

ENDOSCOPY UNIT TECHNICIAN

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- This role involves cleaning and looking after medical equipment used in endoscopy procedures.
- You will help set up rooms and make sure everything is ready and working properly.
- You will keep the department tidy and make sure supplies are always stocked.
- You may help nurses with basic patient care tasks under supervision.
- You will work closely with other team members and follow safety and cleaning rules.
- You will take part in training and learn new skills to do your job well.

Job Description

Job title:	Endoscopy Unit Technician
Grade:	Band 2
Site:	The Princess Royal Hospital, Telford
Accountable to:	Clinical Nurse Manager for Endoscopy
DBS required:	Yes, Enhanced DBS

Job Overview

To be responsible for the maintenance and decontamination of Endoscopes and accessory equipment
To be responsible for all general housekeeping duties within the department
To be responsible for ensuring adequate stocks of consumables are maintained to meet service requirements and that all equipment within the department is clean and in good working order.
To carry out any further tasks as required under the direction of a qualified nurse.

Main Duties and Responsibilities

To provide safe and appropriate care to all Endoscopes and accessory equipment which are used for all patients attending the Endoscopy Unit; acting at all times in accordance with local Trust policy and guidelines

To ensure all general housekeeping duties are met

Management of Equipment/Housekeeping

- Preparation of endoscopic equipment and accessories required during procedures.
- Setting up of Endoscopy procedure rooms
- To have a knowledge of the working mechanisms of endoscopes and accessory equipment to ensure maintenance and safe use within the working environment. Reporting faulty equipment to relevant team leader of the day.
- To follow National, Local and Company guidelines in the maintenance and decontamination of Endoscopes
- Attendance to relevant updates for the maintenance and use of all Endoscopic equipment
- Participate in annual monitoring by senior members of staff to ensure that standards for decontamination are adhered to
- To assist in the effective use of resources when maintaining and monitoring adequate levels of stock and endoscopic equipment/accessories 8. Maintain general cleanliness and tidiness of general storerooms, rest room and cleaning room.
- Utilization of the appropriate manual handling strategies to move equipment safely using procedures taught by manual handling team, including the safe use of mechanical and non- mechanical manual handling aids
- In conjunction with the nursing team review clinical policies and procedures
- In conjunction with members of the nursing team, review standards and practice, with attention for evidence-based practice and the implementation of action plans which address issues around Infection Control, Essence of Care, PEAT and Health and Safety
- Maintain accurate records in accordance with local guidelines – written and computerized
- There may be occasions when you are required to help in recovery area by making drinks for patients, cleaning and making beds, and providing basic patient care under strict supervision of a qualified nurse only.
- Ensure adequate levels of consumables are stocked to maintain service continuity through the following processes: -
 - Oracle
 - Special orders
 - NHS Logistics orders
 - CSSD

- Liaise with companies under the direction of the Senior Sister to obtain most cost-effective items.
- In collaboration with the clerical officers, ensure adequate stocks of stationery are maintained within the department.
- Facilitate trials of new consumable items; collate feedback from nursing/ medical staff to inform purchasing decisions

Communication and Relationships

- Demonstrate ability to liaise effectively with all members of the multidisciplinary team and external agencies.
- Maintain collaborative working relationships and effective communications between all members of the multidisciplinary team working within the unit, in order to ensure a high standard of coordinated patient care
- Receive and transmit messages and telephone calls and relay information correctly

Education, Development and Supervision

- Take personal responsibility for maintaining, developing and acquiring competencies and skills as necessary by identifying personal training needs and together with the Senior Nurse develop an action plan to achieve them.
- Participate in annual appraisal, agreeing a personal development plan
- Provide training in the maintenance and decontamination of endoscopes and their accessories for qualified and unqualified staff
- Attend relevant study days/lectures where appropriate, to both update and increase knowledge.
- Represent unit to relevant project/link groups ensuring that information is cascaded to all members of the team
- Attend Mandatory training sessions

Research and Audit

- Demonstrate an awareness of developments and current issues in Endoscopy.

Human Resources

- Ensure that all local and national HR policies, procedures and guidelines are adhered

to and report any failure to do so appropriately.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Worked to an educational standard Grade 9-4 (A-C) in English and Maths	<ul style="list-style-type: none">• HCA Level 2 or relative NVQ qualification
Experience		<ul style="list-style-type: none">• To have a basic knowledge of a hospital environment, infection control and/or decontamination Endoscopy experience• Previous working knowledge of endoscopic procedures and decontamination of equipment
Knowledge and skills	<ul style="list-style-type: none">• Ability to work within a multi-disciplinary team• Positive attitude to	

	<p>learning</p> <ul style="list-style-type: none"> • Effective communication skills, verbal and written • Ability to work under pressure in an area of fast paced working. • Physical/ manual dexterity to enable the • safe practice in the decontamination and maintenance of endoscopes 	
Other	<ul style="list-style-type: none"> • Attendance to mandatory training as designated by Trust policy 	<ul style="list-style-type: none"> • Basic computer skills

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of

Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the

discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

