



TRAINEE 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	Trainee Clinical Endoscopist / Advanced Nurse Practitioner
Band	Band 7
Directorate	Surgical, Anaesthetics and Cancer
Accountable to	Lead Clinical Endoscopist
DBS Required?	Yes, Enhanced DBS

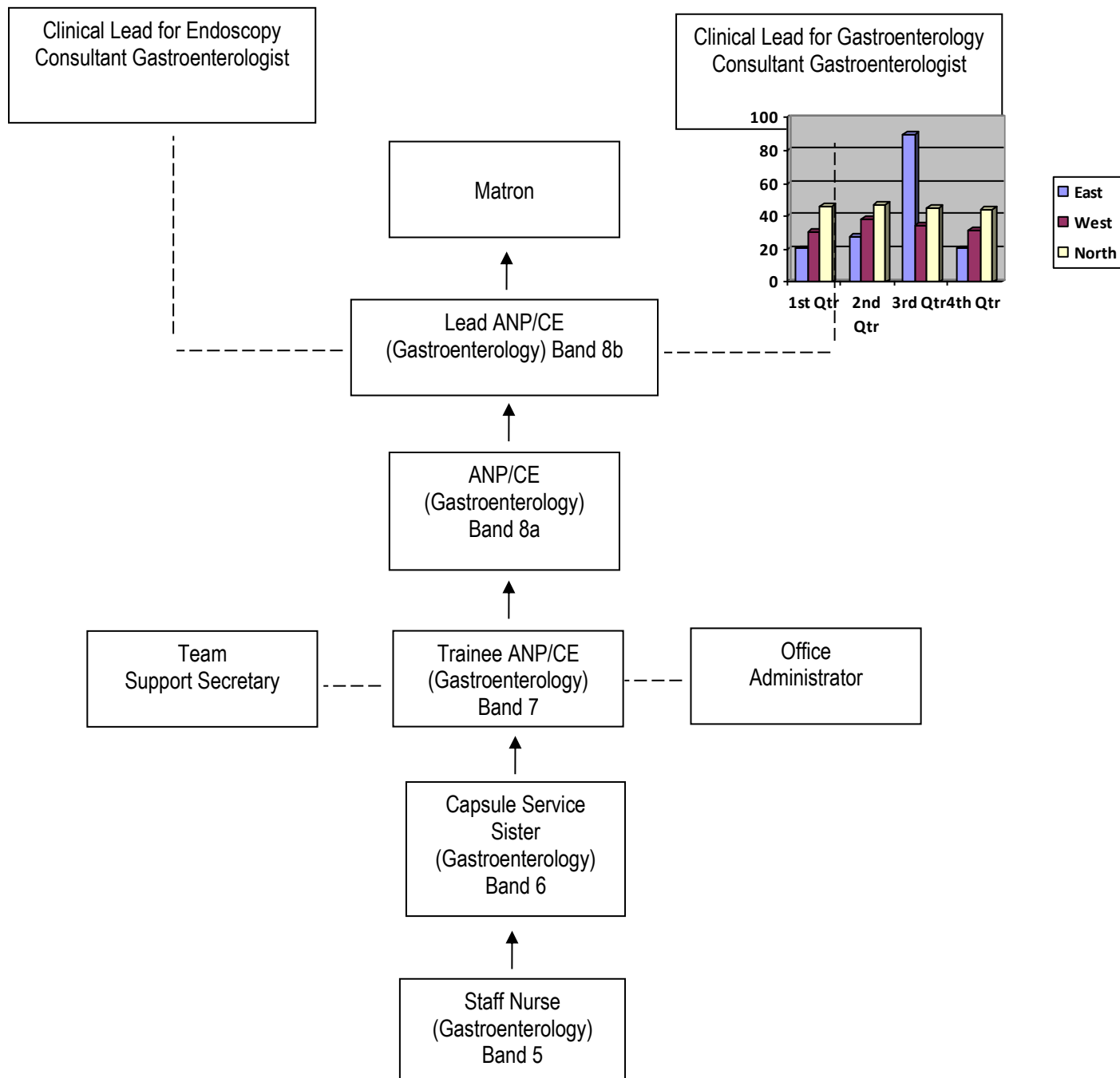
JOB OVERVIEW

1. **Post Purpose:**

- The trainee position will be working towards the job description below. Initially this will be with full supervision, which will be gradually reduced as skills, knowledge and competency develop. This will be a graduated process during training and will be assessed via competency, exams and 360-degree appraisal. Once competent in all aspects and all exams passed, then the job holder will be eligible for band 8a position.
- To function as a Clinical Endoscopist in a growing team undertaking diagnostic and therapeutic endoscopic procedures to support the Trusts performance on meeting national waiting time targets.
- Training to work autonomously with minimal supervision from Consultant Gastroenterologists to undertake the therapeutic interventions in accordance with Departmental policies.

- Provide Specialist Nurse support for the PEG service and liaise with the nutritional team.
- Training to be the first assistant in Percutaneous Endoscopic Gastroscopy (pull PEG and gastropexy) undertaking abdominal incision for PEG in accordance with local policy.
- To develop policies and guidelines related to Clinical Endoscopists in line with British Society of Gastroenterology and Global Rating Score guidance (BSG/GRS).
- Training to be an expert practitioner, providing specialist nursing advice and support in all aspects related to the Clinical Endoscopist.
- Maintain awareness and knowledge of national developments related to Clinical Endoscopists.
- Administer conscious sedation and analgesia and be responsible for the development and amendment of departmental policies related to conscious sedation in accordance with British Gastroenterology/Global Rating Score.
- In collaboration with the Operational team and Clinical Lead for Gastroenterology take the lead on maintaining and validating the colonoscopy surveillance list escalating any backlog issues to the Business Manager.
- In collaboration with the Unit Manager contribute to the provision of clinical data and patient experience surveys for the units Global Rating Score tool.

2. Organisational position:



Clinical

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 the procedure 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 highly specialised knowledge ensure that patients and carers receive appropriate health education pre and post procedure
5. Working autonomously with minimal supervision, undertake invasive diagnostic and therapeutic endoscopic procedures:

- Gastroscopy
- Flexible sigmoidoscopy
- Colonoscopy
- Tattooing of mucosa with marking ink
- Lifting sessile polyps
- Capsule endoscopy
- Trans nasal endoscopy
- Dye spraying of colonic mucosa with indigo carmine to facilitate improved visualisation of colonic mucosa
- PEG insertion: endoscopic and abdominal incision as first assistant
- Liaise with other clinical services and advise on PEG repairs and replacement

Seeking clinical advice from Consultant Gastroenterologist and senior Clinical Endoscopists as necessary in accordance with department policy.

This requires advanced patient assessment and autonomous decision making to proceed with therapeutic interventions. This will require significant physical and mental effort whilst undertaking endoscopic procedures.

- Administer the following in accordance with local protocols/PGD/non-medical prescribing
 - conscious sedation
 - reversal agent
 - local anaesthesia
 - intravenous analgesia
 - Entonox
 - 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.
- Upon the location of abnormal pathology, undertake biopsies, photographs and complete pathology requests as required.
- Ensure specimens are sent to laboratory in a timely manner within agreed protocols.
- 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.
- To refer to other professionals for more specialist support as appropriate, to ensure continuity and co-ordination of patient care along the patient pathway.
- Attend and contribute to MDT meetings.
- Request further investigations as clinically indicated following agreed protocols specially Radiology and blood tests.
- Where appropriate, 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.
- To have the knowledge and experience to be able to assess endoscopic referrals for appropriateness, following set protocols.
- To participate in the non-endoscopic GI service as service need requires (ie, outpatient clinic, ward liaison, non-endoscopic investigations) and within own area of expertise.

Managerial

1. In collaboration with key stakeholders, contribute to strategy for the development of Clinical Endoscopist's to support the Trust performance in achieving relevant targets.
2. In collaboration with the Clinical Lead for Endoscopy develop guidelines for the investigations, drug interventions and the administration of therapies which may be instigated and initiated by Clinical Endoscopists.
3. 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.
4. In collaboration with the Senior Management Endoscopy Team support the preparation of evidence for any external reviews.
5. Participate in organising and leading on the Clinical Endoscopist user group
6. Take responsibility for inputting all data on NEDS/JETS
7. Take responsibility for inputting own data into JETs National database to record own clinical outcomes
8. Organise time effectively to ensure effective management of workload, prioritising work as necessary
9. In collaboration with the Endoscopy Departmental Manager support the development of patient information leaflets and staff development
10. Take responsibility for inputting clinical information for individual patient reports following examination to ensure Endoscopy database is kept up to date
11. Be responsible for the validation of surveillance endoscopy waiting lists; reviewing patients self-assessment of fitness for procedure and initiation of bowel preparation in accordance with clinical guidance and GRS standards for clinical quality.

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.

Professional

1. To adhere at all times to uniform policy
2. To conduct oneself in a manner perceived by others as constructive. Ensure that any issues with other staff members are addressed at an appropriate level.
3. To adhere to all local, national and NMC guidelines in relation to professional conduct
4. To provide a role model and expert resource to Clinical Endoscopists demonstrating expert knowledge and high standards of clinical practice.

Education and Training

1. To support the Clinical Lead on the development, training and supervision of Clinical Endoscopists.
2. 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.
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.
5. To attend compulsory JAG accredited training programmes for Flexible Sigmoidoscopy / Colonoscopy / Polypectomy / OGD / TNE / Capsule Endoscopy and others as identified within the individuals training plan.
6. To commence Clinical Masters including Clinical Practice, and / or Health and Physical Assessment and Non-Medical Prescribing Modules to meet the needs of the service.

Audit

1. Take responsibility for developing methods to collect activity data on own practice through liaison with audit teams and to present at relevant governance meetings.
2. 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.
3. Seeks further advice and support for actions that effect areas outside area of responsibility or scope of practice.
4. To be accountable for decisions affecting sphere of responsibility.
5. 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.

Decisions / Judgement and freedom to act

1. 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.
2. Seeks further advice and support for actions that effect areas outside area of responsibility or scope of practice.
3. To be accountable for decisions affecting sphere of responsibility.
4. Safeguarding and Protection of Vulnerable Adults
5. The Trust supports the safeguarding agenda and is committed to the protection of children and young people. All employees have a responsibility to be aware of both national and Trust policies with regard to safeguarding and must adhere to them at all times.
6. The Trust is committed to ensuring vulnerable adults are protected and come to no harm. All employees have a responsibility to be aware of national & local policies, their individual responsibilities with regards to the POVA agenda.



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 • Evidence of continuing professional development / qualification relevant to area of speciality • Degree qualification with evidence of further academic study 	<ul style="list-style-type: none"> • JAG accredited endoscopist upper and lower GI • Advanced physical assessment • Nurse/AHP Independent Prescriber

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Sufficient post registration experience in Gastroenterology / Endoscopy or advanced practice • 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 	

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 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 • 	<ul style="list-style-type: none"> • Experience performing diagnostic endoscopic procedures • Evidence of advanced communication skills including verbal, non-verbal and written. This will include evidence of breaking bad news • 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 • Ability to work across both Trust sites, driver and car owner 	

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 & 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:

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Apley Castle

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Getting to The Princess Royal Hospital