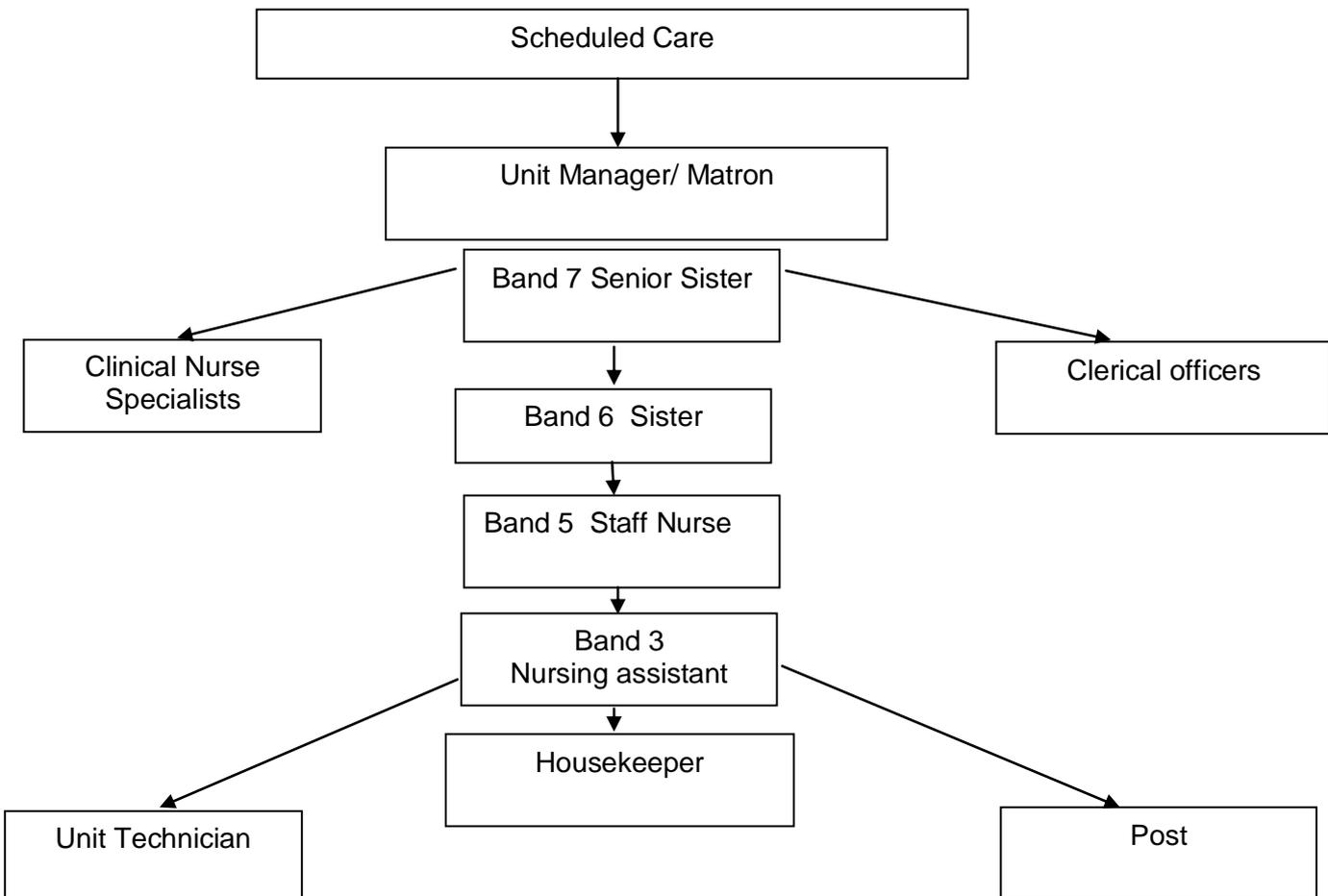


Job Description

Post Title:	Healthcare Assistant: Band 2
Base	The Princess Royal Hospital
Department	Endoscopy
Manager Responsible To:	Ward/ Department Manager
Post Purpose	<p>Following completion of competency and skills assessment work alongside the Endoscopy Nurses undertake the following</p> <p>To assist qualified staff in Endoscopy in providing care to patients undergoing procedures in the Endoscopy Unit</p> <p>To assist with the safe admission, recovery and discharge of patients under the direction of a qualified nurse</p> <p>Undertake safe monitoring of patients during the procedure</p> <p>To assist with the maintenance and decontamination of Endoscopic equipment</p>

Organisational Chart



Main Duties and Responsibilities.

To provide safe and appropriate care for all patients and their carers attending the Endoscopy Unit; acting at all times in accordance with local Trust policy and guidelines

Patient Care

1. To assist trained members of staff with the care of patients undergoing endoscopic procedures.
2. Setting up of Endoscopy procedure rooms
3. Preparation of endoscopic equipment and accessories required during procedures and assisting with equipment for non-invasive procedures
4. Provide support to patients and their carers in assisting patients to change prior to and after their examination
5. Maintain accurate nursing records in accordance with local guidelines including the recording of base line observations – written and computerised
6. Provide support to patients and their carers, ensuring that relevant written and verbal information is provided throughout their journey through the unit
7. Undertakes clinical duties in other wards/departments when deemed necessary
8. To monitor care given to patients and others, utilising best practice and available evidence demonstrating an appropriate method of nursing which is applicable to the individual patient requirements and work within agreed National and Local Nursing Policies and Procedures
9. Utilisation of the appropriate manual handling strategies to move patients safely using procedures taught by manual handling team, including the safe use of mechanical and non-mechanical manual handling aids
10. In conjunction with the nursing team review clinical policies and procedures
11. 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

Management of Equipment / Housekeeping

1. Prepare treatment rooms for endoscopic procedures, ensuring that all necessary equipment is in good working order. This should include scopes, endoscopic video equipment, diathermy and argon, monitoring equipment and scope guide.
2. 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.
3. To follow National, Local and Company guidelines in the maintenance and decontamination

of Endoscopes

4. Attendance to relevant updates for the maintenance and use of all Endoscopic equipment
5. Participate in annual monitoring by senior members of staff to ensure that standards for decontamination are adhered to
6. Maintain general cleanliness and tidiness in all areas of Endoscopy
7. Re-stocking of accessories, stores and linen, liaising with appropriate staff regarding issues around stores and accessories equipment

Communication and Relationships

1. Ensure that all team members are made aware of changes in patient progress effectively, both verbally and in written form.
2. Maintain accurate, legible and holistic nursing records.
3. Demonstrate ability to liaise effectively with all members of the multidisciplinary team and external agencies.
4. 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 co-ordinated patient care
5. Receive and transmit messages and telephone calls and relay information correctly

Education, Development and Supervision

1. 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.
2. Participate in annual appraisal, agreeing a personal development plan
3. Provide training in the maintenance and decontamination of endoscopes and their accessories for qualified and unqualified staff
4. Provide and promote health education for patients and their carers
5. Attend relevant study days/lectures where appropriate, to both update and increase knowledge.
6. Represent unit to relevant project/link groups ensuring that information is cascaded to all members of the team
7. 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

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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be

considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to agreement between yourself and the person in charge of the unit and deemed by you both to be within your level of competen