# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Associate Practitioner- Endoscopy**

**Responsible to: Team Leader – Senior Nurse Endoscopy**

**Department: Endoscopy**

**Job Reference: BN-ASAD-AP-ENDO-0524**

**2. JOB PURPOSE**

To work as part of the multi-disciplinary team to ensure high standards of care to a defined patient group and is accountable to the registered nurse.

The post holder will be expected to function as an independent practitioner whilst in endoscopy, with support from qualified nursing circulating staff.

The post holder will ensure a person centred approach to care delivery which is safe and effective to ensure and maintain quality strategy.

The post holder will provide advanced assistance to the registered practitioner in the endoscopy area to ensure that every procedure is risk averse.

The post holder will act as the patients advocate throughout their journey in theatres providing safe, dignified and quality effective care.

Assist with the continual assessment of the conscious/unconscious patient’s care needs within the endoscopy department.

Carry out assigned duties to maintain cleanliness, sterility, order and safety within the endoscopy environment, including cleaning tasks not undertaken by housekeeping.

Undertake associated clerical and patient centred duties, under direct supervision of senior staff.

**3. KEY DUTIES**

**Responsibilities**

**Patient Client Care**

There is a responsibility to:

* Under direct supervision of senior staff, the post holder will deliver a high standard of patient care, in endoscopy
* Recognise and respond to clinical emergencies, utilising skills learnt to assist in clinical emergencies.
* Participate in all aspects of endoscopy duties, anticipating the requirements of the endoscopy team and alerting them of any changes.
* Checking, recording and opening of all sterile surgical trays/swabs/blades/needles and associated supplies required by the endoscopy team.
* As an endoscopy practitioner, provide assistance to the endoscopy team anticipating their needs, ensuring patient safety is maintained at all times.
* Collect and record specimens obtained during surgery ensuring clear and concise details are kept. Ensuring accurate labelling, adoption of appropriate transferral systems and safe handling of specimens in accordance with local policies.
* Rarely re-deployed in recovery/reception area. As part of role help with the admission and discharge of patients from admission/discharge areas.
* Rarely redeployed to other nursing units.
* Transporting patient trolleys.

**Policy and Service**

There is a responsibility to:

* Take all measures to ensure the safety of staff, patients and visitors. Report all accidents, incidents and near misses to the Nurse in charge. Complete relevant forms and take appropriate preventative action.
* Work within the defined policies, procedures, standards and protocols of the department and organisation to ensure the maintenance and delivery of safe working practices whilst simultaneously providing a high quality of service for patients and colleagues.
* Maintain patient confidentiality at all times.
* Working to FVRH values
* Assist theatre Management in the development of local polices and protocols relevant to theatres
* Comply with Data Protection Act, Caldicott Guidelines, Freedom of Information Act and local policies regarding patient confidentiality.

**Finance and Physical Assets**

There is a responsibility to:

* Ensure good housekeeping and appropriate stock levels are observed and maintained within the theatre stores and assist with the cleaning, maintenance and storage of equipment.
* Assist with the compilation and organisation of stock in accordance with NHS FV requirements and liaise with line management procurement on any discrepancies encountered.

**Staff Management/Supervision, Human Resources, Leadership and/or Training**

There is a responsibility to:

* Recognise the importance of resolving complaints timorously and effectively at local level and escalate as appropriate
* Participate in specific areas of endoscopy development.
* Supervise less experienced staff and act as a source of advice where needed
* Develop the roles by using evidence-based practise and continuously improve own knowledge.
* Participate in the induction, orientation and training of new starts and provide the opportunity for shadowing daily activities giving explanations and demonstrations where necessary, providing feedback of progress to the registered practitioners.
* Use endoscopy lists and service requirements to plan and organise the workload within the endoscopy area delegating tasks as appropriate.
* Assist with staff reviews/development programmes when asked.

**Health & Safety**

There is a responsibility to:

* Duty of care is exercised, responsible for promoting a safe working environment
* Identifies and reports malfunctioning equipment
* To ensure that all endoscopy equipment is maintained and is safe for use..
* Assist with the safe positioning of conscious / unconscious patients, in accordance with the moving and handling policy.
* Utilise appropriate risk assessment tools in order to identify actual and potential risks and implement appropriate interventions and report outcome to the line manager.

**Clinical Governance**

* Select and implement evidence based Nursing Interventions to meet the individual needs of patients using National Guidance and Standards as produced by Health Improvement Scotland and in line with Strategy for Nursing.
* Participate in clinical audit and research as required
* Be proactive in personal career development plan to maintain skills and develop personal growth via Turas through training and education.
* Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe and effective practice.
* Maintain a record of professional development.
* Assists with investigations and fact collection in adverse incidents
* May be required to take on additional responsibility, for example: trainer for manual handling.
* Take and record messages correctly maintaining effective communication at all times.
* Assist in the continual assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care.
* Maintain effective communication with patients, relatives, carers, and other members of the multidisciplinary team, ensuring any observed changes in the patient’s condition are effectively communicated both verbally and in writing

**Effort and Environment**

**Equipment and machinery**

**Very Specialised**

* Endoscopy Trolley
* Endoscopy stacks/Scope

**Specialised**

* Procedure Table
* Table Attachments

**Generic**

* Use of manual handling equipment.
* Wearing of Xray coats for prolonged periods

**SYSTEMS**

* Telephone system.
* The post holder is responsible for inputting information into the clinical information system and also into patient’s written medical records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.
* They also have a responsibility to ensure that their subordinates are adhering to the aforementioned policies.
* Ability to access e-mail.
* Ability to access Intranet for organisational policies and procedures.
* Ability to access Internet for evidence based practice guidelines.
* Ability to use some aspects of the Microsoft Office Suite e.g. Word, Excel, Power Point

**DEMANDS OF THE JOB (physical, mental, emotional)**

* Insertion of urinary catheters
* Removal of Sutures
* Speed and accuracy is exercised when manipulating fine instruments and when altering parameters on specialist equipment i.e. Phaco Device /Defib. Paddles
* Standing walking for the majority of the shift when working clinically
* Frequent lifting of endoscopy trays. Manual handling skills are necessary.
* Pulling heavy carts from Theatre to lifts and from lifts using cart pusher when required.
* Lifting instrument trays from ASDU wagons/theatre store
* Frequent re positioning of patients both, conscious or unconscious. Handling confused and agitated patients.
* Participating in resuscitation attempts.
* Moving and Handling of heavy patients and/or objects in line with Manual Handling Regulations.
* Ability to rapidly response to critical changes in patients condition
* Concentration required for long periods whilst performing endoscopy procedure
* Communicating with difficult personalities within the multidisciplinary team in order to enable effective patient management.
* Occasional exposure to verbal aggression.
* Constant exposure to working in an artificial light environment
* Unpredictable break patterns and shift patterns
* Required to cover on call with associated interruption to sleep patterns/ unpredictable shift patterns
* Required to cover late shift
* Exposure to blood and body fluids and the application of standard precautions

**4. FREEDOM TO ACT WITHIN THE JOB**

**Decisions and judgements**

* Demonstrates a systematic, flexible and innovative approach to problem solving and implement decisions, involving staff, patients and senior management where appropriate to ensure effective provision of service.
* Ability to organise own workload with regards to assessing patient needs, planning, implementation and evaluation of a programme of care which is evidence based utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others
* Demonstrate effective assessment, monitoring and care for the immediate postoperative patient, with the guidance of the team leader or the appropriate team member, before transferring the patient into the care of the appropriate receiving practitioner.
* Has access to supervision on an ongoing basis

**MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

* Dealing with situations that arise for which you have limited experience/knowledge.
* Working with diluted skill mixes in busy periods while supporting core staff
* Working in a changing environment
* Required to rapidly increase knowledge and skills
* Ability to adopt common sense approach to undertake infrequently performed clinical activity

**COMMUNICATIONS & RELATIONSHIPS**

* Active role in daily brief and leading/participating in endoscopy pause
* Maintain good relationships and an empathic approach to patient’s, carers and relatives, referring them to qualified staff for any questions that they have on the patients condition, for any suggestions or complaints, that they may wish to raise.

**5. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

National Endoscopy Assistant Practitioner Programme to SVQ3 level, plus endoscopy experience from training. In addition experience as a healthcare setting.

Initial induction period, followed by a period of training and consolidation to achieve full competency across the specialty within 6 months

Ability to work with people and as part of a multidisciplinary/agency team.

Effective written and verbal communication skills.

Ability to carry out assigned patient care tasks effectively within a busy environment.

To actively participate in the Personal Development Plan process to fulfil the requirements of continuing professional development.

**6. DEPARTMENT ORGANISATIONIONAL CHART**

Operational Manager for Endoscopy

Senior Charge Nurse Endoscopy)

Senior Nurse Endoscopy

Staff Nurse

**Associate Practitioner for Endoscopy (this post)**

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Clinical Support Worker