

**ENDOSCOPY DEPARTMENT**

**JOHN RADCLIFFE HOSPITAL**

**JOB DESCRIPTION**

**JOB TITLE:** STAFF NURSE  
**GRADE:** BAND 5  
**RESPONSIBLE TO:** DEPUTY SISTER  
**ACCOUNTABLE TO:** SISTER

**JOB SUMMARY:**

To provide and maintain the highest possible standards of nursing care within the Endoscopy Department.

- Assess, monitor and support patients undergoing endoscopy
- Assist the endoscopist to undertake diagnostic and therapeutic procedures
- Communicate effectively with patients to prepare them for procedures and provide accurate information regarding diagnosis and aftercare

**CLINICAL DUTIES:**

1. Give and receive patient centred hand-overs, ensuring that accurate information regarding the procedure is given to patients both verbally and in writing.
2. Assess, develop and implement patient care plans and evaluate the care given, ensuring legibility and accuracy of nursing records and be aware of legal implications of these documents.
3. Assist and supervise other members of the nursing team as appropriate. As personal competencies are achieved assist in the monitoring of all junior staff, (including junior staff nurses, clinical support workers, departmental assistants and clerical staff), promote safe and high quality standards of care.
4. Maintain patient dignity and confidentiality at all times.
5. Ensure good communication exists between all health care professionals to promote harmonious working relationships and safe working practices.

6. Ensure good communication with patients and their relatives within the unit and over the telephone, demonstrating awareness of barriers to communication and understanding, i.e. deafness and different languages.
7. Undertake pre, peri and post endoscopy care for patients, including those who have sedation
8. Ensure safe recovery post procedure, monitor the patient to ensure early identification of post endoscopic complications.
9. Respond calmly to emergency situations, maintaining patient safety and seeking immediate support, and supporting the patient, family and other staff as required
10. Administer drugs in accordance with trust policy and ensure the safe custody and storage of all drugs used within the endoscopy unit
11. Demonstrate technical competence and clinical effectiveness in assisting with endoscopic diagnostic and therapeutic procedures, ensuring all necessary equipment is available and working correctly
12. Take biopsies and correctly label and dispatch the specimens.
13. Demonstrate competence in the decontamination, disinfection and management of endoscopes and accessories, including the safe handling and storage of equipment.
14. Adhere to the NMC Code of Conduct at all times and practice within the NMC Scope of Professional practice, maintaining patient confidentiality at all times. Adhere to the data protection act.

#### **ORGANISATIONAL & MANAGEMENT DUTIES**

15. Demonstrate organisational skills in order to take regular charge of the endoscopy procedure room
16. Report untoward incidents such as complaints, clinical emergencies, injury or drug administration errors as detailed in departmental and Trust protocols and procedures, assisting Sister in investigating incidents as required.
17. Regularly participate in department meetings to enhance team communication.
18. Maintain an awareness of the need for good housekeeping, helping to ensure expenditure is within budgetary limits.
19. Develop competency in the use of IT systems within the unit, collating test results, ENDOBASE and EPR system. (Blood, histology etc).

20. Contribute toward ward projects and audits as directed by Ward Manager or deputies.
21. Be accountable for some specific responsibilities that contribute toward the organisational and administrative work of the department, as link nurses.
22. Demonstrate an awareness of health and safety regulations that apply to staff and patients in the clinical area and compliance with the procedures.
23. Maintain and contribute to the development of standards of practice, conduct or decision making in conjunction with team leaders/ward manager/unit co-ordinator.
24. Ensure that staff present a smart, professional image that enhances the public perception of the Trust and the professionalism of its staff

### **EDUCATION**

25. Demonstrate a commitment to professional development and maintain registration in line with NMC requirements
26. Discuss personal and professional development needs during an annual appraisal with Team Leader and developing, agreeing and documenting action points in personal development plan.
27. Be actively involved in, and support the departmental education programme
28. Complete or be working towards Endoscopy and Trust competencies within a time frame agreed with Sister and with the support of a named mentor.
29. Develop skills to supervise, mentor, support and educate junior nurses in the clinical practice setting, guiding practice, assessing competence, enabling and supporting their learning.
30. Attend mandatory study days, and others, relevant to Endoscopy. Demonstrate a commitment to research based practice and clinical excellence and play an active part in the introduction of research-based change to improve patient centred care.
31. Promote researched-based practice, quality assurance and clinical audit where appropriate.

## Trust Statements

### Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the:

- Major Incident Policy
- Fire Policy

And should make themselves familiar with the local “response plan” and **their** role within that response

### Responsibility for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act (1974), Statutory Regulations and Trust Policies and procedures. This will be supported by the provision of training and specialist advice where required.

### Infection Control

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

All staff employed by the ORH trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmissible to patients have a duty to contact Occupational Health.

### Children's Rights

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the United Nations Convention on the Rights of the Child.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the Trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

### Information Governance

All staff must complete annual information governance training. If you have a Trust email account this can be done online, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

**Confidentiality**

The postholder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1984.

**SERIOUS UNTOWARD INCIDENTS**

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Trust Incident Reporting Policy

**Equal Opportunities**

The post holder must at all times carry-out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

**Smoking Policy**

It is the policy of the Trust to promote health. Smoking therefore, is actively discouraged and is prohibited in the majority of the Hospital, including offices. However, there are designated smoking areas on both sites.

**Data Protection Act**

All employees of The Oxford Radcliffe Hospitals NHS Trust must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

**Terms and Conditions of Employment**

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

**The above will be reviewed on an annual basis, in consultation with the post holder. It is offered as a guide to the key responsibilities and duties, but does not preclude other issues that may arise between reviews of performance and review of the job description.**