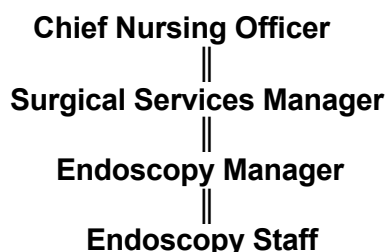


## Endoscopy Manager

1. JOB IDENTIFICATION	
Job Title:	Endoscopy Manager
Band/Grade:	Band 7
Hours of Work:	37.5 hours per week
Accountable to:	Surgical Services Manager
Responsible:	Surgical Services Manager
Department:	Endoscopy 0160
Job Reference:	
Last Update (insert Date):	April 2024
Disclosure and Barring(DB) Check Required:	Yes <span style="float: right;">Level: Enhanced</span>

2. JOB PURPOSE
<ul style="list-style-type: none"> <li>The post-holder is responsible and accountable for assessing, planning, delivering and evaluating high quality Endoscopy care and leading the team.</li> <li>To carry out the day-to-day management and co-ordination of the Endoscopy Suite.</li> <li>To provide expertise and leadership in the delivery of a safe, high quality patient centred endoscopy service.</li> <li>To ensure safe and efficient decontaminating of flexible scopes and maintain an environment conducive to the prevention and control of infection.</li> <li>To exercise accountability as set out in the NMC/ HPC Code of Professional Conduct</li> </ul>

3. ORGANISATIONAL S TRUCTURE
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4. ROLE OF DEPARTMENT
To provide care of patients undergoing Endoscopy procedures and to provide Endoscopy services to Consultants.

## 5. RESPONSIBILITIES OF THE POST

### Key Tasks

1. To support in the management of the endoscopy service, ensuring that the highest quality of patient centred care is delivered through effective organisation, maintenance of professional/ clinical standards and collaborative working.
2. To work closely with the Theatre Manager to ensure appropriate staff, patient ratios and clinical skill mix are maintained.
3. To maintain a safe environment and act on any discrepancies or issues that may affect patient care and Safety.
4. To provide specialist advice and support as required.
5. To ensure equipment and associated resources are available for upcoming endoscopy sessions.
6. To participate in the care and maintenance of endoscopes and other specialised equipment, ensuring an agreed standard of decontamination at all times including accurate records of traceability of endoscopes and associated equipment.
7. To maximise utilisation of endoscopy time wherever possible and monitor, report and investigate continual late starts and finishes.
8. To maintain all endoscopy records and ensure data is captured on the right information systems and that data protection requirements are met.
9. Ensure the accurate collection of data in relation to endoscopy activity.
10. To ensure that charge sheets are accurately recorded according to local procedure.
11. To discuss and agree any changes that may have financial/budgetary implications with the Surgical Services Manager.
12. To ensure the cost-effective utilisation of all resources and actively monitor and control day to day costs.
13. To ensure agreed controls for stock ordering are maintained and participate in any planned stock take as required.
14. To participate in the evaluation of clinical products and equipment to ensure that quality and cost effectiveness are maintained.
15. Participate fully as a team member to promote a cohesive team and the achievement of team objectives.
16. To provide cover for colleagues as appropriate.
17. Participate in education, training and development of other staff
18. To maintain good communication within the department, keep staff fully informed of all relevant hospital information and changes.
19. To ensure effective communication with medical staff and to meet individual needs where possible.
20. To ensure agreed parameters for annual leave is maintained to ensure appropriate cover.

21. To assist in the recruitment of staff when required and actively participate in staff induction.
22. To participate in and support staff with in-service training and development.
23. To undertake appraisal and regular performance reviews, ensuring assigned staff have a personal development plan
24. To assist the Theatre Manager in the management of staff attendance, poor performance, disciplinary and grievance issues in the clinical area.
25. To ensure effective communication with medical staff and to meet individual needs where possible.
26. To support the Surgical Services Manager in ensuring the endoscopy service meets all national, specialist and regulatory standards (e.g. CQC, NICE, AfPP, JAG, GRS, GIN)
27. To comply with and participate in the hospital's framework or clinical governance within the department, seeking advice or guidance where necessary.
28. To participate in the agreed programme of clinical audit.
29. To support the development or revision of endoscopy policies/procedures/guidelines, ensuring that they are applied in practice.
30. To undertake risk assessments as necessary and support the maintenance of the department's risk register.
31. Provide initial urgent or emergency care as required.
32. Ensure safe and accurate issue and documentation of drugs.
33. Maintain the safe custody, handling of drugs in accordance with hospital policy.
34. To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.
35. Participate in the reporting of incidents and comply with any ensuing investigations.
36. To practice in accordance with the appropriate registered body (Nursing and Midwifery Council/Health and Care Professions Council).
37. To keep up to date with current research, practice development, national guidance or legislation.
38. To ensure personal continuing professional development (CPD) is maintained to meet the requirements of continuing professional registration.
39. To attend team meetings or contribute to professional working groups, as required.
40. To prepare, participate and chair regulatory meetings where required.

#### 6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.

- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

#### **6.1 Other Duties:**

To undertake any other similar duties, as required by the manager.

#### **6.2 Confidentiality:**

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

#### **6.3 Health and Safety:**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

#### **6.4 Safeguarding :**

At HJE we are committed to safeguarding and work with relevant agencies in protecting all adults and or Children and promoting their welfare, as outlined in the HJE Disclosure and Barring Service (DBS) Policy and Procedure reference No HJE.HR.13.006.

All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 years. This may include compliance with relevant agencies we may work with for example local safeguarding boards for child protection procedures and hospital safeguarding procedures and recognise the importance of listening to children.

#### **Vulnerable Adults**

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with HJE DBS policy in this regard.

In addition we are implementing robust safer recruitment practices during our selection process and pre-employment checks will be undertaken in accordance with the government guidance outlined in <https://www.gov.uk/government/publications/dbs-code-of-practice>, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment then please see our DBS policy in the first instance or contact a member of our recruitment team.

#### **6.5 Smoke Free Policy**

The Hospital provides a smoke free environment.

#### **6.6 Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

#### **6.7 Equal Opportunities and Diversity**

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity

#### 6.8 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

#### 6.9 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

#### 7.0 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

**This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.**

#### 7. CREATED BY:

Ben Butcher

SIGNATURE:

PERSON SPECIFICATION

**Endoscopy Manager**

Criteria		Essential	Desirable	Assessment
<b>Qualifications</b>	Registered Nurse  Gastroenterology/endoscopy Nursing qualification (ENB906 or equivalent)  Teaching/Mentorship qualification	✓  ✓  	    ✓	Registration Documents
<b>Experience</b>	Minimum 3 years' experience within the role of Endoscopy Nurse  Experience within the Independent sector  Experience in undertaking clinical audit/s  Able to work efficiently with a multi-disciplinary team and with internal/external stakeholders  Ability to adapt and apply flexible in accordance to the needs the service.	✓    ✓	  ✓	Interview & CV

<b>Skills and Knowledge</b>	<p>Endoscopy competence within a range of procedures</p> <p>Knowledge of current developments in endoscopic care including legislation and accreditation requirements</p> <p>Understanding of endoscope decontamination requirements</p> <p>Understanding of clinical governance and implications for practice</p> <p>Understanding of HR processes</p> <p>Evidence of continuous professional development</p> <p>Up-to-date clinical practice</p> <p>Excellent organisational skills</p> <p>Sound leadership skills</p> <p>Excellent verbal and written communication skills</p> <p>Good computer and numeracy skills</p> <p>Evidence of post registration qualifications within the endoscopy role</p> <p>Able to time manage and prioritise care/duties and direct others to do the same</p> <p>Demonstrable word processing and IT skills</p> <p>Able to challenge practice and provide feedback</p> <p>Able to work under pressure to meet deadlines</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview &amp; CV</p>
<b>Attributes and Qualities</b>	<p>A high level of communication skills within all disciplines</p> <p>Flexibility in response to needs of the department</p> <p>Ability to deliver a high level of customer service to patients and Consultants</p> <p>Good Team working skills</p> <p>Ability to exercise rational judgement when escalating issues</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview &amp; CV</p>