

ENDOSCOPY HEALTHCARE ASSISTANT

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.

- Help patients feel safe and comfortable before, during and after endoscopy procedures
- Work closely with nurses and doctors to support patients and assist with medical tasks
- Prepare and check equipment used in procedures, making sure everything is clean and ready
- Monitor patients' health, including checking vital signs and helping with recovery
- Support patients with dressing, discharge and sharing important information after procedures
- Keep treatment areas clean, stocked and organised, and help with basic admin tasks when needed

Job Description

Job title:	Endoscopy Healthcare Assistant
Grade:	Band 3
Site:	The Princess Royal Hospital, Telford The Royal Shrewsbury Hospital
Accountable to:	Endoscopy Unit Manager
DBS required:	Enhanced

Main Duties

Patients Care and Experience

Provide physical and emotional support to patients undergoing endoscopic procedures. Assist patients to achieve physical comfort before, during and after procedures. Maintain patients' dignity at all times ensuring patients are not unnecessarily exposed during procedures. Working along side, and under the supervision of, Endoscopy Nurse to undertake the following tasks:

Pre procedure

- Using the department assessment and documentation tool, complete an assessment of the patient pre-procedure, including baseline observations.
- Report outcome of the assessment to the Registered Nurse.
- Explain the procedure to the patient in a supportive manner to reduce anxiety and apprehension wherever possible.
- Escalate any concerns regarding the patient's mental health capacity to the Registered Nurse

Procedure Room

- Circulating role
- Assist Medical and Non-Medical Endoscopists during the full range of diagnostic and therapeutic procedures.
- Prepare necessary equipment for use within procedures, this will include preparing and maintaining a sterile field as necessary.
- Under the instruction of the Endoscopist; pass and use necessary equipment and accessories assist the Endoscopist during a range of endoscopic procedures.
- Ensure safe checking and labelling of any histological specimens.
- Ensure correct recording of any consumable items used during the procedure

Patient care

- Providing reassurance to patient
- Maintain patients' dignity ensuring minimum exposure during procedures
- Monitor and recording vital signs
- Maintain the patients mouth guard during upper endoscopy procedures
- Support necessary patient positioning and administration of oxygen via oxygen cannula

Recovery

- Undertake monitoring of patients' vital signs reporting any abnormalities to the Registered Nurse
- Monitor and support the patient until the patient is fully recovered ensuring patient safety is maintained throughout
- Maintain patient dignity ensuring minimal exposure during recover phase
- To document recovery phase using the departments documentation tool

Discharge

- Provide any necessary support to patients to dress
- Support the Registered Nurse with the safe discharge of patients
- Provide patients (realities /carer as appropriate) with necessary and relevant post procedural information verbal and written as instructed by the Registered Nurse

Use of equipment and accessories

- 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.
- Be fully competent and knowledgeable with the use of all equipment and accessories used within endoscopic and bronchoscopy procedures.
- Undertake cleaning and maintenance as required to maintain working knowledge of endoscopes used within procedures

General

- Assist with maintaining stock levels
- Assist with the maintenance of departmental cleanliness as per cleaning checklists
- Assist nursing and clerical staff with administrative duties as required
- Ensure that all duties are carried out to the highest possible standard and in accordance with departmental and trust policies, procedures, and quality initiatives

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE's in Maths and English at grades 9 – 4 (Grade C or above or equivalent) NVQ• Level 3 or willingness to complete	
Experience	<ul style="list-style-type: none">• Experience of working in an acute Clinical Hospital environment with adult patients• Experience of working in an Endoscopy or equivalent environment (i.e theatres)	
Knowledge and skills	<ul style="list-style-type: none">• Able to communicate effectively within a team• Able to undertake and record base line observations of vital signs• To have good hand eye co - ordination and manual dexterity	<ul style="list-style-type: none">• Have experience of handing medical disposable equipment

Other	<ul style="list-style-type: none"> • Team player able to work well within teams • Awareness of role limitations seeking advice and direction from Registered nurse as necessary • Flexible and Adaptable in approach • Ability to work flexibly to meet service needs • Can keep calm and work under pressure within a fast turnover patient environment • Can work with patients who may be distressed and uncomfortable during invasive procedures • Able to accurately record patient information • Able to work flexibly within opening hours of department • Able to commute between Trust sites 	
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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.

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

