

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Endoscopy Lead Nurse / Scrub Nurse
DEPARTMENT:	Theatre
BAND:	F
CONTRACT:	Permanent
HOURS:	37.5 per week
RESPONSIBLE TO:	Chief Nurse/Theatre Manager
ACCOUNTABLE TO:	Chief Nurse

Role & Responsibilities

To provide leadership and clinical expertise in Endoscopy and related procedures that will ensure the hospital meet JAG, GRS and British Society of Gastroenterology standards throughout the department.

To provide skilled assistance as part of the surgical team to ensure the effective and safe delivery of patient care in the peri-operative environment.

Clinical Practice

1. To act within the scope NMC professional Code of Practice at all times.
2. To perform assessment of patient care needs.
3. To plan, implement and evaluate care according to changing health care needs.
4. To provide support to other scrub and endoscopy team members.
5. To maintain accurate patient records, to enable effective care delivery.
6. To establish and maintain effective communication with patients and the multidisciplinary care team.
7. To recognise and respond appropriately to urgent and emergency situations within the hospital.

8. To seek/act on advice from a senior team member or relevant others, as appropriate.
9. Demonstrate advanced competencies or be working towards training / qualification in Endoscopy Care and Decontamination, pain management and care of patients under conscious sedation.
10. Demonstrate good knowledge of quality and safety standard including CQC, GRS, JAG, HTM 01-06.
11. Successfully complete a recognised teaching / mentoring qualification, have completed or working towards a management qualification.
12. Be responsible for compliance across the clinical endoscopy team with regard to JAG standards being met and maintained within the department,
13. To contribute ideas for improving the Endoscopy services to our patients.
14. To provide support to the administration requirements of JAG standards including audit.
15. To maintain health, safety and security of self and others, including the theatre environment.
16. To demonstrate effective time management.
17. To report incidents/occurrences using established methods and procedures.
18. To participate in the implementation of change within the endoscopy service and theatre scrub services.
19. To ensure a professional, calm attitude is maintained at all times when communicating to all disciplines of staff throughout the hospital.
20. To participate in other clinical audit.
21. To participate in the theatre on call rota.
22. To act as the lead nurse for the endoscopy service within the theatre environment.

Education

1. To ensure all relevant mandatory training provided by the hospital is undertaken on a yearly basis.
2. To undertake training deemed appropriate by management to develop and maintain service provision within the hospital.
3. To promote evidence based practices and to participate in any research projects undertaken within the department.
4. Personal Professional Development
5. Ensuring professional registration is maintained at all times.
6. To work within and accept responsibility for maintaining agreed levels of clinical competence and ensure clinical soundness as new technologies are introduced.

7. To keep up to date with NMC, hospital policies and guidelines and to adhere to these at all times.
8. To demonstrate an insight into own professional development, contributing to the process of identifying own educational and clinical training.
9. To undertake an individual performance review on an annual basis.

Communication

- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues.
- Nurture key relationships and maintain networks internally and externally, including national networks.
- Consult with managers and members of other functions, to address inter-dependencies and ensure alignment.

Policy and Service Development

- Propose changes to own function making recommendations for other service delivery.
- Maintain good knowledge of emerging policies from government departments and external bodies which may impact the service.
- Contribute to strategic and contingency planning for the service, which may have an impact on other areas.

Other Role-Specific Duties

- Carry out any other reasonable duties commensurate with the role and delegated or requested by the manager or supervisor, as the needs of the service require.
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Hospital.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000.

All employees must act in ways that support equality and diversity and recognizes the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment. Name of Postholder:
Signature of Postholder:
Date: