



**Endoscopy  
Team Lead Nurse**

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Western Isles Health Board  
**The best at what we do**



# Job Advert



**Endoscopy Team Lead Nurse**  
**Band 6 – £37,831 to £46,100 pro rata**  
**Plus £1,279 Distant Islands Allowance pro rata**  
**29.7 hr per week (Mon –Fri)**  
**Permanent Post**  
**This post is eligible for relocation expenses.**

A vacancy has arisen within our Theatre Endoscopy Suite in the Western Isles Hospital on the Island of Lewis in the Outer Hebrides of Scotland.

We are seeking an experienced, highly motivated and enthusiastic staff nurse to join our Endoscopy service as a team lead between the Western Isles hospital, in Stornoway and the Uist and Barra hospital in Benbecula. Under the supervision of the Senior charge nurse, the post holder will work with the team to provide clinical management of patients undergoing endoscopy and will provide professional leadership and clinical support in the delivery and development of endoscopy services.

As an Endoscopy team lead, you will be responsible for the patient's peri-procedural pathway and the everyday running of the service for procedures including Gastroscopy, Colonscopy, Flexible Sigmoidoscopy, Bronchoscopy and Peg Insertion/Removal.

The post holder will work with the multidisciplinary team in the delivery, development and evaluation of the endoscopy service to ensure the delivery of high quality patient care, working in upper and lower GI endoscopy, Bowel Cancer Screening, screening, health education and treatment evaluation. You will assist in providing a seamless service carrying out specialist investigations and appropriate therapeutic procedures as laid down in the agreed protocols. The post holder will be responsible for maintaining JAG accreditation standards.

Applicants should be able to demonstrate strong interpersonal skills with a flexible team-orientated approach, have evidence of CPD, the ability to fulfil the criteria outlined in the job description and will have excellent communication and decision making which reflects the trusts vision and values in their daily working lives.

The successful applicant will be required to register with the PVG (Protecting Vulnerable Groups) Scheme. This post is eligible for relocation expenses.

For further information please contact Lesley Sangster, Senior Charge Nurse, Marina MacDonald or Christopher Martin, Charge Nurses, Theatre, on 01851 704704 ext 2104/2105

All NHS Western Isles vacancies appear on the NHS Scotland website: <https://apply.jobs.scot.nhs.uk/> along with a job description.


*Tha beàrnan-obrach NHS Eilean Siar uile gu léir a' nochdadh air làrach-lìn NHS na h-Alba <https://apply.jobs.scot.nhs.uk/> , còmhla ri dealbh-obrach*

Any further queries please contact Tel: 01851 762027.

<b>1. JOB IDENTIFICATION</b>	
Job Title:	Endoscopy Service Team lead
Responsible to (insert job title):	Senior Charge Nurse Theatres
Department(s):	Theatre Department
Directorate:	
Operating Division:	
Job Reference:	
No of Job Holders:	1
Last Update (insert date):	

<b>2. JOB PURPOSE</b>
<p>In coordination with other members of the endoscopy leadership team, provide clinical support and leadership in the provision, development and delivery of high quality Endoscopy Services across NHS Western Isles. This will involve scheduling, planning and leading the endoscopy lists, ensuring the safe decontamination of flexible endoscopes, identifying staff training needs, delivering staff teaching and providing mentorship for all staff involved in the provision of Endoscopy services, ensuring high quality, safe and effective patient care.</p> <p>This role will be instrumental in attaining and maintaining quality, safety and governance standards across NHS Western Isles demonstrating clinical effectiveness, patient safety, effective productivity and decontamination within the Endoscopy services, striving towards Joint Advisory Group (JAG) on GI Endoscopy accreditation.</p> <p><b>N.B In the event of NHS Scotland being placed on an ‘Emergency Footing’ and or NHSWI declaring a ‘Major Incident’, or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.</b></p>

<b>3. DIMENSIONS</b>



NHS Western Isles has two endoscopy suites, one located within the Day surgery Unit at the Western Isles Hospital and one located in the Uist and Bara Hospital. Each Endoscopy unit consists of an admission area, a procedure room, recovery area and decontamination area.


WIH undertakes 8 elective endoscopy sessions per week completing approximately 1000 diagnostic and therapeutic GI endoscopy procedures and 12 Urology session each year. Emergency out of hours endoscopy procedures are managed by the Theatre Emergency on call team. The WIH Endoscopy procedure area is managed by the Theatre department Senior Charge Nurse and a team of theatre staff are allocated to each endoscopy session. The Day Surgery Unit is managed by the Surgical SCN and staff by the surgical ward team.

UBH undertakes 8 endoscopy sessions per month completing approximately 75\*diagnostic GI endoscopy procedures and each year. The UBH Endoscopy area is managed by the UBH Senior Charge Nurse and staffed by UBH staff.

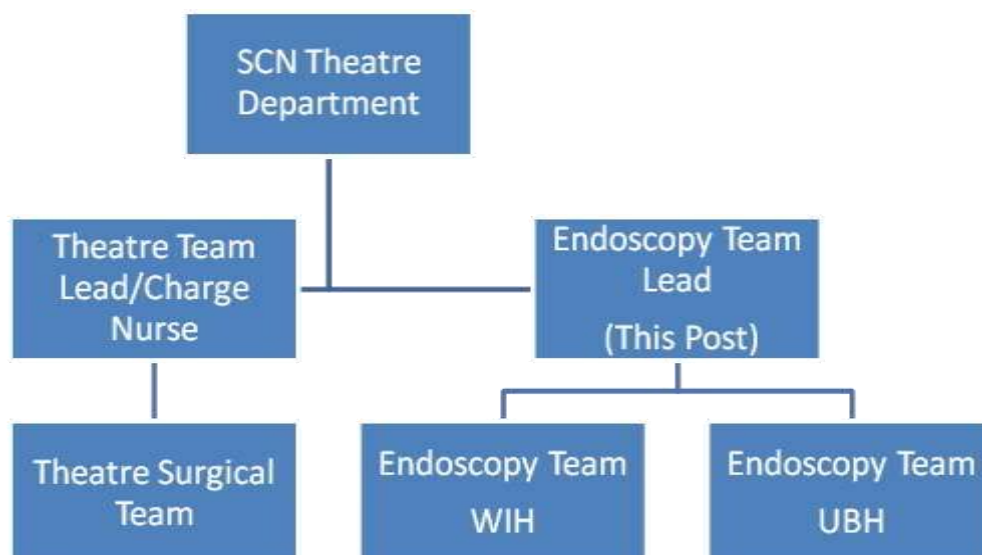
The post holder will be directly managed by the Theatre SCN but will supporting the Surgical SCN and the UBH SCN in attaining and maintaining Endoscopy standards across both NHS WI Endoscopy sites.

The post holder will be based in the Endoscopy unit, WIH and primarily working Monday to Friday. Although not expected to participate in the Theatre 'out of hours' on call rota there may be occasions, based on level of knowledge, skills and experience, that this may be requested.

There will be a requirement to travel to UBH to support the provision of endoscopy sessions (as required) and to visit the UBH unit twice yearly to completed Endoscopy GRS/Audit assessment.



#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Endoscopy Service sits within the Surgical Services provided by NHS Western Isles. It undertakes diagnostic, including Bowel Screening and therapeutic endoscopy procedures in both General Surgery services and Urology service. The Endoscopy leadership team consists of

- Consultant surgeon, Clinical lead,
- Theatre SCN, Service Lead
- Endoscopy Nurse Team lead, this post
- Capacity and Planning manager
- Endoscopy Administrator.

#### 6. KEY RESULT AREAS

- In partnership with the wider Endoscopy leadership team will ensure that the Endoscopy Service delivered in NHS Western Isles is of a high standard of evidence based patient care.
- Be responsible for leading the clinical nursing team and participate as an endoscopy nurse in the Endoscopy procedure area during the running of Endoscopy sessions ensuring practice complies with national and local standards and guidelines.
- Actively assesses, plans, implements and evaluates patient centred care ensuring the safety and dignity of the patient at all times
- Accept patients to the Endoscopy area completing relevant patient safety checks, documentation ensuring patients are

prepared for their procedures following the appropriate care pathway.

- Take responsibility for ensuing checking and maintenance of endoscopy recovery area and emergency resuscitation equipment is completed and recorded.
- Take responsibility for the safe custody, ordering, checking and administration of drugs in accordance with NHS WI policies.
- Ensure all members of the team involved in the delivery of Endoscopy services, including the decontamination of flexible endoscopes, are supported, trained and can demonstrate competent clinical skills in the field of endoscopy.
- Participates in support of the SCN in the development and implementation of policies and procedures.
- Support and mentor staff through their GI Nurse competencies
- Ability to manage the delegate workload to staff effective use of time and resources.
- Actively contribute to Endoscopy developments and improvements, reviewing and maintaining Standard operating procedures and guidelines and contributing to policy where relevant.
- Demonstrate the ability to address issues arising in a professional and discreet manner whilst knowing own limitations.
- Act as a resource providing advice, support and clinical expertise.
- Demonstrate an awareness of available resources, procurement and stock control systems ensuring resources are used effectively.
- Actively participate in the care and maintenance of department equipment.
- Monitor, record and communicate endoscopy utilisation supporting capacity and planning of lists to ensure waiting time targets are met.
- When required assist the SCN for ensuring the efficient management of nursing resources and administrative responsibilities e.g. appraisals, recruitment and selection, disciplinary procedures and complaints.
- Lead audit and complete local and National data submissions.
- Ensure the orientation of newly appointed staff.
- Act as a positive role model for all disciplines of staff.
- Maintain responsibility for own personal development by attending meetings, study days and self directed learning as appropriate with subsequent responsibility for cascading acquired knowledge.
- To maintain effective network links and collaborate with groups outwith the department in order that health services are effectively benchmarked.
- Ensure that procedures for reporting accidents, hazards and incidents are followed, and appropriate action taken when necessary, ensuring a safe environment for staff and patients within the department.
- Work flexibly and professionally in order to be responsive to changing clinical scenarios and provision of care to meet individual patient needs.
- Ensures that there is an effective decontamination tracking system for the use of all endoscopes and all endoscopy procedures.

- Ensures that the decontamination policies and procedures are followed and alerts managers of any problems which prevent compliance

#### **7a. EQUIPMENT AND MACHINERY**

Utilise technical clinical equipment, calibrating when required, checking for faults and ensuring regular maintenance

The post holder is required to directly use and maintain a wide range of Endoscopy Equipment, Decontamination Equipment. Endoscopy Equipment includes (but not limited to)

- A range of Flexible Endoscopes
- Washer/Disinfector
- Endoscopy Drying and Storage cabinets
- Endoscopy Stack consisting of processor, Screens, suction & Diathermy
- Patient Monitoring
- A range of equipment required to complete procedures e.g. biopsy forceps, Snare, injectors etc
- PC and IT Equipment
- Photocopier & Printers
- Resuscitation equipment

This involves

- Ensuring routine checks of all electro/surgical, diagnostic, therapeutic and decontamination equipment are completed, recorded and compliant with relevant regulations prior to use.
- Arranging repairs/replacement of equipment by outside companies.
- Ensuring all planned maintenance and testing is completed as per timetable by Estates and/or outside companies

#### **7b. SYSTEMS**

Documents all aspects of care in patient's records both written and electronic and ensures that these records are maintained and kept up to date in accordance to NMC guidelines.

Uses the following systems

- NEXUS Theatre management system
- Unisoft Endoscopy management system

- Datix incident reporting,
- Microsoft office/ TEAMS
- Sci Store/Results
- Healthegde decontamination tracking system
- JAG/GRS National Audit systems

## 8. ASSIGNMENT AND REVIEW OF WORK

- Workload will be generated by the capacity, demand and scheduling of Endoscopy lists. The post holder will lead, prioritise work and organise the team allocated to the Endoscopy session.
- The post holder will be part of the Theatre team and directly managed by the Theatre SCN and review of work is through annual appraisal.
- Local review of the endoscopy service will be undertaken by bimonthly Endoscopy Users Group meetings.
- National review of the Endoscopy service will be undertaken by completing biannually Global rating scale audits (April & October) for JAG.

## 9. DECISIONS AND JUDGEMENTS

The post holder

- Must always work within the Nursing and Midwifery Council Code.
- Will be in charge of managing the flow, leading the workforce, coordinating and delegating duties to the allocated endoscopy team.
- Will be able to assess the skill mix of the workforce and ensure appropriate resources are available prioritising patient care and ensuring effective use of endoscopy sessions.
- In the absence of the Theatre SCN the post holder has responsibility for Endoscopy area and is expected to anticipate problems/needs and take steps to resolve them using their comprehensive knowledge, skills and experience of the endoscopy service, policies, procedures and protocols.
- Will be required to use their own initiative and be able to make sound and rational decisions, both clinically and operationally ensuring patient safety throughout endoscopy session.
- Will be required to use rapid judgement whilst observing and assessing patients condition and act accordingly to any changes/deterioration in the clinical situation whilst recognising own limitations.

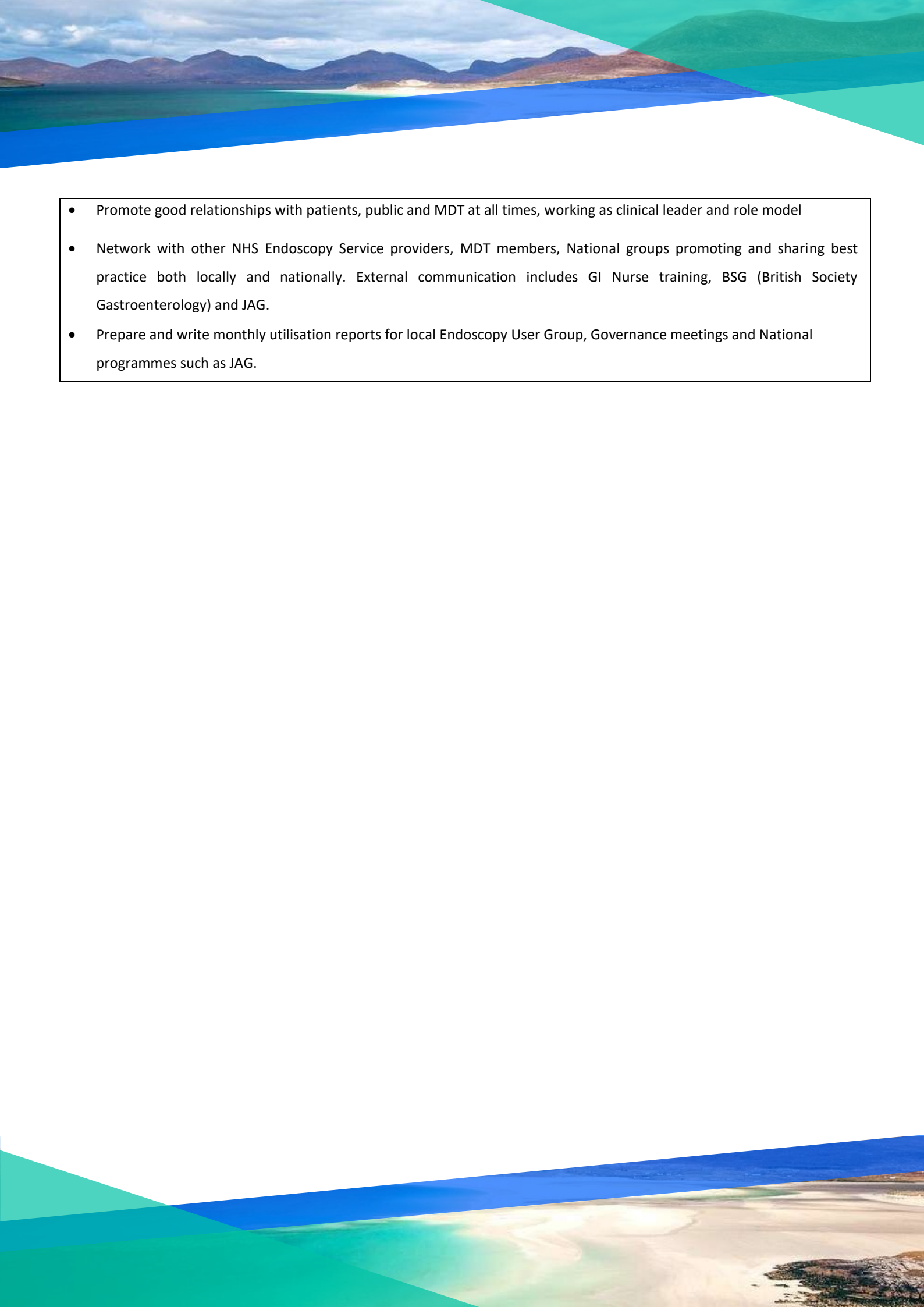
## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Managing, prioritisation and co-ordination endoscopy lists, ensuring a consistently high standard of care while having a different nursing team allocated to each Endoscopy session.
- Working closely and flexibly with the theatre team managing unpredictable clinical workloads and accommodating urgent/Emergency cases within elective sessions.
- Diffusing conflicting situations that may arise from prioritisation of workload, adapting to competing demands from various stakeholders.
- Working in collaboration with the SCN and Capacity & Planning manager ensuring Endoscopy sessions are fully utilise to meet Elective, urgent and surveillance waiting times.
- Managing, prioritising and effectively managing time to incorporate teaching, training, administrative and audit requirements.

## 11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will

- Communicate effectively with potentially distressed/ anxious/ worried patients/ relatives/ staff ensuring their involvement in decision making regarding their care and providing support, empathy and reassurance during their endoscopy journey.
- Occasional communicating bad news to patients/ relatives such as having to cancel a procedure at short notice and occasionally dealing with challenging behaviours.
- Communicate effectively with the theatre staff WIH & UBH ensuring they have the required knowledge, skills and competencies to support the delivery of the endoscopy service.
- Communicate with all members of the organisational endoscopy multi-disciplinary team to ensure that the optimum care is delivered across both endoscopy sites therefore the post holder must possess effective interpersonal skills and participate in cross boundary working
- Communicate with a large number of staff ensuring information is disseminated accurately to all staff and that they have the equitable opportunity to feedback/raise and discuss issues.
- Be able to communicate verbally, in writing and electronically to convey information appropriately, adapting communication style depending on the nature the information and audience
- Use audit data to engage and implement change and improvements required to meet Endoscopy standards and develop new ways of working, collaborating with others.

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- Promote good relationships with patients, public and MDT at all times, working as clinical leader and role model
  - Network with other NHS Endoscopy Service providers, MDT members, National groups promoting and sharing best practice both locally and nationally. External communication includes GI Nurse training, BSG (British Society Gastroenterology) and JAG.
  - Prepare and write monthly utilisation reports for local Endoscopy User Group, Governance meetings and National programmes such as JAG.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- Patient movement (onto trolleys), manoeuvring trolleys/beds and equipment daily.
- Frequent exposure to blood, faecal matter, sputum, bodily fluids, soiled linen and infective materials.
- Risk assess unit to ensure that there is a safe working environment for all staff whilst being sensitive to patients environment constantly.
- Fine motor skills and dexterity to carry out all aspects of clinical work within the unit.
- Continuous need to walk during shift to provide patient care.
- Off site working i.e. assisting with endoscopy in theatre or at UBH.
- Concentration, decision making and organisational skills to cope with competing demands changes in patients condition, personnel issues with staff, staff shortages, emergency situations, the complex and diverse nature of the service.
- Recognising patients urgent health care needs and making appropriate instant decisions to provide appropriate clinical management – frequently.
- Dealing with the emotional effects of patients on being told diagnosis/nature of their illness.
- Ability to calculate drug dosage
- Concentration to assess and provide patient care and manage the team with frequent interruptions either in person or by telephone.
- There is a need for accuracy and appropriate maintenance in the use of all clinical and other equipment used particularly regarding the administration and delivery of medicines and treatments
- Time spent in front of VDUs when completing data entry and completing reports..

## 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post holder is required to

- Hold a first level Registered nurse with a nursing degree.
- Have post registration experience of working within an endoscopy environment and competent in all aspects of clinical practice/ endoscopy techniques and procedures within the Endoscopy Department.
- Have evidence of post graduate continual professional development in the field of Endoscopy or leadership,
- Up to date with mandatory training:
  - Basic Life Support (yearly).
  - Moving and Handling (yearly).
  - Fire training (yearly).
- Can demonstrate the following:
  - Evidence of leadership skills.
  - Sound decision making skills.
  - Ability to participate in the delivery of teaching sessions and presentations.
  - The ability to teach and supervise students and have experience in mentorship.
  - Well developed written and verbal communication skills.

- Team working skills.
- Communication and interpersonal skills.
- IT skills.
- Ability to use own initiative.
- Use of audit and data collection to drive change and improvement
- Motivation.

## 14. STANDARD ELEMENTS

### STANDARD ELEMENTS

#### **Confidentiality**

**Comply with all approved NHSWI Policies and Procedures.**

**Comply with NHSWI Communication Strategy and Media Strategy.**

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

#### **Health and Safety:**

**Assist in maintaining own and others' health, safety and security.**

This involves:

- Complying with Board health and safety policies, procedures and participating in mandatory training.
- Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

**Ensure own actions support equality, diversity and rights.**


This involves:

- Acting in ways consistent with the Board's policies and procedures.
- Treating those you come into contact with equitably and with respect.
- Recognising the need for aids or adaptations.



<b>15. JOB DESCRIPTION AGREEMENT</b>	
<p>A separate job description will need to be signed off by each jobholder to whom the job description applies.</p> <p>Job Holder's Signature:</p> <p>Head of Department Signature:</p>	<p>Date:</p> <p>Date:28.07.2022</p>





***The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.***

Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.

The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

#### Links

[visitouterhebrides.co.uk](http://visitouterhebrides.co.uk)  
[welovestornoway.com](http://welovestornoway.com)  
[hebrides-news.com](http://hebrides-news.com)  
[hebrideanhousing.co.uk](http://hebrideanhousing.co.uk)  
[cne-siar.gov.uk](http://cne-siar.gov.uk)

# About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

**Stornoway**—Western Isles Hospital (Ospadal nan Eilean Siar)

**Benbecula**—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

**Barra**—St Brendan's Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

[wihb.scot.nhs.uk](http://wihb.scot.nhs.uk)

The latest information about the Board's response to the COVID-19 pandemic can be found on the Board's dedicated website.

Web

[coronavirus.wi.nhs.scot](http://coronavirus.wi.nhs.scot)



# Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

**Stornoway Airport**—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

**Benbecula Airport**—Glasgow, Inverness, Stornoway

**Barra Airport**—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



## Links

**Ferry Travel:**  
[calmac.co.uk](http://calmac.co.uk)

**Air Travel:**  
[loganair.co.uk](http://loganair.co.uk)

**Car Hire:**  
[carhire-hebrides.co.uk](http://carhire-hebrides.co.uk)  
[lewis-car-rental.com](http://lewis-car-rental.com)

**Air Discount Scheme:**  
[airdiscountscheme.com](http://airdiscountscheme.com)