



CLINICAL ENDOSCOPIST / ADVANCED NURSE PRACTITIONER INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

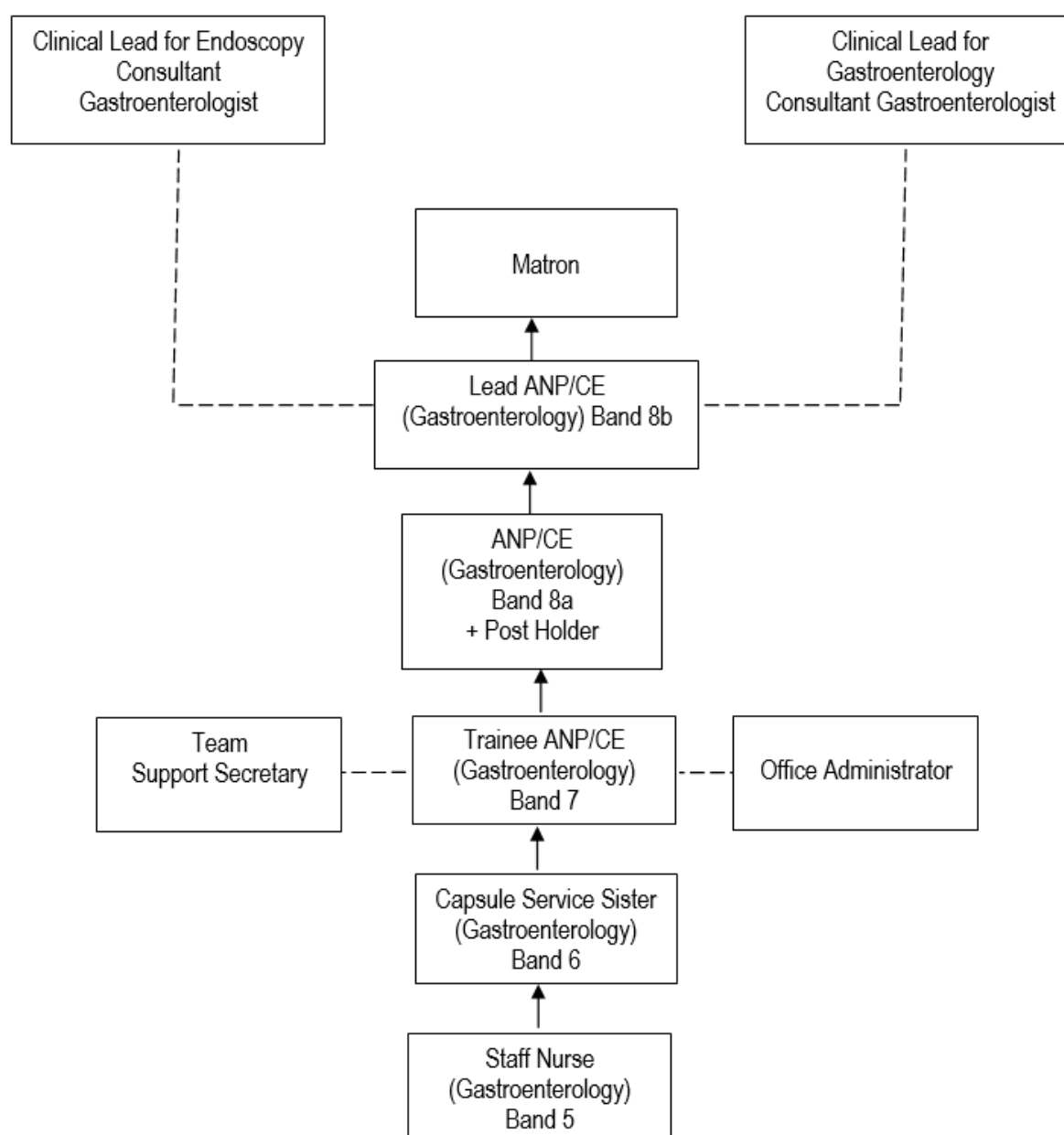
Job Title	Clinical Endoscopist / Advanced Nurse Practitioner
Band	8A
Directorate	Surgery, Anaesthetics and Cancer
Accountable to	Lead Clinical Endoscopist
DBS Required?	Yes

JOB OVERVIEW

- To work with the endoscopy management team to contribute to developing strategies to promote and improve Endoscopy / Gastroenterology services
- To be a JAG accredited trainer and participate in the delivery of JAG accredited courses
- To provide support, mentorship and supervision to junior members of the Clinical Endoscopist team
- To lead the CE Team in the absence of Lead Clinical Practitioner, including recruitment and appraisals
- To lead on service developments and new projects, implementing innovative ways of working
- To work within Gastroenterology outpatient clinics undertaking clinical assessments and follow up reviews
- In collaboration with clinicians to develop one stop pathways to support admission avoidance and reduced length of stay within the Trust
- To work flexibly and autonomously to undertake diagnostic and therapeutic interventions (in accordance with Departmental policies) to support the Trusts performance on delivering national waiting times targets
- To take the lead in developing and reviewing policies and procedures related to Clinical Endoscopists

- To be an expert practitioner, providing specialist nursing advice and support in all aspects related to role
- Maintain awareness and knowledge of national developments related to role
- To be an Independent Nurse / AHP prescriber
- To work toward BCSP accreditation

ORGANISATIONAL POSITION



MAIN DUTIES AND RESPONSIBILITIES

1. To contribute to providing high quality, safe and effective patient care within the Gastroenterology / Endoscopy services in accordance with departmental policies and national guidelines. To work with the endoscopy management team to contribute to developing strategies to promote and improve Endoscopy / Gastroenterology services for patients.
2. To work flexibly and autonomously with minimal supervision from Consultant Gastroenterologists / Consultant Surgeons / Senior ANP/CE to undertake high quality diagnostic and therapeutic upper and lower gastrointestinal endoscopy on sedated and non-sedated patients.
3. To be the first assistant in Percutaneous Endoscopic Gastrostomy (PEG) / gastropexy undertaking abdominal incision for PEG in accordance with local policy.
4. To train and mentor trainee endoscopists and participate as JAG course faculty.
5. To interpret and report on Capsule Endoscopy, arrange follow up investigations and inform patient and the referring Consultant of the management plan (small bowel and colon capsule).
6. To participate in Gastroenterology out-patient clinics - appropriately assess, examine, investigate, diagnose, and treat patients, resulting in the safe management and appropriate referral or discharge of patients.
7. Assess and validate patient notes for surveillance lists (Colonoscopy and OGD) and escalate any backlog / service issues to endoscopy management. Inform referring Consultant if patients do not meet local / national guidelines for surveillance.
8. To take responsibility for developing and reviewing relevant policies, taking into account national guidelines / developments and how they relate to the role.
9. To share knowledge and expertise, acting as an expert resource to others across primary and secondary care as appropriate

Clinical

Endoscopic procedures

1. Triage and action GP referrals on the Upper Gastrointestinal Urgent Suspected Cancer and Direct Access non-urgent endoscopy pathways in a timely manner.
2. Take full responsibility for the clinical management of the patient during endoscopic procedures including pre procedure assessment / the procedure and recovery.
3. Take informed consent prior to the procedure in accordance with Trust policies and ensure adherence to annual update of consent training.
4. Using knowledge and developed skills ensure that patients and carers receive appropriate health education pre and post procedure.

5. Administer the following in accordance with local protocols / non-medical prescribing -
 - Conscious sedation
 - Reversal agent
 - Local anaesthesia
 - Intravenous analgesia
 - Intravenous antibiotics
 - Entonox
 - Oxygen
 - To undertake the role of Independent Prescriber/ Nurse Supplementary Prescriber within Endoscopy and Gastroenterology and in line with Trust policy, professional regulatory and national guidance
 - To maintain competency in prescribing according to level of prescribing qualification and participate in regular continuing professional development in relation to the role.
 - To prescribe in accordance with the Trust's Medicine Code, its Non-Medical Prescribing Policy and other local and national prescribing guidance.
 - To prescribe within the limits of their individual competence and approved Scope of Practice / Formulary.
6. Upon the location of abnormal pathology, undertake biopsies, photographs and complete pathology requests as required.
7. Ensure specimens are sent to laboratory in a timely manner within agreed protocols.
8. Ensure a robust process is in place to enable reviewing of own histological results, taking responsibility for escalating any significantly abnormal pathology to the referring Clinician.
9. To refer to other professionals for more specialist support as appropriate, to ensure continuity and co-ordination of patient care along the patient pathway.
10. Request further investigations as clinically indicated following agreed protocols specifically Radiology and blood tests.
11. Interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carers have sufficient relevant verbal and written information during the patient's stay. This may require communication of bad news requiring advanced communication skills

Outpatient Gastroenterology Clinics

1. Work within Gastroenterology outpatient clinic to provide a safe and timely assessment of an agreed cohort of patients.
2. Adhere to agreed protocols / guidelines to provide a level of advanced and comprehensive health assessment -
 - Patient clinical history
 - Examination as indicated
 - Documenting outcome in patient case notes
 - Requesting relevant diagnostic tests
 - Dictating outcome
 - Interpreting and communicating the outcome of the consultation with the patient / family carer as appropriate

Leadership

1. In collaboration with Clinical Endoscopist Team, Clinical Lead, Business Manager and Matron contribute to the strategy for the development of Clinical Endoscopists to support the Trust performance in achieving all national and local wait time targets.
2. Take the lead on developing and implementing patient pathways to support admission avoidance / reduced length of stay / one stop endoscopy services.
3. Take the lead in the development of nursing practice guidelines, policies and protocols and care pathways within specialism.
4. Provide support and supervision for other Clinical Endoscopists (eg Colorectal / UGI CNS / Bowel Cancer screening practitioner) who are aligned to other clinical services but undertake Endoscopy as part of their role.

Managerial

1. To act as Team Lead in the absence of senior colleagues taking responsibility for specific induction, recruitment and selection, deployment, training, performance management, sickness / absence and first stage formal disciplinary matters.
2. Maintain accurate and up-to-date confidential and timely patient records ensuring that all patient documentation (both written and electronic) is in line with agreed Trust Standards and NMC guidance.
3. In collaboration with Matron / Clinical Lead and the Endoscopy unit Managers take the lead on the preparation of evidence for external reviews.
4. Participate in organising and lead on the Clinical Endoscopist user group.
5. Organise time effectively to ensure effective management of workload, prioritising work as necessary.
6. In collaboration with the Endoscopy Departmental Manager develop patient information leaflets and appointment letters.

Quality and Governance

1. Take responsibility for own data input regarding own practice to support the Endoscopy Unit's Global Rating Scale (GRS) quality programme
2. In collaboration with the Clinical Lead, partake in audit for Governance and as part of GRS submission.
3. In collaboration with the Endoscopy Unit Manager undertake patient experience surveys and support the development and implementation of any action plans resulting from the patient surveys
4. Support the governance framework within the Endoscopy, ensuring areas of clinical risk or adverse events are recorded on Datix, investigated and escalated accordingly.
5. Take responsibility for inputting clinical information for individual patient reports following examination to ensure Endoscopy database is kept up to date.
6. Attendance and contribution at Clinical Governance and Endoscopy users will be expected.

Education and Training

1. Attend local / regional / national educational forums and be fully aware of relevant national guidelines to ensure the development of the Clinical Endoscopist service is in accordance with national guidance.
2. Take the lead on the education of Allied Health Care Professionals involved with our patients Endoscopy and Gastroenterology patients.
3. Participate in individual personal appraisal to ensure personal, departmental, and corporate objectives are met.
4. Maintain personal, professional development and clinical competency, including Trust mandatory training and clinical training and updates specifically IRMER (Ionising Radiation Medical Exposure Regulations), and consent.

Audit

1. To lead and participate in clinical audit to present at relevant Governance meetings.
2. Take responsibility for developing methods to collect activity data on own practice through liaison with audit teams and to present at relevant governance meetings.
3. Work autonomously and independently to ensure delivery of quality services within area of responsibility and be guided by broad policies and protocols, using discretion and initiative for implementation of such policies.
4. Seeks further advice and support for actions that effect areas outside area of responsibility or scope of practice.
5. To be accountable for decisions affecting sphere of responsibility.
6. Take responsibility for presentation of own clinical outcomes and possible adverse incidents at Endoscopy Governance and Endoscopy users forum, escalating any potential serious incidents to the Clinical Lead and Matron accordingly.

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.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • RGN • JAG accredited endoscopist upper and lower GI endoscopist • Evidence of Continuing Professional development / qualification relevant to area of speciality ENB A87 / ENB D03 or equivalent HEE Clinical Endoscopist Course • JAG accredited trainer TGT or TCT • Advanced physical assessment • Nurse/AHP Independent prescriber • Masters qualification or evidence of enrolment on a Masters degree programme 	<ul style="list-style-type: none"> • BCSP Colonoscopist

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Sufficient post registration experience to prepare for this post, this will include extensive experience and advanced knowledge within Gastroenterology / Endoscopy • High level advanced clinical skills and knowledge • Experience in teaching and training of staff • Involvement in Nursing Audit and Research • An awareness and understanding of national and local issues relevant to speciality • Up to date knowledge and understanding of nursing policy and practice relevant to speciality • Understanding of national and local policy relating to speciality • Experience performing endoscopic procedures 	

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work and communicate effectively within a multidisciplinary team setting within and outside the Trust. • Evidence of advanced communication skills including verbal, non-verbal and written. This will include evidence of breaking bad news • Evidence of excellent patient documentation and record keeping skills. • Excellent interpersonal skills with professional credibility • Time management skills with an ability to act on own initiative and be both self-directed and motivated in the work environment • Positive attitude to change with a proven ability to assist in the implementation of change and practice development • Evidence of good IT skills including relevant NHS systems / JETS / NED and endoscopy reporting systems 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Awareness of professional and personal limitations • Ability to inspire confidence in others, demonstrating strong leadership qualities and acting as a positive role model to other members of the team • Strong team worker • Flexible and adaptable in approach • Ability to work flexibly to meet service needs 	

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HEALTH & 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 AND CYBER SECURITY

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.

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.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

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Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital