**Agenda for Change Job Description Template**

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| 1. **JOB IDENTIFICATION**   **Job Title: Enhanced HCSW, Endoscopy Unit**  **Responsible to: Senior Charge Nurse**  **Department: Endoscopy**  **Directorate: North Sector** |
| **2. JOB PURPOSE** |
| As part of a multidisciplinary team will carry out care duties for patients in support of a registered nurse.  Required to perform assigned tasks involving direct and indirect patient care within the Endoscopy Unit.  Required to perform Physical /Technical and Emotional aspects of patient care in a competent and effective  manner within a busy environment.    Will assist with the provision of a safe environment for the treatment of patients and the protection of staff.  Participate in staff training and development programmes. |
| **3. ROLE OF DEPARTMENT** |
| This post can be utilised in any endoscopy Unit throughout GG&C. All sites provide Diagnostic and Therapeutic Endoscopy, Colonoscopy and Bronchoscopy. |
| **4. ORGANISATIONAL POSITION** |
| CLINICAL SERVICE MANAGER   **LEAD NURSE** SENIOR CHARGE NURSE     **CHARGE NURSE**  **REGISTERED NURSE**  **THIS POST** |
| **5. SCOPE AND RANGE** |
| * Provide specialist care to patients’ pre, intra and post procedure. * Prepare and maintain a clean, safe and ordered endoscopy/ recovery environment. * Contribute to the effective management of resources including equipment and supplies, ordering,   checking of invoices and maintaining stock levels.   * No Budgetary responsibilities other than awareness of the overall requirements of resource effectiveness. * Working independently at the covid swabbing clinic, obtaining swab, correctly labelling specimens * and decontaminating area before next patient * Will possess the knowledge, skills and experience to work within a endoscopy room during procedures   with only one registered nurse and Endoscopist.   * No line management responsibility. * Through completion of formal training which assists with the understanding of a range of work   related procedures some of which are non-routine. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| * Initial and document post procedure checklist on removal of patients’ cannula when discharged. * Perform pre discharge patients clinical observations (blood pressure, pulse and   oxygen saturation).   * Document patient’s observations on the relevant checklist ensuring all information is relayed to the   Registered Nurse at all times.   * Responsible ensuring specimens are accurately labelled and dispatched. * A verbal double check is always carried out with registered nurse and Endoscopist for all specimens,   according to NHS GG&C policy.   * Observe changes in the patient’s physical/psychological needs and communicate this to the registered   nurse.   * Under supervision of the registered nurse place the Diathermy Plate on the patient ensuring that it is   placed on the correct position e.g. avoiding areas with metal work in body.   * Work as a circulating member within the Endoscopy room during all procedures whereby   ensuring the correct instrument and choice of appliances are available.   * Works within post procedure secondary recovery area and are responsible for assisting   patients with basic needs and escorting them to their relatives or to the ambulance patient  transport crew, Supervision or advice is available at all times.   * Participate in Endoscopy Pauses within the endoscopy room. * Admit and discharge patients through the Track care Live System. * Participate in the induction of all new untrained staff members including allowing the new staff member   to shadow and observe all tasks performed during the working day.   * Participate in the appraisal and development process and NHS Learn Pro in order to maintain skills   and develop through training and education.   * Required to read, understand and update skills, knowledge and experience in response to new   legislation, protocols, policies and guidelines.   * Answer telephone calls/ page system and relaying any information correctly. * Conform to all Infection Control policies and procedures. * Maintain Patient Confidentiality at all times. * Maintain and manage stock levels in all endoscopy rooms including controlled stock rotation. |
| **7a. EQUIPMENT AND MACHINERY** |
| Various Scope Processor Stacking Systems and monitors  Various Endoscopes & Colonoscopes,  Patient monitoring equipment.  Diathermy- ERBE  APC -ERBE  Computer systems  Disposable sharps and non-disposable sharps  Patient trolleys  Oxygen cylinders and other compressed gases.  R |
| **7b. SYSTEMS** |
| Must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.  The post holder is responsible for inputting information into electronic patient record where applicable and also into patients written records.  They will comply with the Data Protection Act, Caldecott Guidelines and local policies regarding confidentiality and access to medical records.  Use of medical devices and all other equipment used in their clinical environment.  Information Technology to benefit personal development and patient care. |
| **8. DECISIONS AND JUDGEMENTS** |
| The post holder will be required to use their own initiative, but at all times will work under the supervision  of the nurse-in-charge to provide individualised patient care both in Endoscopy.  Post holder will be required to report any changes to the relevant discipline.  The post holder should be aware of protocol and procedures surrounding the role in the event of a fire and/or  clinical emergency.  Responsible for assisting with the delivery of care to all patients.  Using own initiative and working at all times under the supervision of the registered nurse. |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| Communicate effectively, on a regular basis with the patient, their relatives, the multidisciplinary team and external agencies involved in the provision of care.  Frequently communicate and care for the distressed, anxious or worried patient using reassurance, tact and empathy pre and post procedure.  Communicate effectively with patients with language barriers, via the interpreting services, or patients with  hearing difficulties. |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical effort   * Ongoing requirement to use moderate physical effort for several long periods in the correct positioning of * conscious and sedated patients with a high BMI without access to mechanical aides. * During the endoscopy procedure there is an ongoing requirement to support the patient in the * lateral position. This may involve working in an awkward position bending, turning, stretching and * standing in one position continuously for long periods. * During the colonoscopy procedures when the patient is in the supine position the post holder may be * required to use moderate physical effort, to raise and hold sedated patients lower limbs for extended * periods. * Required to bend and kneel for the ongoing cleaning protocols. * Frequently required throughout the day to assist in the pushing and pulling of patients on trolley / bed. * Walking /standing for the majority of the working day. * Requirement to wear Personal Protective Equipment (PPE) including face masks and eye protection for * sustained periods during procedures**.**   Mental effort   * Frequently required to use concentration for long periods in an environment which can be unpredictable. * Concentration required when rapidly responding to clinical emergencies. * Ability to take instruction in challenging situations without losing concentration * Concentration required frequently when assisting the Endoscopist with Biopsy Samples e.g. A * requirement to take numerous tissue samples from one patient , ensuring at all times that the correct * label is placed in the appropriate pathology receptacle. * Frequent requirement to concentrate when observing patient’s behaviour during procedures. * Concentration required when checking clinical instruments and equipment. * Concentration required working effectively as part of the multidisciplinary team.   Emotional effort   * Frequently communicate directly with the distressed, anxious and worried patient pre and post procedure. * Frequently assist directly with the totally dependent patient. * Occasionally assist with the care of patients with mental health conditions/learning disabilities. * Adapt to what can be a highly stressed working environment. |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Required to work within a multi-disciplinary team that consists of a wide variety of professionals. * Required to have the ability to work well under pressure, adapt to a variety of situations quickly * and competently should a patient’s condition change and accept certain outcomes of patient care will   be difficult at times.   * The post-holder is required to work within an environment which may be tense, at times |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Esse Essential  Excellent literacy and numeracy skills.  Although thereis no formal qualification required for this post, a level of competence will be built upon through time and experience  A commitment to personal development within this role.  Desirable  Completed a relevant training/ competency programme. |