



Putting **patients**
at the **HEART**
of everything we do



NHS
London North West
University Healthcare
NHS Trust

JOB DESCRIPTION

Job Title:	Staff Nurse
Division/Department:	Endoscopy/ Surgery
Responsible to:	Senior Sister / Charge Nurse
Accountable to:	Clinical Manager
Band:	5
Hours:	37.5
Location:	St Mark's Hospital/ Central Middlesex (Cross site responsibility for Central Middlesex, Ealing and St. Mark's Endoscopy Units) In order to meet the needs of the Trust's services you will be required to work at different locations to your normal place of work

Organisational Values

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

Honesty - open and honest in everything we do

Equality – we value all people equally and treat them fairly whilst recognising their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

Respect – we treat everybody the way we would like to be treated

Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.



Job Summary:

- To be responsible for the care of a defined group of patients during a shift
- To assist junior colleagues and student nurses in training
- To work as a team member with support of senior staff
- To support the endoscopy team in providing a unified approach to high standards of patient care
- To support an environment that promotes excellence in nursing practice and empowers staff to develop high levels of clinical skills and autonomy
- Work collaboratively and co-operatively with others to meet the needs of patients and the unit collectively
- To develop in assisting in the general management of the endoscopy unit, ultimately undertaking full responsibility in the absence of the person with continuing responsibility

Our services

The gastroenterology department is an internationally-renowned centre of clinical excellence.

The department has clinics at the Trust's four hospitals – St Mark's, Central Middlesex, Northwick Park and Ealing Hospital – and provides an extensive range of advanced diagnostic and therapeutic services.

We are delighted to see both local and nationally referred patients. We provide outpatient and inpatient treatment for the full range of gastrointestinal and liver diseases.

A full range of endoscopic techniques including diagnostic and therapeutic examination of the upper and lower gastrointestinal tract are undertaken in the endoscopy unit.

Northwick Park and St Mark's Hospitals

Acute in-patient gastroenterology and hepatology is delivered at Northwick Hospital, supported by the specialist services available at St Mark's Hospital. Out-patient and endoscopic services are provided within St Mark's Hospital.

St Mark's Hospital is the only hospital in the world to specialise entirely in intestinal and colorectal medicine and is the UK's leading national and international referral centre for intestinal diseases, seeing both locally and nationally referred patients. As well as clinical services, St Mark's has many research interests and a very active programme of teaching and education.



The Wolfson Unit for Endoscopy at St Mark's Hospital is the only unit in the UK internationally recognised as a world centre of excellence by the WEO and one of only 15 worldwide providing a wide range of diagnostic and therapeutic endoscopic procedures.

Specialist services provided at St Mark's Hospital include inflammatory bowel disease, intestinal failure & nutrition, functional bowel disease, family cancer clinics, polyposis and endoscopy.

For more information please visit the St Mark's Hospital website:

www.stmarkshospital.org.uk

Central Middlesex Hospital

Outpatient gastroenterology and hepatology clinics are run at Central Middlesex Hospital and endoscopic services are provided in the ACAD centre.

Ealing Hospital

Two full-time consultants and two part-time consultants lead the team, consisting of junior medical support with a matron leading the inpatient care for this speciality. Gastroenterology and hepatology outpatient clinics and endoscopy services are also provided.

THE DEPARTMENT(S)

The Wolfson Unit for Endoscopy at St Marks Hospital is a world renowned state of the art facility for the practice and teaching of endoscopy.

There are 6 endoscopy suites, all equipped to the highest standards with the latest video and digital image storage equipment.

There are an additional two endoscopy rooms at the Central Middlesex Hospital ACAD site and Ealing Hospital, and the department performs over 30,000 procedures annually.

In addition to the routine diagnostic work, the Unit specialises in complex tertiary work, including large polypectomies (EMR, ESD and Laparoscopic-endoscopic techniques), double balloon enteroscopy and treatment of radiation proctopathy.

The Unit has the UK's largest, single-centre surveillance programme for patients at increased risk of colorectal cancer.

It was the first site in London to undertake Bowel Cancer Screening in 2006 covering a population of approx. 1 million and was one of the first wave pilot sites for Flexible Sigmoidoscopy screening (Bowel Scope), which started in 2013.

The unit also provides a tertiary video capsule endoscopy service, offering both small bowel and colon capsule. service.



There is a seminar and teaching room with audio-visual links to three endoscopy rooms. An active teaching programme occurs throughout the year that includes JAG accredited training courses, colonoscopy up-skilling, small bowel courses, therapeutic endoscopy courses and an annual international Frontiers course.

In 2003 the Unit was awarded National Training Centre status and in 2009 was designated a Centre Of Excellence by the World Endoscopy Organisation (WEO), the only centre in the UK to receive such an accolade.

Role Responsibilities

Working Relationships and Communication Requirements of your Job

- Participate in team building/communication so as to develop and consolidate a cohesive and supportive team.
- Ensure good communication verbally and via formal documentation and electronic sources with all members of the nursing, multidisciplinary team, patients and their relatives.
- Act as an advocate for the patient
- Ability to build a rapport within a short space of time with a large daily throughput of patients and their relatives.
- Promote and participate the patients health promotion programme.
- Accept responsibility; be aware and able to locate all policies relating to good working practice within the clinical area and able to adhere to both by self and colleagues.
- To ensure effective two way communication with all disciplines so that patients receive optimum care.
- Work in partnership with the patient and relatives and other health care professionals in care and discharge planning.
- Ensure carers/family are aware of policies, standards/guidelines relevant to the patients care or clinical area.
- Ensure accurate information is documented at assessment, during endoscopy procedures and at discharge and the multidisciplinary team are informed of outcomes, in line with local and Trust policies and the NMC Code of Conduct
- Recognize the legal implications of nursing documentation therefore maintaining accurate records.
- Adhere to the NMC Code of Contact and Trust policies pertaining to patient confidentiality/Data Protection Act/Caldicott Recommendations.

Level of Clinical Responsibilities

- Ability to relate to all staff, patients, relatives and the multidisciplinary team, demonstrating good listening skills and able to work effectively as part of the team
- Ability to manage own workload and be accountable for your actions
- Provide a high standard of care by assessing, planning, implementing and evaluating individual patient care in conjunction with the multidisciplinary team



- Deliver information/advice on health promotion to patients, their relatives and other staff as necessary.
- Be aware of your competence and acknowledge your own boundaries, asking for assistance when required.
- Development of own clinical skills.



- Assist and then take responsibility for setting up, maintaining and cleaning of highly specialized expensive equipment.
- Learn to assist then monitor all equipment within the department and ensure it is in safe working order. Take responsibility in dealing with faults in the prescribed manner.
- Learn to assist in the ordering of pharmacy, paying due regard to their economical use.
- Adhere to the requirements concerning the administration and custody of drugs.
- Support less experienced nursing staff.
- To act as an Assessor/Mentor to junior colleagues and learners.
- Recognize and respond to urgent and emergency situations.

Leadership and Staff Management Responsibility

- Ability to work well, as part of a team. Self motivated with the ability to prioritise work load.
- To assist in the general management of the Endoscopy department, undertaking full responsibility in the absence of the person with continuing responsibility
- To act as a role model.
- Actively encourage good practice and personal development. Contribute to an active learning environment for all grades of staff and students.
- Develop skills to assist with clinical projects, standard setting, audits and quality monitoring within the clinical area.
- Report untoward incidents such as complaints, clinical emergencies and injury or drug administration errors as per the Trust policies and procedures.
- Assist in the orientation of new staff to the department.

Financial Responsibility

- No direct budget responsibility, but awareness of the effective use of resources and cost implications.
- Assist in the maintenance of stock levels
- Be aware of the cost and usage of highly specialized expensive equipment.
- Participate in being cost effective in the delivery of high quality care.
- Assist sister with budgetary control in the most effective and efficient use of resources both in manpower and finance.
- Assist sister with reviewing and planning the staff duty roster.

Service Development and Improvement

- Keep up to date with professional issues relevant to nursing practice within their area of clinical practice.
- Develop own Endoscopy skills to openly question and challenge nursing practice in a constructive way so that standards of patient care are continually evaluated and improved, embrace new ideas and facilitate changes for the benefit of patient care.



- Negotiate an area of clinical interest with the senior sister and be proactive in developing own expertise and learning resources for all staff. Act as clinical resource within the ward team
- Act as a mentor/assessor to students and colleagues, guiding practice, assessing competence, enabling and supporting learning.
- To facilitate/participate in the induction programmes for each member of staff newly employed.
- Continually monitor standards of care and contribute to improvement of care through audit and research
- To be aware of objectives and strategies at Local and government level.

Responsibility for Dealing with Difficult Situation

- Maintain and then develop skills to set standards of practice, conduct decision making in conjunction with the nursing team/sisters, being clear about reporting mechanisms
- Promote evidence based decision making
- Report any incidents or complaints to the appropriate senior staff.
- Provide support and advice to patients and relatives when faced with distressing situations.
- The post holder is expected to support junior members of staff.
- Recognise the emotional demands of dealing with large numbers of patients and the multidisciplinary team
- Recognize areas of conflict and assist in the management of this and promote a healthy working environment.

Physical Working Conditions and Environment

- Recognize situations that may be detrimental to the health and well-being of the individual, and take appropriate action
- To implement the Health and Safety at work act and comply with the COSHH regulations.
- Staff will walk and stand for most of their shifts.
- Manoeuvres patients and equipment, pushes and pulls trolleys and beds, as part of a team.
- To maintain highly specialized equipment in a safe and satisfactory condition and report any malfunctions immediately.
- To ensure compliance with Trust and local policies and procedures for self and others.

Knowledge, Training and Education

- RN with current NMC registration
- Six months general nursing experience as a qualified nurse on entry to Band 5. With previous endoscopy experience you may enter at the appropriate level within the band.



- To develop the use the technical equipment and understand the care and maintenance of highly specialized equipment and assist with complex procedures.
- Undertake personal development to meet identified needs.
- Have a willingness to undertake appropriate courses relevant to endoscopy nursing or have undertaken recognised endoscopy courses.
- Willing to undertake or have undertaken an assessors/mentors teaching qualification
- Attend mandatory training for Resuscitation, manual handling, infection control and fire training.

Any other Aspects of the Role

- Ensure own compliance and compliance of others with regard to mandatory training and professional development.
- Ability to use the endoscopy computer system, Endosoft after training given.
- Support peoples equality, diversity and rights.
- Handle patient's valuables with care.
- Support learners in the Endoscopy Environment.
- Nurses will be expected to work across site at ACAD (Central Middlesex Hospital) endoscopy unit as well on a rotational basis

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION



It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.



PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.



For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice- 2006*

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.



PERSON SPECIFICATION

Job Title: Staff Nurse

Division/department: Endoscopy

REQUIREMENT	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none"> RGN 	<ul style="list-style-type: none"> Preceptorship and mentorship course
	<ul style="list-style-type: none"> Basic anatomy and physiology and nursing care Express an interest in Gastrointestinal nursing and a willingness to learn new skills and knowledge Recent experience of working in an acute NHS Trust 	<ul style="list-style-type: none"> Post registration experience Endoscopy experience
Skills, Abilities and Attributes	<ul style="list-style-type: none"> Able to cope with Stress Excellent communicator Flexible Resilient IT skills 	

Person specifications should be kept to a maximum of 25 bullet points

Job description and person specification drafted / amended by:

Name:

Designation:

Date:

JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

Job Holder's Signature		Date	
Line Manager's Signature		Date	