

**Job Description – Nurse Endoscopist  
 AFC 7 302072**

<b>Post Title:</b>	Non-Medical Endoscopist (NME)~ Advanced Practitioner trainee post
<b>Base</b>	Royal Shrewsbury Hospital
<b>Band</b>	7
<b>Department</b>	Gastroenterology Unit
<b>Manager responsible to</b>	Matron Gastroenterology
<b>Post Purpose</b>	<p>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.</p> <p>To function as a non-medical Endoscopist undertaking diagnostic and therapeutic endoscopic procedures to support the Trusts performance on meeting national waiting times targets</p> <p>Training to work autonomously with minimal supervision from Consultant Gastroenterologists to undertake therapeutic interventions in accordance with Departmental policies.</p> <p>Provide Specialist Nurse support for the PEG service and liaise with the nutritional team</p> <p>Training to be the first assistant in Percutaneous Endoscopic Gastroscopy (PEG) undertaking abdominal incision for PEG in accordance with local policy</p> <p>To develop policies and guidelines related to Non Medical Endoscopists in line with British Society of Gastroenterology and Global Rating Score guidance (BSG / GRS)</p> <p>Support the Consultant Clinical Lead and Nurse lead, in the training, development and supervision and appraisal of junior non medical Endoscopists practising within the Endoscopy</p> <p>Training to be an expert practitioner, providing specialist nursing advice and support in all aspects related to the Non-Medical Endoscopist.</p> <p>Maintain awareness and knowledge of national developments related to Non-Medical Endoscopists</p> <p>Administer conscious Midazolam 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.</p>

	<p>In collaboration with the unit Manger and Clinical Lead for Gastroenterology take the lead on maintaining and validating the colonoscopy surveillance list escalating any backlog issues to the Business Manager.</p> <p>In collaboration with the Unit Manger contribute to the provision of clinical data and patient experience surveys for the units Global Rating Score tool</p>
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## Clinical

1. Take full responsibility for the clinical management of the patient during the procedure including pre procedure assessment/ the procedure and recovery.
2. Take informed consent prior to the procedure in accordance with Trust policies and ensure adherence to annual update of consent training
3. Using knowledge and developed skills ensure that patients and carers receive appropriate health education pre and post procedure
4. Working autonomously with minimal supervision, undertake invasive diagnostic and therapeutic endoscopic procedures:
  - Gastroscopy
  - Flexible sigmoidoscopy including bowel scope screening
  - Colonoscopy
  - Tattooing of mucosa with marking ink
  - Lifting sessile polyps
  - Argon beam therapy
  - Spray dyeing of colonic mucosa with indigo carmine to facilitate improved visualisation of colonic mucosa
  - PEG insertion : endoscopic and abdominal incision as First Assistant

Seeking clinical advice from Consultant Gastroenterologist and senior NME as necessary in accordance with departmental policy.
5. Administer the following in accordance to local protocols / PGD
  - Conscious sedation
  - Reversal agent
  - Local anaesthesia
  - Intravenous analgesia
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. Attend and contribute to MDT meetings
11. Request further investigations as clinically indicated following agreed protocols specifically Radiology and blood tests
12. Where appropriate interpret and present clinical information to patients and their relatives, demonstrating high 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.
13. To undertake training to become competent in performing and reporting Capsule Endoscopy as the service requires.

### **Percutaneous Endoscopic Gastrostomy service ( PEG)**

1. Clinical Nurse for the PEG service
2. Assess patients and develop a plan of care pre and post PEG insertion taking responsibility that the planned care has been communicated to other relevant health care professionals and departments involved with the patient
3. Participate in the PEG patient support phone line working with other PEG nurses to ensure an advice line is available during working hours
4. Provide specialist nursing advice and support in all aspects related to the PEG service
5. Liaise with other clinical services and advise on PEG repairs and replacement

### **Managerial**

1. In collaboration with key stakeholders, contribute to strategy for the development of Non-Medical Endoscopist's to support the Trust performance in achieving relevant targets
2. In collaboration with the Clinical Lead for Endoscopy develop guidelines for investigations, drug interventions and the administration of therapies which may be instigated and initiated by Non-Medical Endoscopists
3. 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 escalating any backlogs to the Endoscopy Business Manager.
4. 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.
5. In collaboration with the Senior Management Endoscopy Team, assist in the preparation of evidence for any external reviews.
6. Participate in organising and leading on the Non-Medical Endoscopist user group

7. Organise time effectively to ensure effective management of workload, prioritising work as necessary
8. In collaboration with the Endoscopy Departmental Manager support the development of patient information leaflets

### **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 Department 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. 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 Non Medical 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 and appraisal of Non-Medical Endoscopists.
2. Attend local / regional /national educational forums and be fully aware of relevant national guidelines to ensure the development of the Non Medical Endoscopist service is in accordance with national guidance.
3. Participate in training and educating health care professionals involved with patients with PEG insertions such as junior medical staff / district nurses/ ward nurses.
4. Participate in individual personal appraisal to ensure personal, departmental and corporate objectives are met.
5. 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. 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. Safeguarding and Protection of Vulnerable Adults
6. 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.
7. 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.

## **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 discussion between yourself and your manager and be within your level of competence.

### Organisational Structure

