JOB DESCRIPTION
Day Surgery Practitioner - Day Surgery/Endoscopy Unit

<table>
<thead>
<tr>
<th>Band:</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of Work:</td>
<td>Shifts between 0730 and 2200 hours Monday to Sunday.</td>
</tr>
<tr>
<td>Department:</td>
<td>Endoscopy/Day surgery Unit Yeovil/Yeatman Sherborne</td>
</tr>
<tr>
<td>Accountable To:</td>
<td>Lead Nurse Endoscopy</td>
</tr>
<tr>
<td>Responsible To:</td>
<td>Lead Nurse Endoscopy</td>
</tr>
<tr>
<td>Key Relationships:</td>
<td>The post holder will co-operate and develop multi-disciplinary team working with all endoscopy/Day surgery staff, establish and maintain good relationships across the critical care directorate. The post holder will develop good working relationships with hospital departments and wards throughout the Trust. Respect the dignity and rights of the patient and observe the Code of Confidentiality.</td>
</tr>
<tr>
<td>CRB Check and level required:</td>
<td>Enhanced</td>
</tr>
</tbody>
</table>

1. JOB SUMMARY

The Endoscopy Unit provides both day case and in-patient diagnostic and therapeutic GI endoscopy services, Emergency bleed cover during unit opening hours, within DSU and other departments throughout the hospital. ERCP lists are conducted weekly in the x-ray department. Flexible cystoscopy and bronchoscopy lists are also undertaken.

The Endoscopy/DSU provide’s services to adults and children undergoing planned surgery: orthopaedics, general surgery, ophthalmology, urology, plastics, maxillary facial, dermatology, community dental work. The DSU’s also accept patients from other hospital departments requiring day case facilities.

The post holder will:
- Be expected to be professional in manner and appearance.
- Be punctual and report absence and sickness in accordance with local policy.
- Provide high quality care in a safe and supportive environment.
- Work as a member of the Endoscopy team, providing safe, quality care for all patients in the Endoscopy/Day Surgery Unit (DSU) at Yeovil District Hospital and on occasion the Castleton Unit at the Yeatman Hospital Sherborne.
- Work predominantly within the areas of: Endoscopy / ward / recovery but may be prepared if required to work in other areas within DSU and the Trust as required.

2. MAIN DUTIES AND RESPONSIBILITIES

Key Result Areas

- To work within the Yeovil Endoscopy unit which are situated within the Day Surgery Unit.
- To provide specialist clinical support and knowledge to patients within the Endoscopy/Day Surgery Unit.
- Support the Endoscopist's to provide Diagnostic and Therapeutic Endoscopy.
- Support and advocacy for the patients undergoing endoscopy
- Nurse led admission and discharge pre and post procedure.
- Act as coordinator of inpatient endoscopy
- Take part in and support clinical audit in line with JAG requirements
- Participate in the online training competencies
- There is an expectation to train and gain competency in cannulation and venepuncture
- Lead on resource and patient flow management
- Ensuring equipment is available
- Reassessing service and implementing improvement
- Participate in clinical governance in line with JAG guidance
- Comply with individual and peer annual competency review

This list is not exhaustive of the role requirements and may be extended and amended as the role and service development

To plan, deliver and evaluate skilled practical care to all patients within Endoscopy/DSU, demonstrating dexterity, accuracy and physical effort as required.

Act as an effective role model and demonstrate organisational and leadership skills, acting up for senior staff during their absence in the clinical area.

To contribute towards developing and maintaining a suitable and stimulating learning environment for ongoing professional development of all staff and students within the unit.

To support the Team Leaders and Matron in the establishment of a good working atmosphere and in making the most efficient and effective use of all resources, to the benefit of the service and the Trust.

To ensure all patient and department documentation is completed to the agreed standard.

To be aware of clinical governance issues within the department and work within agreed trust policy.
Systems

- To participate in stock control and ensure understanding of stock processes.
- To always observe health and safety regulations.
- To operate any machinery required in line with departmental guidelines.
- To report any equipment which requires repair, in line with departmental guidance.
- To handle and store specimens in line with Trust policy.

Decisions and Judgements

- Attend departmental meeting as requested.
- Daily routine organised by departmental leads
- Uses own initiative and acts within the bands of existing knowledge and skills
- Work within existing guidance, policy and protocols
- Adopts and develops the concept of customer care and challenges any interaction which fails to deliver a quality service to all patients within the theatre environment.
- Reports any untoward circumstances to the department lead for the shift.
- To have a deep understanding of infection control policies and their importance in-patient care.
- To have an awareness of health and safety requirements of the position.

3. OTHER DUTIES – STANDARD STATEMENTS

Control of Infection

In order to comply with the Health Act 2006 (Code of Practice for the Prevention and Control of Health Care Associated Infections) it is the responsibility of every employee to prevent and control the spread of infection following the Trust’s infection control policies. These are available on the intranet in the document library under clinical policies and guidelines, infection control. If, as a routine part of your job, you do not have access to the intranet please discuss with your line manager how you can access this information to ensure that you are familiar with your responsibilities.

Confidentiality

Information relating to patients records, diagnosis and/or treatment of patients, employee records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority. Breaches of confidentiality will result in disciplinary action being taken.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all employees to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Equal Opportunities and Diversity
The Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust’s Equal Opportunities Policy.

All employees hold personal responsibility for the application of this Policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all employees have a responsibility to highlight any potentially discriminatory practice to their line manager, Human Resources Department or trade union/professional associations.

All managers are responsible for ensuring that they positively promote equality of opportunity in service delivery and employment. Furthermore all Managers are responsible for ensuring that they pro-actively manage all reports made to them regarding potentially discriminatory practices and should take advice from the Human Resources department regarding the policy and procedures to use to manage such procedures.

Copies of the Equal Opportunities Policy are available from the Human Resources Department or via the Trust Intranet.

Protection of Vulnerable Adults and Children

The Trust is committed to ensuring vulnerable adults and children are protected and come to no harm. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection of vulnerable adults and safeguarding children, and must adhere to them at all times.

iCARE

Yeovil District Hospital NHS Foundation Trust places a high importance upon respecting, valuing and listening to everyone who visits or works for the Trust. iCARE has been developed to help focus the whole Trust on key elements of patient care which our patients and employees have told us to improve. iCARE aims to use feedback from everyone who interacts with the Trust. This will inform and influence employee behaviour in order that our care upholds the principles of: effective COMMUNICATION; positive ATTITUDE; RESPECT for patients, carers and colleagues; an ENVIRONMENT that is conducive to care and recovery.

Mandatory attendance is expected of all employees for the iCARE course and to always uphold iCARE principles.

Health and Safety

All employees have a responsibility to abide by the safety practices and codes authorised by the Trust. They have an equal responsibility with management for maintaining safe working practices.

Trust Policies

All employees have a responsibility to abide by all Trust Policies which can be found via the Trust Intranet. Copies can also be obtained via your manager.

Professional Registration (If Applicable)

To maintain consistently high professional standards and act in accordance with your code of professional conduct.

Appraisal and Continuous Personal Development
Each year you will have a formal appraisal. During this meeting personal objectives and a personal development plan will be agreed with you. Performance in achieving these objectives, and progress towards completing your personal development plan will be discussed regularly throughout the year.

You should assume responsibility for continuous personal development and attend training, meetings, conferences, workshops and courses as required, thereby ensuring your personal practice is up to date.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder.

This job description is subject to regular review dependent on the needs of the service and the developmental needs of the post-holder, and should always be revisited as part of the appraisal process.

Signed as acceptance of the above terms:

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
# PERSON SPECIFICATION

Endoscopy Practitioner - Day Surgery/Endoscopy Unit

<table>
<thead>
<tr>
<th></th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education / Qualifications</strong></td>
<td>RN/ODP</td>
<td>Trainer/Assessor/Theatre Educator or Relevant educational course eg Cert Ed, A1 or ENB 998</td>
</tr>
<tr>
<td></td>
<td>Registered with NMC/HPC</td>
<td>Completion of NURB 280, NURB 363 or equivalent demonstrable experience</td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Methodical and organised</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective verbal &amp; non-verbal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>communication skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to assess and analyse</td>
<td></td>
</tr>
<tr>
<td></td>
<td>situations quickly and act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriately, utilising organisational skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enthusiasm for introducing and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>facilitating change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to demonstrate effective and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>efficient use of resources</td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Minimum of 6 months specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Endoscopy experience at Band 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Understanding of JAG and GRS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Competent in endoscopy procedures,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>recovery, admission / discharge,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and care of endoscopy patients</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evidence of recent CPD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Awareness of human resource issues</td>
<td></td>
</tr>
</tbody>
</table>
| Special requirements | Motivated and able to motivate others  
|                      | Able to undertake research and clinical audit  
|                      | Positive attitude  
|                      | Ability to remain calm in adverse circumstances and able to work effectively as part of the multi-disciplinary team  
|                      | An ability to manoeuvre patients and equipment (eg pushing/pulling beds and equipment) as laid down within Trust guidelines  
|                      | Accuracy, dexterity with good hand/eye co-ordination  
|                      | Ability to work flexibly to meet departmental and patients needs.  
|                      | IT skills | Venepuncture, administration of IV drugs, cannulation, ECG |