Job Description

Job Title: **Registered Endoscopy Nurse**

Accountable To: Theatre Manager

Reports To: Endoscopy Lead Nurse

Key Working Relationships: Multi-disciplinary team members

Essential Qualifications: Registered Nurse

# Job Summary

1. Participate and contribute in the direct delivery of compassionate patient care to include assessing, planning, implementing and evaluating individual programmes of care.
2. Effectively communicate and co-operate with all Wards and Departments within the hospital.
3. Participate in the decontamination, traceability and maintenance of endoscopes and other specialised equipment used in endoscopic procedures and provide technical assistance during such procedures.

## Job Role

***Professional***

1. To be aware of and comply with the NMC Code of Professional Conduct and EC directives.
2. Ensure a high standard of nursing care to patients attending the Endoscopy Unit and to be aware of and comply with the hospital’s policies and procedures.
3. To provide technical assistance during diagnostic and therapeutic Endoscopic procedures, ensuring safe working practice by following agreed guidelines.
4. To be aware of current trends and developments maintaining professional awareness of new procedures and terminology.
5. To liaise and co-operate with all other wards, departments and personnel.
6. To assist in the orientation of new members of staff.
7. To participate in designated Committees/Working Parties within the hospital as required.

### Clinical

1. Maintain personal, professional contact with patients and relatives, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.
2. To carry out nursing and medical instructions competently and promptly.
3. To maintain professional confidentiality and ensure colleagues understand the relevance of this.
4. Demonstrate the ability to assess patient’s understanding of and compliance with instructions and health care teaching.
5. To inform the Nurse in Charge when changes occur with patient care.
6. To provide safe, evidence based practice at all times.
7. To ensure that all clinical and legal documents are completed accurately and legibly.
8. To keep up to date with Consultants’ Guidelines/preferences and follow instructions given.
9. Ensure the safe discharge of all patients from the Endoscopy unit, including transfer to wards, theatres, other hospitals and discharge home.

***Managerial***

1. To deputise in the absence of the Endoscopy Lead, maintaining safe staffing levels, ensuring that policies are followed and that the Senior Nurse is informed of any problems or incidents that might arise.
2. To ensure the safe custody and administration of drugs in accordance with established policies, procedures and law.
3. To maintain effective communication with other wards and departments to enhance patient care.
4. To be aware of the implications of the Health and Safety at Work Act, as it affects the ward.
5. To be aware of the fire regulations, fire procedures and evacuation protocols.
6. To be aware of the current cost of medical supplies and equipment and practise economy in their use, where possible.
7. To document patient care using the Integrated Care Pathway, maintaining timely and accurate nursing records and ensuring confidentiality is respected.
8. To report if the standard of cleanliness and availability of supplies fall below an acceptable standard.
9. To participate in the implementation of nursing policies.
10. To ensure the regular checking and maintenance of equipment and ensure its safe use, reporting any faults immediately. Ensure colleagues know how to operate apparatus correctly.
11. To give concise relevant verbal and documented reports as required.
12. Contribute to the local resolution, investigation and follow up action of any informal or formal complaints.

***Education***

1. To assist with maintaining a suitable learning environment for all staff, to include relevant preceptorship/mentorship and to be actively involved with in-house training.
2. To assist with the orientation of new staff.
3. To be aware of changes in policies and procedures.
4. To regularly attend endoscopy user group meetings.
5. To remain personally up to date with matters relating to nursing practise and ensure own professional development.
6. To complete endoscopy and equipment competencies as required.
7. To assist the department in gaining and consequently maintaining JAG Endoscopy accreditation.

This job description is meant as a guide to the general scope of duties and is not intended to be restrictive or definitive. It may be subject to review.