



NHS

Worcestershire
Acute Hospitals
NHS Trust

Applicant Information Pack

Band 5 Endoscopy Nurse



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Applicant Information Pack

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Why Worcestershire?

A great place to work, a great place to live

Worcestershire is a largely rural county, with four main towns – Bromsgrove, Kidderminster, Redditch and Worcester – lying between the Cotswolds, the Welsh border and Birmingham. There are four further substantial market towns, Droitwich, Evesham, Malvern and Pershore.

Worcestershire has many sites of historical interest and natural beauty. The economy of the county is based on agriculture, horticulture, light engineering and service industries.

There are a number of high quality state and private schools across the county and the University of Worcester is continuing to expand and develop. The University has a £100m investment programme to provide for new, improved and refurbished facilities. Recently completed projects include its new City Campus, home to the Worcester Business School.

The major motorway network of the M42, M5 and M6 provide excellent links to the rest of the West Midlands. Local leisure facilities are well developed and the area has easy access to Birmingham where the National Indoor Arena, International Convention Centre are located. Stratford and the Royal Shakespeare Company are within easy reach.

Worcester City lies on the banks of the River Severn. It has a world famous cathedral and is home to Worcestershire County Cricket Ground, Worcester Warriors Rugby Club and Elgar's Birthplace Museum. The county has further leisure facilities in the Malvern Hills - an area of outstanding natural beauty - and the Wyre Forest.



Introduction to Worcestershire Acute Hospitals NHS Trust

We are a large organisation providing acute services from the Alexandra Hospital in Redditch, Kidderminster Hospital and Treatment Centre and Worcestershire Royal Hospital to a population of 580,000 people in Worcestershire - as well as caring for patients from surrounding counties and further afield.

We also run some facilities at Evesham and Malvern Community Hospitals.

Our workforce is nearly 6,000 strong, and our caring staff are recognised as providing good and outstanding patient-centred care. You could be one of them.

We are committed to recruiting the best people to work with us to achieve our Vision - working in partnership to provide the best healthcare for our communities, leading and supporting our teams to move 4ward. Our 4ward behaviours, which we ask all staff to demonstrate, underpin our everyday work and remain firmly at the heart of all we do.

Last year, we provided care to more than 231,448 different patients – that is 40% of the Worcestershire population that received care at one of our hospitals in the last year.

Every day, we saw 2618 patients in total, including:

- ▶ 156,160 A&E attendances
- ▶ 152,712 Inpatients
- ▶ 641,486 Outpatients
- ▶ 5,261 births

We employ nearly 6,000 people and around 800 local people volunteer with us helping to deliver care. We have an annual turnover of over £400 million.



A Year in Numbers - our video gives you a quick look at what goes on in our hospitals in one year.

 tiny.cc/WorcsAcuteYear

Career in Endoscopy? Look no further!

We're recruiting Staff Nurses to join our Endoscopy Departments in Worcestershire.

If you're a Registered Nurse, looking for a new role in an exciting department at a busy hospital, then we want you!

Our Endoscopy departments deliver a range of diagnostic and therapeutic procedures in the specialties of Gastro-intestinal medicine, colorectal surgery, respiratory medicine and urology across five hospital sites in Worcestershire.

We are a growing service that gives staff a highly rewarding experience in a fully supportive environment.

We want highly motivated and adaptable people who are committed to providing the highest standards of care for our patients.

Our expanding service provides services from hospitals in Worcester, Redditch, Kidderminster, Evesham and Malvern; including new, state-of-the-art decontamination and procedure rooms.

We offer Monday to Friday working patterns with an option to volunteer to additional work at the weekends if you choose.

We have permanent roles available as either full-time or part-time hours.



Career in Endoscopy? Develop with us!

We take great pride in continually developing and training our staff.

If you join us as a Staff Nurse we can help you develop your career with our Band 5 Development Programme, Preceptorship Course or with continual training days and leadership development opportunities.

Whatever your current role or experience, we can help you develop your career in nursing.

Within endoscopy itself, we provide new starters with a tailor-made induction programme to support your development, and personal induction pack, and regular reviews of your progress.

There are lots of development opportunities within the service, including working with the Bowel Scope Screening team and the pre-assessment service.

We also support the training of our staff both internally and externally on the national Clinical Endoscopist Training Programme which is supported by Health Education England.

There is also an option to gain experience and take up a role as a band 6 team leader or further management in the future.



Organisational Development

We want our colleagues to be proud to work for the Trust acting as ambassadors for the services that we provide and, therefore, we have set the following vision for our people:

Our vision

Working together with our partners in health and social care we will provide safe, effective, personalised and integrated care for local people, delivered consistently across all services by skilled and compassionate staff.

Our 4ward Behaviours

All staff across the Trust are asked to demonstrate our four 4ward Behaviours. These behaviours are at the heart of our 4ward programme - which aims to embed an intentional culture where colleagues feel empowered to improve performance through collective achievement, are accountable for their actions and transform care at every opportunity.



Our colleagues have been commended for the care that they provide to service users and the Board is proud of the commitment and contribution of every member of staff.

Furthermore, the 4ward programme includes a set of leadership competencies which are known as 'wisdom in the workplace'. The leadership programme has been designed to achieve the following outcomes:

- ▶ Collective achievement
- ▶ High levels of self-worth and engagement
- ▶ Highly effective cross functional teams
- ▶ High levels of personal resilience

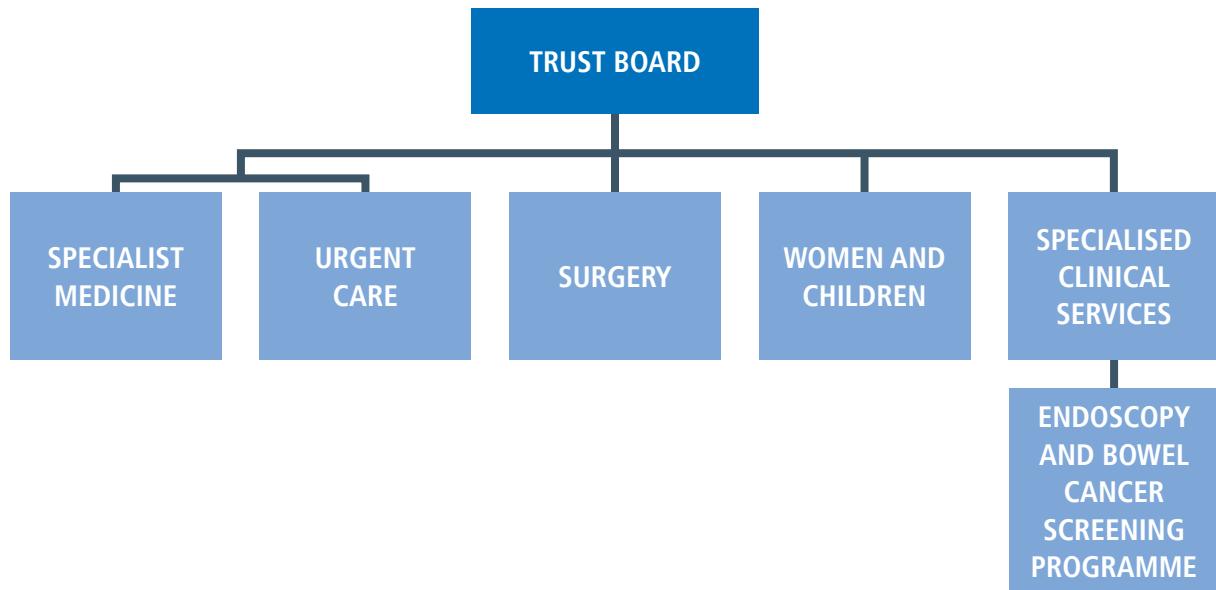
Core Competence	4ward Behaviour
Improving performance	 No delay, every day
Leading collective achievement	 Work together, celebrate together
Accountability	 Do what we say we will do
Transforming care	 We listen, we learn, we lead

Management Structure

Endoscopy services are part of the Specialised Clinical Services Division.

The management team is comprised of: Directorate Manager, Matron, Consultant Clinical Director and Directorate Support Manager who is also the waiting list manager.

Each endoscopy unit is managed by a Band 7 nurse and supported by at least one Band 6 sister/charge nurse. The endoscopy leadership team are responsible for the service and report directly to the Specialised Clinical Services Division for both clinical governance and performance.



Job Description

Post Title:

Staff Nurse

- ▶ Exposure to emotional and psychological distress from patients, carers and staff
- ▶ COSHH

Pay Band:

Band 5

Contract:

Permanent

Location/Department:

Endoscopy

Accountable to:

Matron

Reports to:

Unit Manager

Key Working Relationships:

Internal:

Consultant Physicians, Consultant Surgeons, Junior Medical, Staff, Radiology staff, Ward/Theatre Staff, Medical Secretaries, Endoscopy Booking and Admin Staff, General Managers, Outpatients, Facilities

External:

General Practitioners, Nursing / Rest Homes Ambulance Service

Risk Assessment:

- ▶ Manual Handling
 - ▶ VDU
 - ▶ Frequent exposure to body fluids when caring for patients
 - ▶ Infection risks
 - ▶ Occasional aggressive verbal behaviour from patients and carers
-
- ▶ To work according to the NMC Code and relevant professional guidelines and frameworks including the 6 Cs providing a holistic effective, efficient Endoscopy service to the local population.
 - ▶ To provide high quality nursing care and participate in the assessment, planning, implementation and evaluation of the care needs for the patient group within Endoscopy.
 - ▶ To deliver compassionate person-centred care, and treat patients, service users, their families and their carers with consideration, dignity and the respect you would want for yourself or your family.
 - ▶ To work when trained as part of the Endoscopy Pre-Assessment team across the county.
 - ▶ To provide relevant forms of care with minimal supervision and participate in the supervision and teaching and
 - ▶ To play an active part in the continuing development of the ward or department and contribute to the maintenance of an environment conducive to the delivery of high standards of patient care, by promoting good communication and relationships between staff, patients, relatives and visitors
 - ▶ To participate in handling complaints in accordance with Trust policy.
 - ▶ To maintain a safe clean departmental environment.

- ▶ To show commitment to sustaining and developing your clinical competence and professional awareness
- ▶ To assist in the assessment of staffing requirements, reporting problems to the appropriate manager.

Key Duties:

Clinical / Professional

- ▶ Acting as a Named Nurse, to maintain accountability for assessing, planning, implementing and evaluating programmes of care within the framework of team nursing.
- ▶ To co-ordinate the patients' discharge arrangements in accordance with WAHT discharge policy.
- ▶ To promote a patient focused approach to care in collaboration with all relevant health professionals.
- ▶ To educate patients and their carers as required where a need has been identified.
- ▶ To provide information which enables patients to make choices about adopting a healthier lifestyle.
- ▶ To complete patient documentation correctly.
- ▶ To assist in establishing and monitoring protocols / care pathways.
- ▶ To participate in the promotion and maintenance of effective communication with patients, relatives and other staff.
- ▶ To support people's equality, diversity and rights at all times.
- ▶ To safe guard vulnerable adults in accordance with agreed policies and procedures.
- ▶ In the absence of a more senior member of staff and as part of your development programme, with support, will be able to undertake clinical / shift management within the department.
- ▶ Develop, implement and evaluate programmes of care including discharge planning for each patient.
- ▶ To safeguard vulnerable adults and children accessing the service.
- ▶ To ensure that patient documentation is completed fully and correctly in a timely manner.
- ▶ To communicate effectively with patients, carers and members of the multidisciplinary team.
- ▶ To offer informal counselling to patients who have received their diagnosis or direct patients and their relatives/ Carers to a more formal service as appropriate, involving the appropriate Clinical Nurse Specialist.
- ▶ You will if allocated to work on a ward area ensure all appropriate general risk assessments are carried out within 24 hours of admission and document and plan care accordingly e.g. manual handling, pressure risks, slips trips and falls, nutrition, safeguarding
- ▶ Obtain patient, family and carers feedback on the service provision.
- ▶ To support Endoscopy pre-assessment service.

Education

- ▶ You will assist in the training and development of student nurses and health care assistants.
- ▶ To participate in preceptorship programmes as appropriate and act as a facilitator / mentor / preceptor / role model to less experienced staff.
- ▶ To be responsible for developing and sustaining your own knowledge, clinical skills and professional awareness in accordance with NMC requirements and to maintain a professional portfolio with evidence of reflective practice.
- ▶ To be involved in the education of patients and their carers as required where a need has been identified, including information on adopting a healthier lifestyle.
- ▶ To attend the Trust Mandatory training sessions and participate in the on line mandatory training.

Practice and Service Developments

- ▶ You will contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining standards.

Research and Audit

- ▶ To contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining these standards.
- ▶ You will contribute to research and development programmes within the Endoscopy Directorate.
- ▶ Ensures clinical effectiveness by critically appraising current research and applying it to practice.

Personal and Professional Responsibilities

- ▶ Maintains a programme of personal and professional development by attending in-service training and utilising educational opportunities.
- ▶ Uses clinical supervision to maintain and improve practice.
- ▶ To participate in personal objective setting and review including Personal Development Plan and appraisal.
- ▶ Maintain high standards of care and professional expertise.
- ▶ To be alert to one's own psychological health needs with reference to working in endoscopy services, to be aware of the needs of others and to be able to receive and offer support when needed.
- ▶ To demonstrate evidence of continuing professional development in line with the requirements of PREPP and to keep up to date with current developments within Nursing and the National Health Service.

Other Role Requirements

- ▶ The post holder is required to work across sites supporting the Endoscopy Directorate and in other departments as required.
- ▶ To be able to rotate through all areas of endoscopy to include admissions, recovery, discharge, pre-assessment and in procedure rooms.
- ▶ To provide specialist nursing care and support to all patients and users of all aspects of the Endoscopy service.
- ▶ To act as endoscopy representative outside of the endoscopy unit e.g. in theatres / A&E.
- ▶ To work as part of the multidisciplinary team to ensure effective and efficient scheduling of patients / procedures occur.

- ▶ To independently manage the smooth and effective running of clinics, ensuring patients are kept informed with regards to waiting times.
- ▶ Undertake a wide range of more complex nursing procedures requiring the application of specialist expertise and knowledge and act as a source of reference.
- ▶ As part of future developments help develop and actively take part in the provision of the 24 hours 7 days per week service.
- ▶ Ability to undertake manual handling and movement tasks and wear appropriate protective equipment.
- ▶ Prepared and able to work variable shift patterns – early and late shifts over 7 days of the week.
- ▶ Awareness of self-presentation to patients and relatives.
- ▶ You will be required to participate in an call rota
- ▶ To work as part of the decontamination team, cleaning and maintaining equipment used within the Unit.
- ▶ The role also includes the Bowel Scope Screening service in the capacity of Screening Practitioner (SP), on completion of the required competencies.

Vision and Values:

The Trust aims to provide local services for local people. It has developed its vision to reflect this commitment.

'To continue to be the major provider of acute/specialist services for the people of Worcestershire (and wider) with a strong reputation for providing outstanding, high quality, reliable, accessible and integrated healthcare for local people'

Driving this commitment are the Trust-wide signature behaviours:

- ▶ Do what we say we will do
- ▶ No delays, every day
- ▶ We listen, we learn, we lead
- ▶ Work together, celebrate together

Standard Clauses:

The purpose of this post should remain constant, but the duties and responsibilities may vary over time within the overall role and level of the post. The post holder may from time to time be asked to undertake other reasonable duties. Any such changes will be made in discussion with the post holder in the light of service needs.

Competence

The post holder is responsible for limiting his / her actions to those which s/he feels competent to undertake. If the post holder has any doubts as to his or her competence during the course of his / her duties then s/he should immediately speak to their line manager or supervisor.

Codes of conduct

All employees of the Trust who are required to be registered with a professional body, to enable them to practise within their profession, are required to comply with their code of conduct and requirements of their professional registration. Those staff that are not required to be registered with a professional body are required to comply with the Trust's codes of conduct.

Confidentiality

The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Service business.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992) and all relevant Trust Health and Safety Policies and Guidance. This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Infection Control

Employees must accept personal responsibility and accountability for Infection Prevention and Control practice. Employees should ensure they are familiar with, and comply with, all relevant Infection Control policies for minimising the risk of avoidable 'Health Care Associated Infection'.

All Employees must undertake annual mandatory updates in Infection Control.

Non Smoking Policy

The Trust's approach to smoking is in line with the government's on-going initiatives for an eventual smoke-free environment. It aims to adhere to the Worcestershire Health Community Campaign to help Worcestershire stop smoking.

A no smoking environment policy exists within all Trust premises including entrances and exits to hospital buildings and on other Trust property (with the exception of staff resident in staff residences, as these are the homes of staff). In June 2014 a ban was implanted which meant staff, contractors and volunteers were no longer permitted to smoke in any of the hospital grounds, including car parks.

Further to this, the Alexandra, Kidderminster and Worcestershire Royal Hospitals, became smoke free to all patients and visitors as of 17 June 2015. This means that, as well as staff, members of the public, patients and visitors are not allowed to smoke in any of the acute hospital grounds, including car parks.

Risk Management

It is a standard element of the role and responsibility of all employees of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, taking appropriate actions, and reporting all incidents, near misses, and hazards promptly. It is a contractual obligation that all employees must co-operate with any investigations undertaken

Children and vulnerable adults

You have a responsibility for promoting and safeguarding the welfare of the children / young people / vulnerable adults that you come into contact with or are responsible for in your job role and sphere of competence.

Disclosure and Barring Service

The Trust aims to promote equality of opportunity for all, with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes, only when the conviction is relevant. As the Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Postholders may periodically be asked to undertake a re-check.

The Trust is legally required to check all staff against the Disclosures and Barring Services Children's and Vulnerable Adults barring lists if they engage in what is defined as "Regulated Activity" or "Controlled Activity": Regulated Activity is defined as working closely with children or vulnerable adults, paid or unpaid, on a frequent or intensive basis. Controlled activity is work that provides opportunities for contact with children or vulnerable adults.

Equality and Diversity

The Trust promotes policies and practices that challenge discrimination, promote equality, respect individual needs, preferences and choices, and protects human rights. The Trust has a clear commitment to equality for all in employment practices based on an applicant's ability, skills and aptitude for the post. A range of equality & diversity policy initiatives are in place and all successful applicants are expected to familiarise themselves with these. It is therefore the duty of every employee to comply with the detail and spirit of these policies and the law at all times. Any issues or concerns you have should be taken up with your manager or the human resource team as soon as possible.

Dignity

All employees must treat each person as an individual, offering a personalised service respecting people's dignity and modesty at all times.

Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients and its care meet the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any member of staff to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

Person Specification

Post: Endoscopy Nurse **Band:** 5

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSED BY
Qualifications/ Training	<ul style="list-style-type: none"> • Registered Nurse on sub part 1 or 2 of the professional register • Evidence of continuing education for more experienced Band 5 nurses in speciality • NMC recognised Mentorship qualification or willingness to work towards within 18 months of commencement of post 	<ul style="list-style-type: none"> • Teaching and Assessing qualification 	Application Form Professional Portfolio / certificates
Experience	<ul style="list-style-type: none"> • Can demonstrate a specific interest in area of work • Will require a specific speciality related qualification / equivalent experience related to the post or willingness to work towards within 18 months of qualification 	<ul style="list-style-type: none"> • Significant proven knowledge and experience in the speciality • Experience in pre-assessment 	Application Form Interview References
Skills/ Knowledge	<ul style="list-style-type: none"> • Good organisational / time management skills • Ability to record and deal with accurate facts, figures and information • Able to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines • Effective communicator both written and verbal • Ability to problem solve • Ability to prioritise work • Flexible to change in demands of service • Willing to learn new skills • Ability to identify personal development needs 		Application Form Interview References

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSED BY
Skills/ Knowledge continued...	<ul style="list-style-type: none"> • Computer literate • Ability to support unregistered staff / students • Ability to identify and manage risk 		
Personal Qualities	<ul style="list-style-type: none"> • Able to work in a team • Ability to think clearly under pressure • Provides leadership and support to junior members of the team • Able to deal with the emotional aspects of the post e.g. pregnancy loss, terminal illness, trauma, chronic / critical illness • Able to deal with exposure to bereavement and challenging behaviour • Enthusiastic & assertive • Demonstrates attention to detail • Motivated • Able to work under own initiative within boundaries of role 		Interview References
Knowledge & Understanding	<ul style="list-style-type: none"> • NMC Code, its application to practice and requirements of it for own practice and behaviour • Knowledge of person centred care • Understands actions necessary to promote people's equality, diversity and rights • To ensure actions contribute to quality • Knowledge of the ageing process and related mental and physical health problems • Understanding of Clinical Governance • Knowledge of the individual's responsibility towards Health and Safety 		Application Form Professional Portfolio Interview References

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSED BY
Other Job Requirements	<ul style="list-style-type: none"> • Completion of KSF Foundation gateway within 12 months for newly qualified nurses • Completion of full KSF outline within agreed timescales for all other nurses • The post holder may occasionally be required to work in other areas of the hospital • Constant standing / walking • Ability to undertake manual handling and movement tasks • Prepared and able to work variable shift patterns – early, late, nightshifts over 7 days of the week • Awareness of self-presentation to patients and relatives <p>Standard Clauses</p> <p>A Disclosures and Barring Service check will be carried out where the position is eligible for a Disclosures and Barring Service Check in accordance with the 2012 Protection of Freedom Act and the guidance issued by the DBS.</p> <p>All posts working with children or vulnerable adults are required to have an Enhanced DBS checked including checking against DBS / ISA Vetting and Barring lists.</p>		Interview

The Board

Our Trust is led by a board of executive and non-executive directors. The board makes decisions about the future direction of the Trust, and shares the ultimate responsibility for our staff, patients and operations.

Board directors regularly visit ward areas and shadow members of staff, so you are likely to meet some directors during your time with us.

Board members always welcome feedback and work to promote an open and honest approach, so please do feel confident to speak to them about any aspect of your work.

All our board directors are listed on our website, visit www.worcsacute.nhs.uk for more information.

Recruitment

The recruitment team are here to help you if you have any questions about applying for this role.

You can contact the recruitment team on:

📞 01905 760615

✉️ wah-tr.jobs@nhs.net

✉️ **Postal address:**

Recruitment Team
Human Resources Department
Worcestershire Acute Hospitals NHS Trust
Worcestershire Royal Hospital
Charles Hastings Way
Worcester
WR5 1DD

Useful links

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