



Job Title:	Senior Endoscopy Practitioner
Site:	Sancta Maria Hospital
Responsible to:	Theatre Manager
Accountable to:	Clinical Services Manager

ABOUT THE HEALTHCARE MANAGEMENT TRUST

At the Healthcare Management Trust we are committed to delivering the highest quality healthcare and understand that our well-trained, passionate team of employees lie at the heart of delivering the service our patients and residents expect.

Our team of employees share our vision to provide world class healthcare, and we continuously improve the skills within our workforce to ensure we maintain our position within the healthcare sector. We know our team have a wealth of knowledge and experience, and by working together we develop an exciting and innovative workplace.

JOB PURPOSE

The Senior Endoscopy Practitioner will actively contribute to the day-today running of the Endoscopy Unit by being accountable for their own professional practice and leading a team to ensure that service user experience a very high standard of care.

As part of the theatre team, they will work to meet departmental objectives by contributing, developing and supporting the work of the theatre service. This will include staff training and development, process improvement and project management.

Participate in the maintenance of endoscopes and other specialized equipment used in endoscopic and non-endoscopic procedures and provide technical assistance during such procedures.

Provide visible and strong clinical leadership, developing staff and critiquing and updating processes in theatre.

PRINCIPAL DUTIES

- Communication**
- Contribute to development and maintenance of a supportive working environment, which is conducive to uphold morale, well-being and efficiency of all staff.
 - Develop effective communication skills and strategies within the department.
 - Liaise with Theatre Management regarding issues that affect staffing and the provision of high-quality care to service users.
 - Effective interpersonal and listening skills enabling optimum communication with patients, their carers and the multi-disciplinary team.

Planning and Organising

- Contribute to planning and allocation of staff, skill mix matrixes and management for sickness as necessary.
- Working within budgetary restraints, co-ordinate stock/equipment. Including leading on trials in line with hospital policy, reviewing and updating stock and equipment requirements within the department.
- Initiate the procurement and/or maintenance of assets
- Keep up to date and disseminate as appropriate, local and national peri-operative initiatives.
- Contribute to the development and update of Policy and Procedures
- Implementation of guidelines (e.g. NICE, AfPP) where appropriate, in line with Quality Governance.

Analytical

- Exhibit advocacy and decision-making skills autonomously in relation to patient care.
- Contribute to, and maintain, an integrative theatre service offering flexibility where appropriate to patients, their carers and the multidisciplinary team.
- Can identify and react appropriately to changing demands, situations and pressures in the department and prioritise accordingly, leading the team to be flexible and accommodating as appropriate.

Task Specific Skills

- Ensure a high standard of care to patients undergoing Endoscopy within SMH, working within policies and procedures.
- Providing technical assistance as required during diagnostic and therapeutic Endoscopic procedures,
- Ensure safe working practice.
- Contribute to setting, monitoring and maintaining excellent standards of nursing care.
- Be responsible for the manual and automated decontamination and maintenance of flexible endoscopes using automated endoscope washers (AER's) and drying cabinets
- Be responsible for 'training in' of new scopes and 'retraining' of repaired scopes into AER
- Liaise with staff to ensure all necessary specialist equipment is available and in working order.
- Contribute to the maintenance accurate service records of endoscopy equipment.
- Report faulty equipment in a timely manner and liaise with maintenance.
- Liaise as necessary with equipment suppliers.
- Ensure that the Head of Department is aware of any faults/issues with equipment
- Ensure correct usage of AER as per manufacturer's instructions and department guidelines and adhere to Infection Control Policies and Procedures.
- Participate in audits of Endoscopy.
- Ensure identification and recording of endoscopes used ensuring robust practices in relation to traceability of equipment and participate in audit of same.
- Lead Endoscopy training for other staff demonstrating manual/automated decontamination practices.
- Lead the induction and training of staff in the processing and maintenance of endoscopes

- and in the use and maintenance of the Automated Endoscope Washer
- Lead in the care and maintenance of endoscopes and other specialized equipment, ensuring an agreed standard of decontamination at all times including accurate records of traceability of all endoscopes and associated equipment.
- Maintain a safe and clean environment within the clinical area in accordance with established standards and regulations

Training and Professional Development

- Strive to stay up to date with evidence-based practice and peri-operative initiatives.
- Continue to develop own practice
- Facilitate and participate in clinical supervision
- Supervise the practice of other members of the team, identify gaps in knowledge and skills, facilitate professional development and identify learning opportunities.
- Lead developments of programs of care, change initiatives and new ways of working
- Participate, contribute and develop plans of action based on quality improvement activities (audit, feedback, inspection findings etc.)
- Ensure safe use of equipment within the department, undertaking, organising and delivering training where necessary.
- Contribute to performance review, performance management and appraisal programs within the hospital.
- Participate in recruitment and retention activities.
- Be responsible for induction and mentorship of staff new to the department.
- Be responsible for induction and mentorship of students in the department
- Contribute to the disciplinary process when necessary.
- Attend and disseminate information gathered at study days, course, conferences and meetings as appropriate.

Health and Safety

- To provide a safe environment for the safety and welfare of patients and staff by complying with:-
 - Health & Safety At Work Act
 - Fire Prevention and Management
 - COSHH
- Ensure that staff within the department work to provide a safe environment by complying with Governmental, HMT and Local policy and recognised guidelines.
- Use risk assessment processes to ensure safety is maintained to staff, patients and visitors in the department.
- Using reporting systems effectively to highlight any untoward incidents
- Investigate using Root Cause Analysis methods untoward incident as delegated.
- Comply with and supervise compliance with manual handling principles, techniques, policy and guidelines
- Comply with and supervise compliance with Infection Prevention and Control principles, techniques, policy and guidelines.

GENERAL

Equality & Diversity

Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.

Contribute to making the clinical environment conducive to learning and development where individuals feel able to discuss ideas and action as well as showing initiative.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all patient records effectively in line with all the Health Record Keeping Policies and Procedures in order to meet the Hospital's legal, regulatory and accountability requirements.

Health & Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging HMT policies and procedures with regard to health and safety matters.

To immediately, report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident / incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the hospital is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a willful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Safeguarding

Sancta Maria Hospital is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

EMPLOYEE BENEFITS

BENEFITS: 27 Statutory days' holiday plus bank holidays, contributory pension, private medical insurance.

We regularly review our employee benefits package, which includes our group personal pension plan and private medical cover.

NOTES

This is an outline job description setting out general responsibilities and tasks the post-holder may be required to undertake. It is not comprehensive and the post-holder may be required to carry out other duties and responsibilities from time to time as determined by HMT. The job description will also be subject to change in-line with the needs of the Hospital and the Organisation.

Staff will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the staff handbook and will be required to follow HMT policies and procedures and as stated in the NMC / HPC

Staff have a contractual duty to ensure that mandatory training is current and will be expected to participate and undertaken further developmental training specific to their role.



Person Specification: Senior Endoscopy Practitioner

CANDIDATE PROFILE		
CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • Educated to Diploma/Degree level or equivalent • Registered NMC or HPC Healthcare qualification • Evidence of recent professional development 	
Experience	<ul style="list-style-type: none"> • Experience as a leadership role and Registered Nurse/Health care professional. • NHS or Independent sector experience • Experience of working closely with clinicians of varying seniority • Audit experience 	
Knowledge and technical ability	<p>Able to:</p> <ul style="list-style-type: none"> • Ensure a high standard of care to patients undergoing Endoscopy • Must be able to teach and assess others on technical aspects of the role • Must be able to help staff develop soft skills • Carry out audit and act on findings • Contribute to the development of programs of competency • Ability to analyze and prioritise • Ability to work under pressure to tight and competing deadlines 	



Skills	<ul style="list-style-type: none"> • Able to prioritise and meet deadlines effectively • Time management skills • Ability to use initiative and make decisions • Analyses problems and implements effective and appropriate solutions • Effective leadership skills 	<ul style="list-style-type: none"> • Evaluation of performance, evidence of reflective practice and self-development
Communication	<ul style="list-style-type: none"> • Excellent communications skills, written and oral • Able to motivate and support others and encourage effective team working • Understands the importance of confidentiality and dealing with sensitive information 	

Job Description Agreement

Job Title: **Senior Endoscopy Practitioner**

Department: **Theatre Department**

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature:..... **Date:**.....