

Job Description

Job Title	Nurse Endoscopist
Band	8A
Division	Surgery, Anaesthetics and Surgical Services Directorate, Scheduled Care Division
Job Evaluation Reference No	1172v2/JE/21
Responsible to	Theatre Services Manager
Responsible for	Staff training only

Overview

The Endoscopy Unit at Noble's Hospital is a purpose-built self-contained unit with 3 procedure rooms carrying out Diagnostic and Therapeutic Gastrointestinal, Respiratory and Urological procedures. The unit has a robust development structure led by an Endoscopy User Group and Endoscopy Lead and is working towards JAG accreditation. The role of Nurse Endoscopist is intended to work autonomously within the Multidisciplinary team to support expanding demand for the GI services within a profile of service expansion and to ensure ongoing service continuity. The applicant must possess skills and qualifications in endoscopic practice which meet the standards set by the Joint Advisory Group (JAG), which are universal standards for medical and nurse Endoscopists to adhere to.

CARE

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

Job Purpose

The post holder will be responsible for the efficient and effective provision of the Nurse Endoscopist service in conjunction with another Nurse Endoscopist and other members of the multidisciplinary team. They will work with the MDT to ensure the development, management and delivery of a high quality general and specialist endoscopy service.

They should

- Perform diagnostic and therapeutic flexible sigmoidoscopy and colonoscopy independently.
- Perform diagnostic and therapeutic Upper GI endoscopy independently.
- Manage cancerous growths and organise/book ongoing scans, tests and appointments.

- Provide clinical expertise and be a professional resource for patients, their carers and health professionals for the delivery of the highest quality, clinically effective gastrointestinal care and treatments. Providing highly specialised psychological support and education for cancer patients and their families ensuring that information is current and evidence based. This support and education will also be available for patients with benign disease, such as inflammatory bowel disease, or Barrett's oesophagus.

The appointee to the Nurse Endoscopist position will have a key role in assessing how nursing practice can be developed in the endoscopy unit, assisting in ongoing delivery of local training and development for Endoscopy staff and in implementation of service development especially working towards JAG accreditation.

Nurses Endoscopists working at this level will

- Practice autonomously and be self-directed.
- Undertake assessment of individuals using a range of different assessment methods, which may include physical examination, ordering and interpreting diagnostic tests or advanced health needs assessment.
- Draw on a diverse range of knowledge in their decision-making to determine evidence-based therapeutic interventions; this may include prescribing medication and actively managing the effectiveness of interventions.
- Actively seek and participate in peer review of their own practice.
- Appropriately define the boundaries of their practice.
- Promote and participate in the implementation of nursing & midwifery strategy of core standards and contribute towards achieving Manx Care's objectives.

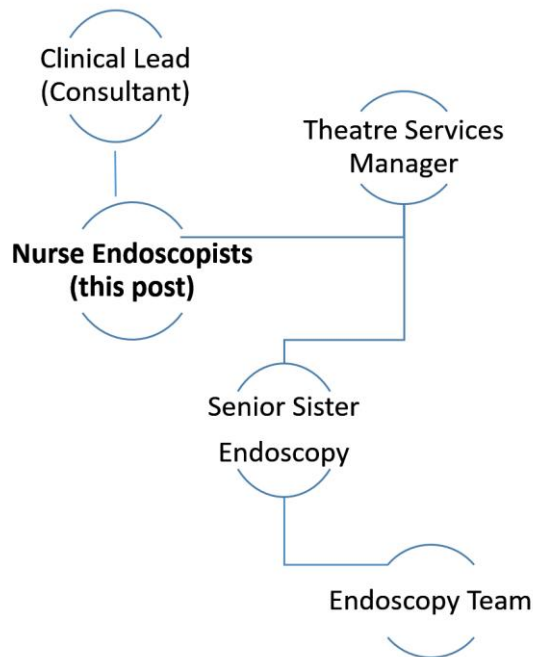
Duties and Responsibilities

- To develop patient focused services, providing professional and clinical role modelling to all staff groups in both the endoscopy unit and the hospital.
- To undertake endoscopic procedures (with informed consent with due regard to patient safety and safe use of equipment). Identify abnormalities and act according to protocols suggesting appropriate further investigations within agreed criteria.
- Undertake a minimum of 5 general lists a week including cover prospectively and training.
- To assist in delivering training to the staff working within the Endoscopy Unit.
- To assist in any straight to test service including telephone clinics if required.
- Demonstrate advanced clinical decision making.
- Work independently, and as part of a team, undertaking endoscopy procedures at the request of other clinicians within Manx Care.
- Provide conscious sedation as appropriate using informed consent according to the recognised training programmes.
- To provide other appropriate IV interventions as per Manx Care's training programmes.
- To provide advice to patients and promote lifestyle changes.
- Complete an electronic report for every procedure performed ensuring future follow up and treatment care is arranged.
- Plan and prioritise workload, liaising with the appropriate administrative support teams as necessary.
- Liaise with the various multidisciplinary teams regarding management of the patients.
- To actively participate in MDT meetings.

- Promote and demonstrate benefits of the Nurse Endoscopist role by conducting presentations to outside agencies.
 - To promote a positive working environment.
 - To maintain and evaluate standards of care.
 - To ensure engagement and compliance with ongoing accreditation process by JAG on endoscopy and endoscopy training.
 - To safeguard the welfare and safety of staff, patients and visitors during working hours according to Manx Care’s policy.
 - To attend mandatory training sessions.
 - To participate in research and clinical audit.
 - To contribute to development of protocols and guidance in line with evidence-based practice.
 - To identify strategies for user involvement.
 - To work closely with departmental staff and MDTs to identify strategies for risk reduction.
- Committed, community, understand, care.
 - Appreciate, communicate, respect, integrity.
 - Ethical, excellence, innovation, challenge and change.

Organisational Structure

A copy of the organisational structure and its relevance to this role is shown below.



Communication and Relationship Skills

The communication and relationship skill requirements of this role are

- Communicate effectively with patients and carers to ensure informed consent is obtained, overcoming barriers of language and communication.

- To plan and prioritise own workload to ensure efficient use of allocated list capacity.
- Where appropriate delegate work effectively setting clear parameters of responsibility.
- To act as a role model and mentor all staff, medical nursing and provide informal and formal teaching
- To establish links with key educational providers enabling maximum training for students.
- Facilitate and deliver study days.
- Promote health education such as bowel cancer awareness.
- To produce and promote use of patient educational leaflets and advice sheets for patient and staff use.
- Be visible and approachable to all staff in the area.
- Communicate with patients at the appropriate level of understanding about issues surrounding their medical condition, whilst maintaining patient confidentiality. Ensure that they understand the rationale for their care and consequences and alternatives. As far as possible ensure that the patient understands the information given to them, overcoming any barriers to understanding e.g. learning difficulties, deafness, cultural background etc.
- Apply advanced interpersonal counselling skills to inform patients and carers of complex, often distressing information, whilst providing support and empathy, as well as being a source of information.
- Liaise effectively with all members of the multi-disciplinary team to achieve a coordinated specialist service for patients; including verbal and written reports/consultations on a regular basis.

Knowledge, training and experience required to do the job

The essential knowledge, training and experience requirements of this role are

- Registered Adult Nurse (BSc).
- MSc (or working towards) in Advanced Practice.
- JAG mandatory Upper and Lower GI courses plus Therapeutic course Polypectomy.
- Full certification for Upper GI and Colonoscopy procedures and achieving KPIs on JAG system.
- Evidence of advanced specialist theoretical knowledge of GI Diseases and conditions to underpin practice.
- Specialist training in IV Sedation.
- V300 or equivalent Independent Prescribing.
- Advanced Life Support (ALS) Certificate.
- To maintain registration requirements of the NMC and expert clinical nursing requirements.

The desirable knowledge, training and experience requirements of this role are

- National Nurse Endoscopist programme or similar.
- Teaching qualification – for example, 998 teaching and assessing, mentorship or similar.

Analytical and Judgement Skills

The analytical and judgement skill requirements of this role are

- Make complex clinical decisions in order to deliver safe and effective Endoscopic procedures to patients booked for Upper and Lower GI endoscopic examinations.

- High frequency predictable concentration required whilst performing endoscopic procedures which require precise clinical and manual skills throughout the day.
- High level of concentration required to recognise and to anticipate changes in a patient's condition and acute sedation complications and implement the appropriate actions required based on specialist knowledge, skills and experience.
- Requirement to concentrate when compiling patient reports, policies and guidelines.
- Work autonomously and independently to ensure delivery of quality services within area of responsibility and be guided by national policies and protocols, using discretion and initiative for implementation of such policies. Recognise own limitations in the provision of clinical care and seek further advice and support for actions that affect areas outside of responsibility or scope of practice. To be accountable for decisions affecting sphere of responsibility.
- To be responsible for the safeguarding and protection of vulnerable adults.
- Utilise, on a daily basis, advanced clinical skills working autonomously in assessing, examining, diagnosing and advising on care, treatment and management of benign and malignant gastrointestinal conditions.
- The expectation is to assess and make clinical decisions for patients on the Nurse Endoscopist's list which are pooled and allocated by Central Booking. Independent clinical judgement is therefore required as the expectation is that a doctor would not be required.
- In the absence of precedents and protocols, in collaboration with the Clinical Lead or Operating Department Manager, makes decisions which are evidence based and ethically sound in the best interest and well-being of the patient.
- Makes specialist clinical decisions, within agreed policies and guidelines, in planning and prioritising patient care and delegates to members of the multidisciplinary team appropriately, taking into account role, skills and competence of staff when delegating work.
- Responds to challenging and / or complex situations both clinically and administratively in the interest of the patient, relative, carers and multidisciplinary team e.g. a difficult procedure with uncertain outcomes.
- Challenges decisions made by other members of the multidisciplinary team, including doctors, if they are failing to comply with local, national or international policies or guidelines or not in the best interest of the individual patient, e.g. acting as patient advocate when a patient rescinds their consent to the continuation of a procedure whether they are sedated or not.

Planning & Organisational Skills

The planning and organisation skill requirements of this role are

- Manage own caseload through planning and prioritisation of workload, liaising with the appropriate clinical administrative teams as necessary.
- Ensure lists are managed efficiently to optimise patient care and efficiently deliver Endoscopic procedures within the time span available.
- Participate in and contribute to the Endoscopy User Group Governance Meeting and Endoscopy Unit Meetings.
- Contribute to strategic planning of Endoscopy Services.
- Work independently to carry out planned workloads in identified lists and to manage the extra parts of the workload outside those protected list times. The post holder will only perform and deliver endoscopy procedures within the Endoscopy Unit. The role will not include any involvement within the Outpatient clinics.
- Contributes, in collaboration with the Clinical Lead for Endoscopy, in the strategic development of education and training programmes, audit and research.

- Take responsibility for the presentation of own clinical outcomes and possible adverse incidents at Endoscopy Governance Group, escalating any potential serious incidents to the Clinical Lead and Operating Department Manager accordingly.
- Uses sound organisational, time management, facilitation, negotiation and delegation skills.

Physical Skills

The physical skill requirements of this role are

- High physical manual dexterity which will require hand to eye coordination for the preparation and manipulation of endoscopes and ancillary equipment when used in an invasive patient procedure, these procedures include gastroscopy, sigmoidoscopy and Colonoscopy.
- Be required to have prolonged, constant and intense concentration spans throughout the shift, with highly developed hand eye co-ordination skills e.g. for performing therapeutic endoscopy
- Manual dexterity required for the frequent Daily use of a keyboard.
- Physical ability to carry out manual handling duties i.e. movement and positioning of patient in excess of 15 kilos.
- High frequency working in a confined position in-between the patient trolley and the endoscopy stack for every patient listed to the scheduled endoscopy list. This constitutes a high percentage of time worked and occurs every day for every patient.

Patient/Client Care

- Autonomously manage an unselected caseload of patients, providing highly advanced care, working independently within the multi-disciplinary team in order to provide a seamless service.
- Directly or indirectly influence all aspects of care and management of colorectal or upper GI patients, prioritising and utilising research in collaboration with colleagues.
- Provide clinical expertise and be a professional resource for patients, their carers and health professionals for the delivery of the highest quality, clinically effective gastrointestinal care and treatments.
- Providing highly specialised psychological support and education for cancer patients and their families ensuring that information is current and evidence based. This support and education will also be available for patients with benign disease, such as inflammatory bowel disease, or Barrett's oesophagus.

Policy and Service Development

- To be actively involved in developing endoscopic practice to enable Manx Care to achieve local and national objectives and contribute to the development of endoscopy services.
- Contribute to nursing policy and clinical service development within the colorectal, gastroenterology and endoscopy services and contribute to the Manx Care's strategic agenda.
- Jointly responsible for service development and the overall implementation of policies for the nurse endoscopy service.
- Jointly responsible with the General Manager and Endoscopy Sister for the formulation of long-term strategic plans which require flexibility, impacting hospital wide care.
- Engage with the audit and assessment processes required for JAG accreditation, helping to develop policies and procedures for the endoscopy unit, participating in the Endoscopy Governance group.
- Interprets local, national and international policies and guidelines and develops policies and guidelines to reflect local service need.

Financial and Physical Resources

The financial and physical resource requirements of this role are:

- Have an awareness of the financial implications of delivering Endoscopic procedures and work efficiently to minimise wastage – NB no budgetary authority.
- Assess equipment used and participate in selection of equipment in order to deliver the most cost-effective service possible.
- Possess in-depth knowledge of all of the fragile, expensive and specialist equipment used within endoscopy and acts in an advisory capacity to the multidisciplinary team on the maintenance, purchase and disposal of the equipment. Equipment being the full range of endoscopes; video stacks; monitors; printers; camera; diathermy machines and washer disinfectors.
- Participate in asset replacement, trial and evaluation and acquisition of new equipment, providing recommendations and liaising with multidisciplinary teams.
- Participate in the assessment of future requirements for capital equipment and associated training needs.

Human Resources

- Act as a mentor in the provision of endoscopy training hospital wide,
- Work alongside the nurse training lead to ensure high quality training is delivered to all disciplines of trainee.
- Supervise and deliver endoscopy training to all department trainees and complete appropriate assessment on JETs database i.e. DOPS.
- To participate in the development, training and supervision and appraisal of Junior Nurse Endoscopists.

Information Resources

Utilise all relevant computer systems to make clinical assessments necessary to deliver care

- Create Endoscopy reports using to HD Clinical Solus system
- Medway
- Medviewer
- PAS
- ICE

Ensure that high standards of all documentation are maintained, with accurate, complete and up to date information regarding patient care are kept in accordance with Manx Care standards.

Compile comprehensive medical reports/letters to GPs following investigation and treatment.

Research and Development

The research and development requirements of this role are

- Directly responsible for the development and maintenance of protocols, care pathways and guidelines based on evidence-based research for patients undergoing routine diagnostic and interventional endoscopy.

- Be responsible for developing audit to assess compliance with JAG regulations.
- Collaborate with national groups looking at development and implementation of national guidelines aimed at improving services for endoscopy.
- To be responsible for leading and promoting and coordinating nursing research within endoscopy to promote evidence-based practice at local and national level.
- Participate in individual personal appraisal to ensure personal, departmental and corporate objectives are met.
- Maintain personal, professional development and clinical competency, including mandatory training and clinical training and updates.
- Attend local/regional/national education forums and be fully aware of relevant national guidelines to ensure the development of the Non-Medical Endoscopist service in accordance with national guidance.

Freedom to Act

The freedom to act requirements of this role are

- To be fully independent and accountable for clinical practice undertaking advanced, highly technical invasive diagnostic and therapeutic endoscopy.
- Accountable for own professional actions under the NMC code of professional Conduct.
- Understand the professional and legal implications of changing and evolving professional roles.
- Responsible for regular review of own professional practice under the NMC terms of the Revalidation.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

Health & Safety

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

In the absence of Manager/ Deputy Manager, the Registered Nurse is responsible for all patients, staff, allied health professionals, the building and all safety protocols.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

Job Description Appendix 1

Physical, mental and emotional demands of the job and working conditions

Physical Effort

- Standing, kneeling, crouching, twisting and bending throughout the day.
- Daily use of keyboard skills.
- Be frequently required to have a moderate amount of physical effort throughout shifts, including long periods of standing (e.g. during endoscopy lists), walking and sitting.
- Be required to work for long periods in semi-darkness i.e. during endoscopy lists.

Mental Effort

- During endoscopy sessions have an ongoing requirement to work in an unpredictable environment with frequent interruptions, throughout the span of duty, responding to ever changing situations, managing emergencies and prioritising workload accordingly.
- Frequent requirement for hand to eye co-ordination and digital dexterity.

Emotional Effort

- Apply advanced interpersonal counselling skills to inform patients and carers of complex, often distressing information, whilst providing support and empathy.
- Frequently deals with emotionally and/or mentally challenging situations involving patients, relatives and/or members of the multidisciplinary team.
- Delivers complex, specialist information at a level of understanding appropriate to each individual patient, relative and/or member(s) of the multidisciplinary team.
- Occasional support for staff through platforms such as Action Learning with potential for dealing with high pressured or distressing situations.

Working Conditions

- Have frequent unpleasant exposure to body waste, odours, infections and infestations and will ensure that personal protective equipment is used as supplied and adhere to Health and Safety and Infection Control Policies.
- Have exposure to chemicals regulated under COSHH.
- Use of computer on a daily basis.

Agreement of above description

I have read and agree with the above description

Job Holder's Name (please print)

Date

Job Holder's Signature

Date

Line Manager's Name (please print)

Line Manager's Signature



Person Specification

Job Title:	Nurse Endoscopist
Department:	Manx Care
Division:	Surgery, Anaesthetics and Surgical Services Directorate, Scheduled Care Division
Grade:	8A

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Qualifications <ul style="list-style-type: none"> • Registered Nurse with current NMC registration • Currently holds or working towards MSc in Advanced Clinical Practice • Holds registered independent prescribing qualification (V300) • Completed JAG mandatory Upper and Lower GI courses • Achieving JAG KPIs • Holds Teaching / Training qualification (to facilitate unit development programme) • ALS certification held • JAG Upper and Lower GI therapeutic courses 	 E E E E E E D	 CV/Interview/ Portfolio/Pre- employment checks
Experience <ul style="list-style-type: none"> • Managing own lists of upper and lower GI Endoscopes • Producing clear and concise procedural reports using reporting tool • Liaising with MDT 	 E E E	 CV/Interview
Attributes <ul style="list-style-type: none"> • Positive, can-do attitude • Solution focused • Proactive approach • Assertive • Open and sharing • Respectful and courteous 	 E E E E E E	 CV/Interview



<ul style="list-style-type: none"> • Have a flexible approach to working and be able to remain agile in a volatile change environment whilst supporting others • Resilience 	E	
<p>CARE</p> <ul style="list-style-type: none"> • Maintain a person-centred service • In conjunction with their professional colleagues, respectfully include the patient’s perspectives and choices to plan person-centred care • Demonstrate excellence in the assessment, diagnosis, planning, delivery and evaluation of care throughout an Endoscopy list 	E E E	CV/Interview
<p>Circumstances and Interests</p> <ul style="list-style-type: none"> • Post-holder must comply with NMC code • Up-to-date Professional Portfolio • Satisfactory Enhanced with Barring Police Check 	E E E	Interview Pre-employment Checks