**JOB DESCRIPTION**

**Job title:**  Endoscopy/Theatre Lead Nurse

**Department:** Theatres

**Reporting to:**  Theatre Manager

**Accountabl**e **to:**  Theatre Manager

**Key working relationships:** Consultant and Consultant teams

Nursing staff

Head of Clinical Departments

**ABOUT US:**

With a history reaching back more than a century, King Edward VII’s Hospital is dedicated to offering its patients the most up-to-date treatment facilities in the UK. As a private, independent acute Hospital we aim to provide our patients with the highest standards of healthcare. This outstanding commitment to patients has allowed us to maintain our position amongst the best private hospitals in the country.

With 56 beds, a four bed Critical Care Unit and expanding services with our development of specialist centres of excellence, we understand the importance of personalised care and delivery of this is in the heart of all we do.

**JOB PURPOSE:**

* To support the Theatre Manager in the effective management of the Endoscopy/Theatre Suite within the agreed budgetary and revenue generating guidelines.
* To carry out the day-to-day managemet and co-ordination of the Endoscopy/Theastre Suite.
* To provide expertise and leadership in the delivery of a safe, high quality patient centred endoscopy service.
* To ensure safe and efficient decontaminatin of flexible scopes and maintain an environment conducive to prevention and control of infection.

**KEY RESPONSIBILITIES:**

**Clinical/Management**

* 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.
* To plan and provide quality care across the whole endoscopy patient pathway and manage a designated multidisciplinary team on a shift by shift basis.
* To work closely with the Theatre Manager to ensure apprpropriate staff, patient ratios and clinical skill mix are maintained.
* To maintain a safe environment and act on any discrepancies or issued that may affect patient care and Safety
* To provide specialist advice and support as required.
* To ensure equipment and associated resources are available for upcoming endoscopy sessions.
* 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.
* To maximise utilisation of endscopy time wherever possible and monitor, report and investigate continual late starts and finishes.
* To maintain all endoscopy records and ensure data is captured on the right information systems and that data is protection requirements are met.
* To provide cover for colleagues as appropriate.
* To participate in the Theatre On-Call Rota.

**Finance/Budget**

* To ensure that charge sheets are accurately recorded according to local procedure.
* To discuss and agree any changes that may have financial/budgetary implications with the Theatre Manager.
* To ensure the cost-effective utilisation of all resources and actively monitor and control day to day costs.
* To ensure agreed controls for stock ordering are maintained and participate in any planned stock take as required.
* To participate in the evaluation of clinical products and equipment to ensure that quality and cost effectiveness are maintained.

**Staff Management**

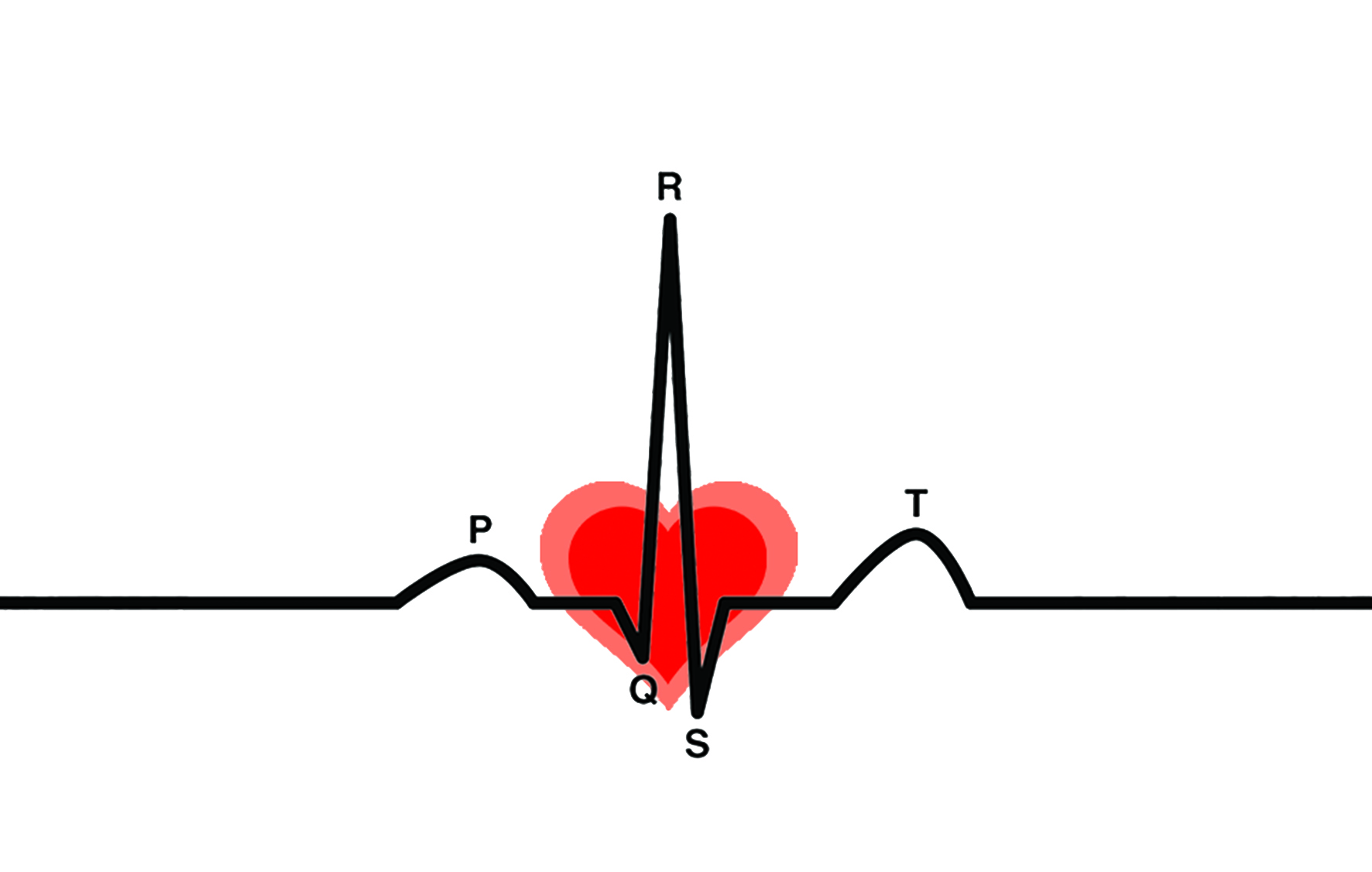
* To provide day-to-day management, leadership and motivation to all staff.
* To maintain good communication within the department, keep staff flly informed of all relevant hospital information and changes.
* To work closely with the theatre team to ensure staffing level and skill mix requirements are met.
* To ensure effective communication with medical staff and to meet individual needs where possible.
* To ensure agreed parameters for annual leave is maintained to ensure appropriate cover.
* To assist in the recruitment of staff when required and actively participate in staff induction.
* To participate in and support staff with in-service training and development.
* To understake appraisal and regular performance reviews, ensuring assigned staff have a personal development plan
* To assist the Theatre Manager in the management of staff attendance, poor performance, disciplinary and grievance issues in the clinical area.

**Quality and Goverance**

* To actively and consistently promote the highest standard of patient care ensuring that all care given is to the highest possible standard according to evidence-based practice and Apsen policies and procedures.
* To support the Theatre Manager in ensuring the endoscopy service meets all national, specialist and regulatory standards (e.g. CQC, NICE, AfPP, jAG, GRS, GIN)
* To comply with and participate in the hosptial’s framework or clinical governance within the department, seeking advice or guidance where necessary.
* To participate in the agreed programme of clinical audit
* To support the development or revision of endoscopy policies/procedures/guidelines, ensuring that they are applied in practice.
* To undertake risk assessments as necessary and support the maintenance of the department’s risk register.

**Professional/Other**

* To practice in accordance with the appropriate registered body (Nursing and Midwifery Council/Health and Care Professions Council).
* To keep up to date with current research, practice development, national guidance or legislation, particularly in relation to th theatre practice and development.
* To ensure personal continuing professional development (CPD) is maintained to meet the requirements of continuing professional registration.
* To attend team meetings or contribute to professional working groups, as required.

**OUR VALUES: P, Q, R, S, T – The values in the heart of all we do**

**Professionalism** – To do your job well and to the best of your ability and training

**Quality** – To provide excellent care in order to achieve 100% customer satisfaction

**Respect** – To respect one another’s views and maintain a culture of openness, honesty and fairness

**Safety** – To ensure that safey is the number priority at all times

**Teamwork** – Team unity and good communication is essential to achieve PQRS

**PERSON SPECIFICATION**

**Job title:** Endoscopy Lead

**Department:** Theatres

**Reporting to:** Theatre Manager

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| **Specification** | **Essential** | **Desirable** | **Assessment** |
| **Education/**  **Qualification** | Registered Nurse with current  Nursing  Teaching/mentor qualification  Gastroenterology/endoscopy  Nursing qualification (ENB906 or  equivalent | Postgraduate Diploma or  Degree in Healthcare | CV  CV  CV |
| **Training/Skills/**  **Knowledge** | Interviewing and appraisal skills  Up to date perioperative knowledge  Knowledge of current developments  In endoscopic care including  Legislation and accreditation  Requirements  Understanding of endoscope  decontamination requirements  Undertanding of clinical governance  and implications for practice  Understanding of HR processes  Evidence of continuous professional  development  Up-to-date clinical practice  Excellent organisational skills  Sound leadership skills  Excellent verbal and written  communication skills  Well developed interpersonal skills  Attention to detail  Able to time manage and prioritise  Care/duties and direct others to do  the same  Demonstrable word processing and IT  skills  Able to challenge practice and  provide feedback  Able to work under pressure to meet  deadlines |  | CV/I  CV/I  CV/I  CV/I  I  I  CV/I  CV/I  CV/I  I  CV/I  I  CV/I  I  CV/I  CV/I  I |
| **Experience/**  **Abilities** | Consolidated clinical perioperative  experience  Consolidated experience providing  Endoscopic care  Line management experience  Evidence of teaching and developing  staff  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 of the  service. | Budget management | CV/I  CV/I  CV/I  CV/I  CV/I  CV/I  I |
| **Others** | Professionalism – do your job well and  To the best of your ability and  Training  Quality – Provide excellent care in  order to achieve 100% customer  satisfaction  Respect – Respectful of other’s views  And able to main a culture of  Openness, honesty and fairness  Safety – promote and enable safety  As a number one priority at all times  Teamwork – promote and sustain team  Unity and good communication |  | I  I  I  I  I  I |