#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Endoscopy Technician / HCSW  Responsible to: Senior Charge Nurse  Department: Day Intervention Unit , Victoria Hospital, Kirkcaldy,  Regional Endoscopy Unit, Queen Margaret Hospital, Dunfermline.  Directorate: Planned Care  Operating Division: Fife Acute Hospitals  Job Reference:  No of Job Holders: 14  Last Update : June 2023 |

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| 2. JOB PURPOSE |
| As part of a multidisciplinary team the post holder will carry out routine personal care duties for patients in support of and supervised by a registered nurse. Carry out assigned duties to maintain hygiene, order and safety within the ward environment.  Manually clean and disinfect endoscopes, unsupervised in the cleaning room, in line with department policies. Ensure compliance with national guidance, SHTM 01-06 and British Society of Gastroenterology guidance on decontamination of equipment for gastrointestinal endoscopy 2020 for all aspects of endoscopy decontamination. This includes daily and weekly testing of the automated endoscopy reprocessors.  Take part in endoscopy lists in all endoscopy facilities within NHS Fife. |

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| **3. DIMENSIONS** |
| The population of Fife is approximately 371,910. The Fife Wide Endoscopy service operates on three sites. There are 4 endoscopy rooms and 21 recovery beds at Victoria Hospital Kirkcaldy, 2 Endoscopy rooms and 8 recovery beds at Queen Margaret Hospital Dunfermline and one endoscopy room and 8 recovery beds at St Andrews Community Hospital. The service provides diagnostic and therapeutic endoscopies for both in patients and out patients on the three sites, together with an emergency out of hours on call service for the Victoria and Queen Margaret sites. There are approximately 50 planned endoscopy sessions per week, with over 11,000 patients attending annually over the three sites. Pre registration students are allocated to Victoria and Queen Margaret hospitals. |

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| 4. ORGANISATIONAL POSITION |
| General Manager  Clinical Director  Head of Nursing  Service Manager  Clinical Nurse Manager    Decontamination Manager  Senior Charge Nurse    Charge Nurse Band 6      Staff Nurse Band 5    **Endoscopy Technician/HCSW (This Post)** |

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| 5. ROLE OF DEPARTMENT |
| To provide a high quality, safe and supportive environment in order to care for patients within the department, meeting the identified physical and psycho-social needs. The emphasis will be on teamwork, flexibility and the provision of a patient-focused service.  The Fife wide Endoscopy service provides diagnostic and therapeutic endoscopies for both in patients and out patients on the three sites, together with an emergency out of hours on call service for the Victoria and Queen Margaret sites. |

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| 6. KEY RESULT AREAS |
| 1. Manually clean and disinfect endoscopes in line with department policies, and national guidance. 2. Operate the automated endoscope reprocessor in line with department policies and national guidelines. 3. Conduct daily and weekly test in line with SHTM 01-06 on the automated endoscope reprocessors and maintenance of the endoscope drying cabinets. 4. Send endoscopes for repair and servicing. Arrange for loan endoscopes to cover repairs and services. 5. Take part in endoscopy lists at The Victoria Hospital Kirkcaldy, The Community Hospital St. Andrews, Queen Margaret Hospital Dunfermline and any other location within NHS Fife as required. 6. Using parameter codes supplied by the endoscope washer disinfector, programme new scopes to allow reprocessing of these scopes. 7. Reprocess endoscopes for the Urology DTC, ENT and Theatres (Victoria and Queen Margaret Hospitals) 8. Organise and prioritise own day to day work activities 9. Carry out assigned tasks in delivering and supporting direct patient care under the direction of a registered nurse to ensure delivery of a high quality of patient care. 10. Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care. 11. Maintain good relationships and an empathic approach to clients’ carers and relatives and refer them to a trained nurse for any questions they may have on the clients’ condition or for any suggestions or complaints that they wish to raise. 12. Report observed changes in the clients’ physical/psychological needs and participate in maintaining accurate and up-to-date records to ensure effective communication. 13. Work within Divisional policies and procedures to ensure maintenance of safe working practices for patients and colleagues. 14. Adhere to unit procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources. 15. Maintain stock levels of all supplies and carry out housekeeping duties, to support the smooth running of the departments on all three sites. 16. Participate in personal career development plan to maintain skills and develop personal growth through training and education. 17. Ensure all core skills training is up to date - Manual Handling, Fire Safety, Resus, Health and Safety,   Infection Control, Information Governance, Equality and Diversity, Violence and Aggression, and  Protection for All.   1. Complete annual revalidation of endoscopy decontamination competencies – to be signed of by the Endoscopy Decontamination Manager (USER under SHTM 01-06) 2. Maintain patient confidentiality at all times. 3. Adhere to ward and unit procedures and policies regarding the control of infection. 4. To participate in specific areas of ward development. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Endoscopy Technician / Nursing Auxiliary is expected to have knowledge of all the equipment used on the three sites:   |  |  | | --- | --- | | **GENERIC** | **SPECIALISED** | | Personal Protection Equipment (PPE) | Portable vital signs monitor and manual sphygmomanometer | | Nurse call system | Pulse oximeter | | Personal computer/laptop/tablet/ mobile telephone/ two-way radios | Automated endoscopy reprocessors | | Office equipment | Endoscope drying cabinets | | Photocopier | Vacutainer systems | | Fridge | Leakage testers | | Fire equipment | Endoscopy equipment including; | | Wheelchairs | Light sources | | Walking aids | diathermy machines | | Trolleys | endoscopes and accessories required to assist with diagnostic and therapeutic procedures | | Beds | Flow meter | | Laboratory specimen |  | | Manual handling equipment e.g. hoists, standing aids and slide sheets |  | | Commodes / toilet aids |  | | Bedpan Disposal Unit |  | | Intravenous infusion stands |  | | Resuscitation Equipment |  | | Suction equipment |  | | Electric beds |  | | Sharps boxes, needles & syringes |  | | Domestic equipment (laundry/kitchen) |  | |

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| **7b. SYSTEMS** |
| The postholder is expected to have a knowledge of all systems utilised in the area, however may not have daily clinical involvement. Please note, this is not an exhaustive list:   * TURAS * Stafflink * MICAD * Patientrack * Teletracking * Datix * eESS * E-Learning |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Assignment of work will be by the Nurse in Charge.  The post holder will be expected to work unsupervised at times and exercise initiative when managing equipment and endoscopes however a Senior Charge Nurse or Decontamination Manager will usually be available for advice and guidance either in person or over the telephone.  Work review and formal appraisal of performance will be carried out by the Senior Charge Nurse/Staff Nurse. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Overall work tasks are allocated, but will plan and prioritise own work activity and use own initiative where appropriate. * Assess patient/client health, safety and wellbeing while undertaking personal care, escalating any changes, abnormalities or concerns to registered staff. * Assess patient/client condition through observations and test results, assess comfort of patient/ client, and initiate emergency procedures where necessary. * Maintain a safe working environment. * Take appropriate action in an emergency or crisis situation (fire, cardiac arrest, violence and aggression etc). * Work within Local guidelines or National Protocols as relevant and appropriate. * Demonstrate an awareness of the limitations and boundaries of the role |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Ensuring accuracy whilst carrying out clinical skills. * Managing stressed and distressed behaviours from patients/clients. * Managing expectations of colleagues from other service areas * Ensuring sufficient disinfected endoscopes to meet the needs of the service covering ENT, Urology, theatres, Cardiology, intervention Radiology ERCP, on which ever site they post holder is working on at the time. * Managing and completing demands on time including dealing with very high demand on daily basis for scopes to meet the requirements of all service areas. * Ensuring patient safety at all times. |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder requires well developed interpersonal and de-escalation skills to communicate and exchange factual information in a clear, sensitive and empathetic manner with patients/clients, relatives, carers and visitors.  Effective working relationships will be established and maintained through respectful communication with the multidisciplinary team involved in the provision of care, other relevant departments within NHS Fife and relevant external agencies as appropriate.  The post holder will communicate on a regular basis with the patient, their relatives and the multidisciplinary team as well as external contractors  Communication with outside contractors to organise services and repairs for the endoscopy systems, endoscopes and automatic endoscope reprocessors.  Communication with outside contractors to organise loan equipment to cover repairs and services. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  Skills to safely manoeuvre wheelchairs, trolleys and other test equipment (frequently)  Have the expertise to handle and operate highly specialised and expensive endoscopy equipment and automated endoscope reprocessors. (frequently)  Skills to manually clean and disinfect endoscopes in line with department policies. (frequently)  Skills to verify endoscopes have been manually cleaned correctly by colleagues prior to being disinfected  In the automated endoscope reprocessors. (frequently)  **Physical Demands:**  Patient movement with/without use of mechanical aides, manoeuvre patients (frequently)  Push trolley’s, wheelchairs and beds (frequently)  Walk long distances transporting the endoscopy system to ITU, resus, HDU and theatre for in hours emergency endoscopies and to x-ray for ERCP lists. (regularly)  Stand/walking for the majority of shift  Bed making (frequently)  Cleaning equipment within ward (frequently)  House keeping duties  Dealing with patients with challenging behaviour  **Mental Demands:**  Concentration required when undertaking personal care for patients  Concentration required when cleaning and disinfecting endoscopes. (frequently) Basic numeracy regarding filing out of charts  Basic grasp of English language  Ensuring safe transfer of patients between departments  **Emotional Demands:**  Communicating with distressed/anxious/worried patients/relatives  Caring for patients following receipt of bad news  Dealing with patients with severely challenging behaviour  Dealing with emergency situations  **Working Conditions:**  Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (frequently  Exposure to verbal aggression  Exposure to physically aggressive behaviour  Exposure to a demanding and stressful environment  Working constantly in artificial lighting with little or no natural daylight.  Exposure to peracetic acid (disinfectant used for endoscopes) (frequently)  Exposure to Chlorine Dioxide (used to reprocess TOE scopes. (frequently) |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Manually cleaning endoscopes requires a high level of knowledge and training with annual documented updates.  Willingness to complete the required 9 modules of the NES Decontamination of RMDs (Reusable Medical Devices) Endoscopy Programme    Operating the automated endoscope reprocessors requires a high level of training delivered by the manufacturer of the machines as required by SHTM 01-06 and The British Society of Gastroenterology Endoscopy Decontamination Guidance 2020. (frequently)  Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23  Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice.  Ability to work with people and as part of a multidisciplinary team  Effective written and verbal communication skills  Ability to carry out assigned tasks effectively in a busy environment |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |