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| JOB DESCRIPTION Health Care Assistant Endoscopy |

**RESPONSIBLE TO: Endoscopy Lead Nurse**

**ACCOUNTABLE TO: Endoscopy Head of Department**

**SERVICE SUMMARY**

The Endoscopy Unit Team are a small, multi-skilled clinical team who are required to work closely together to deliver an effective, friendly and quality clinical service for our patients. The team are required to meet clinical, record keeping and reporting standards.

The unit provides GP direct access services for diagnostic colonoscopy, flexible sigmoidoscopy and gastroscopy, progressing to therapeutic where clinically appropriate. Initial services will be provided through one treatment rooms for up to five sessions a week, with potential for increase in the future.

## **JOB SUMMARY**

* To work as a member of the team to provide an efficient and effective endoscopy service to patients and referring GPs.
* To take particular responsibility for the cleaning of medical equipment
* To adhere to endoscopy unit services, policies and procedures.

**PINCIPLE DUTIES & RESPONSIBILITIES**

* Assists in the preparation of the endoscopy room and the day to day maintenance and cleaning of specialist equipment maintained to national decontamination standards
* To work as part of the multidisciplinary team, to meet patient needs, following the Practice Plus Group Integrated Care Pathways (ICP’s)
* To ensure that all care and information provided to patients is adequately documented within the care pathway, meeting NMC requirements, National Care Standards and JAG.
* To provide appropriate information to patients and their relatives concerning the patient’s condition
* As appropriate, following training and competency assessment, to support the qualified staff in caring for and monitoring the patient throughout the endoscopy process
* Observe and report changes in patient’s condition to the qualified staff
* To escort or direct patients within the endoscopy department and recovery and assist patients with transfers from wheel chairs and trolleys
* To report all incidents/ accidents to the nurse in charge and assist in the completion of the relevant forms, as appropriate
* To comply with and take an active part in the implementation of policies and procedures to meet the requirements of the National Minimum Standards
* To ensure that care is delivered taking regard

# Service Provision

* To ensure that appropriate stock levels of consumables are maintained within the department
* To prepare patient records prior to the procedure and contribute to updating patient records
* To assist with the departmental clerical/administrative duties, to include photocopying, transporting of equipment/ paper-work to other departments
* To answer the telephone in a polite manner and refer promptly all enquiries to the relevant person
* To always seek to find out information for others should the information required be outside your knowledge

**Educational and Personal Development**

* To adhere to, and work within the code of conduct for clinical support workers
* To be able to identify own development needs, seeking assistance where necessary
* To always be aware of own limitations and seek assistance when needed
* To play an active role in training and development within the department as well as within the company.
* To project the Company's image at all times through professional appearance/manner.
* To attend mandatory, equipment and competency training programmes as per company requirements
* To participate in the induction and to work in a collaborative and co-operative manner, recognising and respecting each individual’s contribution to the centre.
* To undertake any specific duties as delegated by the Unit Team Leader on an ad hoc basis.
* To participate in meetings as appropriate.

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# Systems and Administration

* To work with the booking / reception staff to enable delivery of efficient productivity through the unit
* Contribute towards the management of health and safety and infection control in the endoscopy unit.
* Adhere to systems and procedures for quality and safety.
* Assist with the investigation of complaints, accidents and critical incidents in accordance with agreed procedure.
* Maintain accurate, timely and complete records, ensuring the safety and confidentiality of information
* Ensure that the cleanliness and hygiene of the endoscopy unit is maintained, adhering to infection control policies and procedures, Health and Safety policies and procedures.
* To ensure that equipment is handled correctly and maintained in a safe working order, reporting any defects to the Endoscopy Manager.

# Professional

* Maintain high standards of practice and patient care.
* Take responsibility for undertaking risk assessments
* Maintain the relationships with doctors to excellent professional working relationships between doctors and all other staff.

**Clinical**

* To support registered nurse to ensure the care, welfare, safety and comfort of all patients is of the highest possible standard.
* To promote and maintain good interpersonal relationships between staff/patients/relatives, and the multi-disciplinary team.
* To support the endoscopist and the registered nurse in the admission of patients to the unit, taking particular responsibility for the cleaning and preparation of the patient area, trolley and equipment.
* Liaise with members of the medical and associated professions and ensure that prescribed or recommended treatment is carried out.
* To support the endoscopist and registered nurse in the treatment room, taking particular responsibility for cleanliness & maintenance of facilities and equipment.
* Following training and competency assessment, to take responsibility for the washing of scopes and the tracking of their use, including accurate completion of records
* To support the discharge of patients from the unit, including disseminating relevant information as appropriate whilst maintaining the principles of patient/client confidentiality.
* To facilitate the completion of patient satisfaction surveys

**Stock Control**

* To ensure all stock used per patient is recorded accurately on the patients charge sheet.
* To participate in stock control activities and monthly stock counts as delegated by the Endoscopy Unit Team Leader
* To report any concerns regarding clinical consumable and pharmacy stock control to the Endoscopy Team Leader.

**Health and Safety**

As an employee of PRACTICE PLUS GROUP, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **PERSON SPECIFICATION – HCA Endoscopy**  |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | * Good general education
* Evidence of regular attendance at training days
* Commitment to personal development
* Good spoken and written English
 | * I. T. training
* NVQ level 2 or 3 in operating department support
* BLS certificate
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| Experience | * Experience of working in a Health Care Assistant role or other caring roles.
 | * Experience of working within an endoscopy unit or operating department.
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| **Skills and Knowledge** | * Understands the need for strict confidentiality.
* Understands the importance of cleanliness and infection control
* Attention to detail
* Understands and committed to a caring approach to patients and relatives.
* Able to carry out basic procedures as delegated by and under the direction of qualified theatre practitioner staff.
* Able to demonstrate an empathetic and caring approach to patients and relatives and work so that patient’s dignity and respect is maintained at all times.
* Able to prioritise own workload.
* Able to work under own initiative within boundaries of role.
* Demonstrates awareness of importance of working as part of a team.
* Able to communicate information including observations, effectively verbally and written to staff, patients and relatives.
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| Other Factors | * Committed to the overall aims of PPG.
* Committed to the provision of quality patient care
* Positive attitude.
* Willing to develop/learn in the role.
* Fit to undertake the duties of the post.
* Ability to be flexible with regard to working hours
* Lives within reasonable travelling distance
* Ability to work within a multi-cultural environment
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