

Welcome to Epsom and St Helier University Hospitals NHS Trust

Thank you for showing an interest in working with us at Epsom and St Helier – a family of more than 7,000 colleagues.

We are truly an integrated health and care Trust. In simple terms, that means that as well as the services we provide at our acute care hospitals (Epsom in Surrey and St Helier nearby in south west London) we work with local GPs, mental health services, community providers and local authorities, with the joint aim of preventing local people from becoming unwell, and when they do, that they receive the right care, in the right place, with the right support.

So, as well as great hospital care, together we offer an increasing range of services. These include adult community health, sexual health and children's therapies. Many of these community services are run by the partnerships we host, Surrey Downs Health and Care and Sutton Health and Care.

Continuing the partnership theme, we also host and run some exceptional hospital-based services including the South West London Elective Orthopaedic Service – rated 'Outstanding' by the Care Quality Commission (CQC) – and we also have the largest nephrology (care around kidney disease) service in the UK, that isn't co-located with a transplant service.

We also work as part of the St George's, Epsom and St Helier Hospital and Health Group, with a shared leadership and increasing collaboration to develop stronger clinical and corporate services between two major providers serving Surrey and South West London.

These partnerships are at the forefront of joining together health and care for local people, and part of the national NHS ambition to provide the best care locally.

In autumn 2019, as an entire Trust, we moved up to become rated 'Good' by the CQC and we seek to continually improve. As part of that, we have secured £500m as part of the government's Hospital Infrastructure Plan to enable us to build a brand new Specialist Emergency Care Hospital in Sutton and finish the refurbishment of the existing buildings on the Epsom and St Helier hospital sites.

We are committed to making all of our work places great places to work, with the right support and culture to help you excel. We spoke with more than 3,000 colleagues about what makes a good day at work and as a result introduced a new core value – 'Respect'. And as a result 'Respect' is at the heart of everything we do. This means we want everyone who works with us to be able to do the best that they possibly can with opportunities available for everyone to grow and develop. It also means that there is no place for bullying, racism, discrimination or other poor behaviours.

We continue to develop as a Trust and with our partners. There is lots to do and we welcome you to help us on that journey, starting with the following job description, which we hope inspires you to be part of our success.






Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called Surrey Downs Health and Care.

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website www.suttonhealthandcare.nhs.uk.

Job Description

Job Title:	Registered Nurse
Grade:	Band 6
Reports to:	Band 7
Accountable to:	Matron for Endoscopy Services

Job Summary

The post holder will be responsible for the effective and efficient operational management of the department/ward; including budget control, clinical governance, staff development and training. The post holder will be expected to provide professional leadership within the clinical area and provide direction and inspirational leadership to all members of the multidisciplinary team within the area for which they are accountable for. The post holder will be involved in the development of protocols/guidelines and patient information.

Duties of the Post

The post of a qualified nurse is characterised by six principle role functions:

- Clinical Practice
- Advanced Clinical Skills
- Professional leadership and management
- Education training and development
- Evaluation of care and research
- Human Resources

The balance between practice and management will vary according to day to day priorities, but will be negotiated overall with the Senior Nurse.

1.0 Clinical Practice

1. The post-holder will ensure that all areas of practice adhere to all current NMC guidance.
 - 1.1. To ensure the provision of a high standard of nursing care to patients attending the Endoscopy Unit working within agreed policies and procedures.
 - 1.2. Ensure that own clinical competencies within Endoscopy are met

and evidence of ongoing clinical competence is adhered to.

- 1.3. Use reflective practice as a method of ensuring that appropriate effective nursing care is delivered to each patient.
- 1.4. Safely administer prescribed medications and to monitor their effects and report all medication errors.
- 1.5. Ensure competency in use and safe maintenance of all medical devices within the sphere of responsibility.
- 1.6. Reports incidents and near misses promptly and appropriately.
- 1.7. Promote a professional image at times and be accountable for own clinical practice.
- 1.8. Ensures that nursing care is patient focused and that patient privacy and dignity are maintained at all times.
- 1.9. The post holder will be expected to possess skills to provide support to all areas of the department, when required.
- 1.10. Responsible for the correct administration of prescribed medication including transfusion of blood products
- 1.11. Be responsible for assessing and recognising emergencies in the speciality. To interpret information and take appropriate action and to lead others to do the same.
- 1.12. Act as an advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.

2.0 Advanced Clinical Skills

- 2.1 To work with minimal supervision in all areas within the speciality including all GI endoscopic procedures, ERCP's, bronchoscopies, admission and recovery of patients and other related procedures including wards, and outpatient departments as appropriate
- 2.2 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 all endoscopes and associated equipment.
- 2.3 Demonstrate a personal duty of care in keeping yourself up to date in the use of new equipment and procedures in the relevant areas of care.
- 2.4 Ensure all equipment and instrumentation is maintained in accordance with manufacturer's guidelines and report immediately to senior staff any faults found.

- 2.5 Ensure the safe delivery and documentation of histopathology and other specimens to the Laboratory.
- 2.6 Participation in safe disinfection of endoscopes and accessories to comply with BSG guidelines, COSHH, Infection Control and Trust Policies.
- 2.7 To provide technical assistance during diagnostic and therapeutic Endoscopic procedures, ensuring safe working practice by following agreed guidelines
- 2.8 To develop skills and undertake venepuncture, intravenous cannulation and administration of intravenous medication.
- 2.9 To be able to assist an Endoscopist during any routine procedure, take charge of a procedure room or be in charge in recovery in the absence of a sister. They should also work towards being able to be first assistant during ERCP procedure and eventually be able to be first assistant during all x-ray procedures.
- 2.10 To be able to undertake an accurate nursing assessment of patients.
- 2.11 Patient assessment, evaluation, and education in digestive diseases and be able to give patients health education on their results. They should also be able to solve problems identified in the peri-procedure phase of patient care and call for expert help when necessary.
- 2.12 To be able to have the knowledge and skills to carry of telephone assessment, to meet the faster diagnosis cancer pathway.
- 2.13 To be able to independently carry out Manometry studies and Video Capsule Endoscopy

3.0 Professional Leadership and Management

- 3.1. Maintain accurate records of the clinical service and ensuring that confidentiality of information is adhered to
- 3.2. Facilitate a high quality, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust.
- 3.3. Participate in key developments relating to the specialty so that high quality patient focused services are promoted.
- 3.4. Attend and participate in multi-professional team meetings.
- 3.5. Enhance the communication between staff, patients, community staff and visitors.
- 3.6. Ensure optimised skill mix within the department/ward and reviewing the skill mix as required and monitoring the use of

bank and agency staff

- 3.7. Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring instances to the attention of the Senior Nurse/Matron.
- 3.8. To assist with the responsibility of providing cover for the Senior Nurse during period of absence

4.0 Education, Training and Development

- 4.1 Maintain own statutory and mandatory training requirements
- 4.2 Motivate, develop, support and identify training needs for department staff.
- 4.3 Implement and work within the Trust's HR policies on all staffing matters, including sickness, capability and disciplinary issues. Take corrective measures if indicated in liaison with Human Resources, Band 7 and the Matron.
- 4.4 Work with the band 7, Matron and Human Resources Department in the recruitment, selection, appointment and retention of staff.
- 4.5 Participate in appraisals and the setting of objectives for junior staff in the department to enable them to achieve optimal effectiveness and to understand their contribution to the directorate.
- 4.6 Ensure that appropriate written induction programmes are available and utilised for all new staff within the department and ensure that relevant clinical based teaching programmes are in place and maintain accurate training records.
- 4.7 Actively participate in teaching of junior staff, HCA and students.
- 4.8 Ensure that staff attend and assist in training where appropriate on mandatory training sessions and maintain accurate records of these.
- 4.9 Promote the development of a positive learning environment for all staff.
- 4.10 Act as a mentor and assessor for pre registration, post registration and unqualified staff
- 4.11 Maintain own professional and personal development, maintaining NMC re-validation requirements
- 4.12 Participate in Student Nurse Education and assessment in accordance with the university requirements. Liaise with affiliated Institutes of Higher Education to ensure that the learning environment is appropriate for both pre and post registration learners and undertaking any action identified through audit

- 4.13 Use all opportunities to advocate Health Promotion.
- 4.14 Participate in Clinical Supervision.
- 4.15 Keep abreast of developments and research in Nursing Practice.
- 4.16 Help to organise team meetings at an appropriate frequency, recording and circulating minutes of these. To ensure a good method of communication within the department at all times and to encourage the exchange and implementation of new ideas and evidence based practice.

5.0 Evaluation of Care and Research

- 5.1 Ensure that the delivery of care to all patients meet the standards set by yourself and the Trust.
- 5.2 Take responsibility for ensuring the highest standards of Infection prevention and control are practiced at all times by taking a lead and participating in trust audits.
- 5.3 Demonstrate a high level of commitment to and enthusiasm for research, evidence based practice, audit and education in the clinical area.
- 5.4 Actively contribute to reconfiguration projects, service redesign developments and Directorate business planning as required.
- 5.5 Be proactive in the risk assessment, management, clinical incident reporting and management of complaints.
- 5.6 Ensure all staff move and handle patients and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- 5.7 Contribute to the development and maintenance of Directorate and Trust policies, procedures and clinical guidelines. Ensure adherence by self and ward team and participate in the regular auditing.
- 5.8 Undertake clinical and associated audits as appropriate for the given area.
- 5.9 Record and report all incidents, accidents and complaints involving staff, patients and visitors in accordance with the trust policies and initiate investigations as require
- 5.10 Assist the Manager and Senior Practitioners in the planning and implementation of quality and risk management initiatives and targets

6.0 Human Resources

- 6.1** Be aware of and adhere to all of the relevant Trust Policies and Guidelines e.g. sickness reporting, absence management and the uniform policy.

Confidentiality

Information relating to patients, employees and business of the Trust must be treated in the strictest confidence.

Health and Safety

To be responsible for Health and Safety requirements in own area of work and to promote the safety and well being of other staff and patients. It is the responsibility of every employee to take reasonable care for their own health and safety and for the health and safety of anyone who may be affected by what they do.

Equal Opportunities

The Trust is pledged to equal opportunities for all and is committed to ensure that no employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, disability, ethnic or national origin.

PERSON SPECIFICATION

Education, Formal Training and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> – Registered General Nurse – Mentorship or equivalent qualification – BSc healthcare related – Advanced Communication Skills training – Endoscopy Course – Decontamination Training 	<input type="checkbox"/> 	<input type="checkbox"/>
Previous Experience		
<ul style="list-style-type: none"> – Relevant experience at Band 6 or above – Relevant recent experience 	<input type="checkbox"/> 	
Knowledge		
<ul style="list-style-type: none"> – In depth knowledge of current practice – Holistic patient assessment – Professional issues in nursing and healthcare – Clinical supervision – Clinical governance – Research / clinical audit – Budgetary awareness – Quality Improvement 	<input type="checkbox"/> 	<input type="checkbox"/>
Skills and Abilities		
<ul style="list-style-type: none"> – Ability to manage own workload – Able to recognise own boundaries of practice – Able to respond to emergency situations – Able to communicate efficiently and effectively with other departments and healthcare professionals – Multidisciplinary team leadership – Teaching staff and patients – Set and maintain standards/protocols of care – Development of pathways – Computer skills 	<input type="checkbox"/> 	<input type="checkbox"/>

Any Other Factors		
– Good attendance record	<input type="checkbox"/>	
– Punctual	<input type="checkbox"/>	