practice and disseminate findings
- Assist in the education and supervision of nursing staff/students within the department
- Participate in and contribute to Divisional teaching programmes
- Maintain and develop IT literacy
- Participate and assist in audit as required.
- To be responsible for complying with Trust Infection Control policies and clinical guidelines.
- To prepare and actively participate in Trusts annual Performance Development Review process and progress reviews.
- Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient and service.

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By: Sherrie Mateer

Date: July 2019

Note: This job description is issued as a guide to your principal responsibilities. It may be varied from time to time to meet new working requirements and does not form part of your Contract of Employment

Person Specification

Job Title: Registered Nurse

Grade: NHS AfC Band 5

Post No:

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Recent registered nurse experience in an acute area 	<ul style="list-style-type: none"> Endoscopy experience
Qualifications	<ul style="list-style-type: none"> Registered Nurse Level 1 or 2 Evidence of continuing professional development 	<ul style="list-style-type: none"> Relevant teaching and mentoring qualification
Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of evidence based practice. Understanding and ability to apply clinical governance principles to practice. Knowledge of infection control and knowledge of developments in endoscopy and current issues driving nursing in general. 	<ul style="list-style-type: none"> Ability to disseminate knowledge to others Decontamination issues related to endoscopy.
Personal Skills	<ul style="list-style-type: none"> Ability to work as an effective team member Excellent interpersonal skills Ability to communicate at appropriate level both written and verbally. Ability to manage own workload. Motivated and enthusiastic Willing to learn new skills. 	
Special Requirements	<ul style="list-style-type: none"> Flexible approach to work. Be able to participate in out of hours on call system 	