



## SISTER/CHARGE NURSE - ENDOSCOPY

INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.





# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

## A MESSAGE FROM OUR DIRECTOR OF NURSING

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

Here at SaTH we strive to provide excellent care for our communities, and nursing is an integral part of our workforce to enable this to be achieved.

The role of a nurse is incredibly rewarding. As nurses we are often a source of great comfort and hope to patients during some of life's most pivotal moments, and you could play your part in that journey.

I have been a nurse for 30 years and every day I see the dedication and commitment our nurses show. When you join our team, you will be given the support, guidance and opportunities to develop and flourish here at SaTH.

*Hayley Flavell*

HAYLEY FLAVELL  
DIRECTOR OF NURSING

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Sister/Charge Nurse - Endoscopy</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Service Delivery Directorate</b>
<b>Accountable to</b>	<b>Clinical Nurse Manager for Endoscopy</b>
<b>DBS Required?</b>	<b>Yes, Enhanced</b>

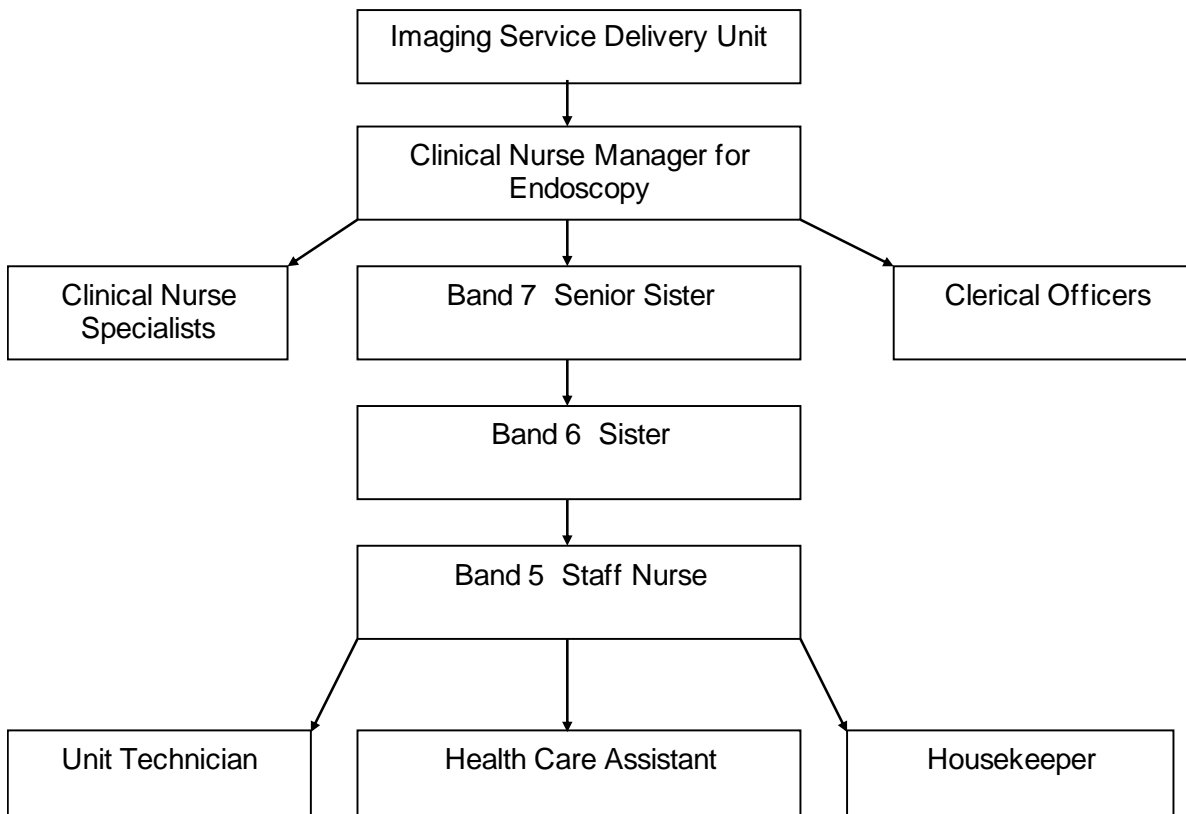
## JOB OVERVIEW

To function as a registered nurse within the Endoscopy Team. The band 6 nurse will undertake and oversee the assessment, development, implementation, evaluation, and delivery of nursing care for a wide variety of patients in accordance with agreed policies and procedures.

The postholder is expected to clinically lead a nursing team ensuring, by example, a high standard of patient care at all times. The postholder will regularly take overall charge of the Endoscopy Unit in the absence of a more senior nurse driving forward evidence-based practice and ensuring that the team provides optimum care efficiently and effectively.

The post holder possesses a recognised post registration Endoscopy course and will be responsible for their own professional development, using in service training, to gain further skills and knowledge. They will be responsible for many aspects of staff management to include staff development, assessment of competence and compliance with all HR policies and guidelines.

## Organisational Chart



### Main Duties & Responsibilities

The postholder will have daily responsibility for the clinical care patients receive within the Endoscopy unit, effectively leading, supervising and directing the activities of the team to ensure the provision of optimum care throughout all sessions.

### Patient Care

1. To practice clinically, leading, coordinating, supervising, and evaluating nursing practice. Ensuring that all patients within the unit have their needs assessed, that programmes of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures. To ensure that plans developed by more junior staff are effective and appropriate.
2. To be a specialist practitioner, leading innovation and demonstrating clinical expertise in Endoscopy. The postholder acts as a resource and advisor in the delivery of aspects of Endoscopic nursing to colleagues both in Endoscopy and in other wards /departments throughout the trust.
3. Will monitor care given to patients and others and, utilising best practice and available evidence, demonstrate competence in choosing an appropriate method of nursing a patient when a range of options are available. This may also require the changing and adjustment of plans at short notice.
4. Promote and develop effective communication channels with patients and all Endoscopy users.



5. To lead the team in utilising the approved manual handling strategies to move patients safely using procedures taught by the manual handling team, including the safe use of mechanical and non-mechanical handling aids.
6. Will take the lead in the formulation, implementation, and review of clinical policies and procedures relevant to the team and unit. Ensure that information with regard to new policies and procedures is disseminated at all levels.
7. In conjunction with the Senior Nurse, review clinical standards and practice, with particular attention paid to the drive of evidenced – based practice and the implementation of action plans which address issues such as Infection Control, PEAT and Essence of Care.
8. To take written consent for diagnostic and minor therapeutic procedures
9. Care of the sedated and unsedated patient during and after endoscopic procedures
10. Maintain accurate nursing records in accordance with NMC guidelines – written and computerised.
11. Provide support and advise to patients and their carers, ensuring that relevant written and verbal information is provided throughout their journey through the unit.
12. To provide nurse led patient discharge working within local guidelines.
13. To participate in the safe custody, checking and administration of drugs working within National and Local Drug administration Policies and Procedures.
14. Will act as an effective role model, supervising other members of the nursing team providing instruction and supervision in relation to the care of the patient.
15. Will undertake identified link nurse duties as and when deemed appropriate by the CNM.
16. When not in charge, will give support to senior nurse on duty, exercising leadership and sound organisational skills to maintain safe and effective standards of patient care.

#### **Management of Equipment (specific to endoscopy )**

1. To have a working knowledge of the working mechanisms of endoscopes and accessory equipment to ensure maintenance and safe use within the working environment.
2. To follow national, local and company guidelines in the maintenance and decontamination of Endoscopes
3. Attendance to relevant updates for the maintenance and use of all endoscopic equipment
4. Participate in annual monitoring by senior members of staff to ensure that standards of decontamination are adhered to in practice.
5. Train and supervise junior members of staff in using all endoscopic equipment.

## **Management and Leadership**

1. Will support the senior nurse in the overall operational management of the Endoscopy Unit and deputise in their absence. Ensuring that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them.
2. Will exercise leadership of the team, ensuring that they are visible, accessible, and assertive figure to whom patient's relatives and staff can turn for assistance, advice and support.
3. Will operationally manage a nursing team dealing with the day-to-day operational management issues including
  - Staff shortfalls and off duty planning
  - Recruitment / Retention Issues
  - Performance management
  - Professional development
  - Sickness /absence management
  - Grievance / disciplinary issues
4. To input into and support the Clinical nurse manager in the management of pay and non-pay budgets in the department, authorising expenditure for resources and signing of staff timesheets to an allocated amount.
5. Will lead, support, supervise and instruct the team through the process of change, demonstrating tenacity, drive professional integrity, balance, and perspective.
6. Will undertake specific management responsibilities in relation to coordination of nursing activities. Proactively developing, implementing, and reviewing both clinical and management practices to ensure that they are cost effective.
7. To be conversant with clinical IT packages, ensuring that staff enters required data on an ongoing basis.
8. To analyse data, prepare and present reports relating to Endoscopy to various agencies in a timely and professional manner.
9. To take a lead role in ensuring accurate reporting and follow up of clinical incidents, complaints, and PALS interventions relevant to the team. Ensure that any incident, complaint, or other undue occurrence is handled and reported in accordance with Trust policy.
10. Undertake the recruitment and selection of staff to the Endoscopy unit.
11. To ensure, as far as is reasonably practical within the designated area of responsibility a safe environment for patients, staff, and relatives.
12. Will resolve conflict and ensure feedback and planning for the future occurs.
13. Will assist the CNM in the implementation of the department's strategic objectives and business plan taking on specific areas of responsibility.
14. Will lead and actively contribute towards unit / departmental meetings deputising for CNM when required.
15. Work closely with CNM within Endoscopy, ensuring that there is Cross site developments where appropriate.

## **Communication and Relationships**

1. Ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that there are clear and concise instructions for team members to act.
2. Maintain accurate, legible, and holistic nursing records according to NMC guidelines and unit guidance. Take the lead in audit of particular elements of documentation, in conjunction with the CNM. Ensure the documentation of junior staff within the team adhere to the same standards, taking appropriate first line action in the event of continued compliance.
3. Where appropriate interpret and present clinical information to patients and their relatives and ensure that patients and their carers have sufficient relevant verbal and written information during the patients stay in Endoscopy. With the support of senior staff, take the lead in the development of appropriate information leaflets as required by the CNM.
4. Demonstrate an ability to liaise, communicate and collaborate effectively with all members of the multidisciplinary team and external agencies, providing professional nursing advice, with regard to aspects of endoscopy care in order to ensure a high standard of co-ordinated patient care
5. Communicate in a manner that is perceived as being constructive and helpful by patients, relatives, carers and junior staff. Respond appropriately to ineffective communication techniques and styles used by staff, taking first line action in the event of continued issues.
6. Demonstrate sensitivity in dealing with complex and confidential information from patients, families, and colleagues, giving advice and support when necessary. Responds appropriately to the information given.
7. Ensure that information is cascaded appropriately both to junior and senior staff using tools such as regular timetabled meetings (for which minutes are produced), newsletters, memos and other relevant communication strategies.
8. Maintain collaborative working relationships and effective communications between all members of the multidisciplinary team working within the team, in order to ensure a high standard of co-ordinated patient care.

## **Education, Development and Supervision**

1. Take personal responsibility for maintaining, developing, and acquiring competencies and skills as necessary by identifying personal training needs and together with the Clinical Nurse Manager develop an action plan to achieve them.
2. Lead and manage the appraisal system, mentoring a team of nurses, supporting the E grades within this. Ensure that staffs receive an annual appraisal, taking action with appropriate referral if there are any issues with regard to individuals IPR or completion of set objectives.
3. Participate in the supervision, teaching and effective mentorship of junior staff, student nurses and Health Care Assistants.
4. Recognise the need to develop the roles of other team members at all levels, supporting them in gaining the appropriate competencies.

5. Attend relevant study days/lectures where appropriate, to both update and increase.
6. To assist in the development and implementation of written standards of care and staff competencies for the Endoscopy Unit
7. Support CNM by recognising and identifying training and educational needs for all staff, contributing to the development and provision of educational training programmes and opportunities.
8. Participate in informal and formal teaching sessions for staff, delivering orientation programmes for new staff and provide relevant feedback to all members of the team.
9. Attend Mandatory training sessions.

### **Research**

1. Demonstrate an awareness of developments and current issues in nursing.
2. Maintain standards of care and identify the need for improvements in current practices.
3. Initiate and participate in ongoing Endoscopy research, audit and projects as agreed with the senior nursing team.
4. Promote and disseminate relevant research findings to support clinical practice and education within the department.

### **Human Resources**

1. Ensure that all local and national HR policies, procedures, and guidelines are adhered to and report any failure to do so appropriately.
2. Ensure appropriate first line management and support the senior team in the management of Sickness absence, disciplinary and grievance procedures.

### **Child Protection**

To carry out responsibilities in such a way as to minimise risk of harm to children, young people, and vulnerable adults, promoting their welfare and raising any concerns in a timely manner in accordance with the Trust's policies relating to safeguarding children, young people, and vulnerable adults.

### **Decisions. Judgement and freedom to act**

1. Works within defined polices protocols and professional standards. Seeks further advice for guidance on actions that are outside agreed defined standards.



## **Professional Conduct**

1. To adhere at all times to uniform and appearance policy.
2. To conduct oneself in a manner perceived by others as constructive.
3. To adhere to all local, national and NMC guidelines in relation to professional standards.
4. To report appropriately any observed lapses in professional conduct to the Ward/ department Manager, in line with local and NMC guidelines.

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Gastrointestinal Endoscopy and related procedures for Nurses. Level 3 NURB 363 /ENB 906 or equivalent.</li> <li>• Mentorship in Clinical Practice (active) / relevant teaching qualification</li> <li>• Evidence of continuing professional development.</li> </ul>	

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• High level clinical skills and renal knowledge.</li> <li>• Teaching ability</li> <li>• Evidence of co-ordinating, managing and leading the team on a day-to-day basis.</li> <li>• Experience in undertaking preceptor/mentor role.</li> <li>• Knowledge of current professional issues.</li> </ul>	

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Strong leadership skills.</li> <li>• Good organisation skills: able to plan own work but also work effectively within a team.</li> <li>• Ability to prioritise and make sound decisions, sometimes under pressure.</li> <li>• Positive attitude to change with a proven ability to assist staff in the implementation of change and practice development.</li> </ul>	

# OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to act as a positive role model to other members of the team.</li> <li>• Strong team worker</li> <li>• Flexible and Adaptable in approach</li> <li>• Participate in On Call rota.</li> <li>• Self-motivated, pro-active and resourceful.</li> <li>• Confident and assertive.</li> <li>• Innovative, exploring new practices and ways of working.</li> <li>• Ability to drive for rotation to other units and for on call.</li> </ul>	



# 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 & 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.

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

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## 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.







## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)