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JOB DESCRIPTION

Job Title:	Endoscopy Nurse
Location:	Welbeck Cambridge
Reporting To:	Endoscopy Lead

About Welbeck

Welbeck Cambridge was established by a group of leading clinicians with a shared vision to create a state-of-the-art private day-case centre serving the Cambridge and wider East of England region.

The centre provides a comprehensive range of outpatient diagnostic, procedural, and day-case interventions within a modern, purpose-built environment. Services include specialties such as Ear, Nose & Throat, Cardiology, Respiratory, Orthopaedics, Gynaecology, Dermatology, Ophthalmology, and Gastroenterology.

Welbeck Cambridge forms part of Welbeck Health Partners, a growing network of innovative healthcare centres across the UK, including the flagship facility at London Welbeck. Additional centres are also planned both nationally and internationally.

Controls Assurance Statement

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:
The post holder will be expected to support their teams, departments and centre to achieve the Welbeck values in their day-to-day work. These include:

- **Collaboration, Harnessing strength in difference**
- **Ambition, Seeing beyond the now**
- **Kindness, Supporting others**
- **Empowerment, Unleashing potential**

The post holder will provide a responsive and efficient clinical service to meet the needs of Welbeck Cambridge. They will use their reason, intellect and judgement to work on their own initiative to deal with matters on behalf of their team.

The post holder will be an effective decision maker, who is able to prioritise their own workload whilst responding to interruptions. The post holder will be able to deal with unpredictable work patterns and proactively deal with issues without reference to others.

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Job Summary

The Endoscopy Nurse is responsible for delivering safe, high-quality, patient-centred care throughout the endoscopy patient pathway. Working collaboratively within the multidisciplinary team, the post holder will coordinate and manage patient care before, during and after endoscopic procedures. The post holder will:

- Actively participate as a key member of the multidisciplinary team, supporting all aspects of the endoscopy service.
- Coordinate patient care throughout the endoscopy pathway to ensure safe, efficient and effective service delivery.
- Collaborate with the multidisciplinary team to prepare procedure rooms according to patient, physician and procedural requirements.

Key Relationships & Stakeholders

The role will require multidisciplinary collaboration with consultants, all clinical and non-clinical teams, and Welbeck Cambridge Senior Leadership Team. Daily interaction with patients and their relatives/carers.

Main Duties and Responsibilities

Clinical Care and Patient Management

- Actively participate as a key member of the multidisciplinary team, supporting all aspects of the endoscopy service.
- Coordinate patient care throughout the endoscopy pathway to ensure safe, efficient and effective service delivery.
- Supervise and direct patient care within the endoscopy procedure room.
- Verify patient identity and planned procedure prior to transfer to the procedure room, using two patient identifiers in accordance with organisational policy.
- Participate in procedural safety checks, including Time Out procedures and the WHO Safe Surgery Checklist.
- Review patients' medical records, assessments and individual care needs to ensure continuity of care.
- Identify, escalate and communicate any clinical concerns or variances to appropriate members of the healthcare team.
- Provide reassurance, comfort and emotional support to patients throughout their care journey.
- Maintain patient privacy, dignity and confidentiality at all times.
- Explain procedures, risks and the plan of care clearly and appropriately to patients.

Procedure Preparation and Support

- Collaborate with the multidisciplinary team to prepare procedure rooms according to patient, physician and procedural requirements.
- Assemble, check and maintain all equipment, instruments and supplies required for procedures.

- Verify that all instruments and equipment have undergone appropriate high-level disinfection and/or sterilisation in accordance with policies and procedures.
- Assist with the safe positioning of patients during procedures and continuously monitor their comfort and safety.
- Administer medications as prescribed and within professional scope of practice.
- Monitor patient condition throughout procedures and respond appropriately to any changes.

Documentation and Clinical Governance

- Accurately interpret and implement Doctors' orders in accordance with Welbeck policies and professional standards.
- Maintain accurate, timely and comprehensive clinical documentation.
- Handle, label, record and process tissue specimens safely and accurately in accordance with policy and regulatory requirements.
- Ensure all specimens are logged and tracked appropriately.
- Work collaboratively with the healthcare team to ensure seamless continuity of patient care.

Organisation and Resource Management

- Work collaboratively within the multidisciplinary perioperative team, supporting scrub, circulating, and recovery colleagues as required.
- Support and mentor junior practitioners, student ODPs, student nurses and theatre support workers within the anaesthetic team.
- Participate in the induction of new staff and visiting anaesthetists to anaesthetic room protocols, emergency equipment locations and operational procedures.
- Maintain up-to-date mandatory training, competencies and CPD in line with HCPC or NMC revalidation requirements and Welbeck mandatory training programme.
- Always uphold Welbeck values and contribute positively to the culture of the theatre department.

Professional Responsibilities

- Deliver exceptional patient care and maintain the highest standards of customer service.
- Demonstrate and promote the organisation's values of Kindness, Collaboration, Ambition and Empowerment.
- Maintain knowledge of and comply with all Welbeck policies, procedures and clinical governance requirements.
- Uphold and actively demonstrate Welbeck's values and professional standards at all times.
- Participate in training, quality improvement initiatives and ongoing professional development activities.
- Undertake any other duties appropriate to the role as required.

The above list indicates the main areas of responsibility and is not intended to be exhaustive. The job description will be subject to review by agreement between the post holder and the Director of Clinical Services, according to the changing needs of the service. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.

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Governance

- **Patient Safety and Confidentiality —** Ensure all patient information is handled in accordance with GDPR, information governance policies, and local procedures, maintaining confidentiality and discretion at all times.
- **Regulatory Compliance —** Adhere to all centre policies, procedures, and statutory requirements, supporting compliance with CQC standards and other regulatory frameworks including AfPP standards for perioperative practice.
- **Incident Reporting and Escalation —** Identify, report, and escalate complaints, concerns, incidents, or near-misses promptly, ensuring accurate documentation in line with centre governance processes and the Radar reporting system.
- **Audit and Quality Assurance —** Lead and participate in audits, checks, and quality improvement initiatives. Lead the process of continuous quality improvement through regular audit and practice review.
- **Continuous Improvement —** Support a culture of learning and development, proactively suggesting and implementing improvements to patient pathways and service delivery.
- **Professional Accountability —** Act with integrity, discretion, and professionalism at all times, representing Welbeck Cambridge positively to patients, colleagues, consultants and external stakeholders.

Infection Prevention & Control

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to cooperate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in providing healthcare so far as is necessary to enable the business to meet its obligations under the Health and Social Care Act 2008.

Safeguarding

Welbeck is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Safeguarding Child and Adult at Risks Policies and Procedures.

Employees must ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage by the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need-to-know basis under the responsibilities of the Welbeck Caldicott Guardian.

Risk

The postholder will hold personal responsibility for contributing to a safe working environment and the effective management of clinical and organisational risk. This includes:

- Avoiding any action that would knowingly create unacceptable risk to patients, colleagues, or the organisation, and actively intervening to prevent others from doing so in accordance with Welbeck policy and training
- Identifying, reporting, and where immediately practicable mitigating actual or potential hazards and risks in the working environment, using the Welbeck incident reporting system in accordance with the NHS Patient Safety Incident Response Framework (PSIRF, 2022)
- Reporting to the appropriate authority any incident involving risk, neglect, abuse, or endangerment of a vulnerable adult or child, in accordance with the Welbeck Safeguarding Policy and the postholder's statutory safeguarding duties
- Adhering to the Welbeck Personal Protective Equipment Policy, ensuring appropriate selection and use of PPE at all times in accordance with UK Health Security Agency (UKHSA) standard precautions guidance
- Complying fully with all applicable Health and Safety legislation, including the Health and Safety at Work Act 1974 and associated regulations, and completing mandatory Health and Safety training as required by Welbeck Cambridge

Equality & Diversity

Welbeck recognises and values the benefits of a diverse workforce that is reflective of the communities we serve. Welbeck is committed to equality of opportunity in employment and to the elimination of all forms of unlawful discrimination, harassment, and victimisation.

Welbeck actively promotes positive working relations between all staff, patients, volunteers, contractors, and bank staff, and expects all individuals to contribute to an inclusive and respectful working environment.

The postholder has a personal responsibility to adhere to the Welbeck Equality, Diversity and Inclusion Policy and to apply and uphold the principles of the Equality Act 2010 in all aspects of their work. Discriminatory or inequitable behaviour of any kind will not be tolerated. All staff have a duty to challenge and report discriminatory practices through the appropriate channels.

Health and Safety at Work

In addition to the responsibilities of Welbeck under health and safety legislation, the postholder is reminded of their personal duties under the Health and Safety at Work Act 1974 and associated regulations. These include the duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions in the course of their work, and to cooperate with Welbeck in the discharge of its statutory obligations.

The postholder must adhere to all Welbeck policies and procedures relating to health and safety, and must report all accidents, dangerous occurrences, unsafe practices, and damage to property promptly to their line manager using the Centre's incident reporting system, in accordance with the NHS Patient Safety Incident

Response Framework (PSIRF, 2022) and relevant reporting obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The postholder must make appropriate use of all safety equipment, personal protective equipment, and protective clothing provided, and must attend all mandatory health and safety training as required by Welbeck Cambridge

Disclosure and Barring Service (DBS)

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy, and you will be required to sign up and maintain your subscription to the DBS Update Service.

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Person Specification – Endoscopy Nurse

Education/Professional Qualifications:	Essential	Desirable	Evidence
Registered Nurse Qualification (NMC Registration)	✓		A
Degree level study		✓	A/I
Evidence on ongoing professional development	✓		A/I
Advanced Life Support (ALS) qualification		✓	A/I
Clinical Educator/Mentorship qualification/experience		✓	A/I
Management and leadership skills training		✓	A
Experience:			
Endoscopy experience	✓		A/I
Ability to prioritise workload	✓		I
Ability to demonstrate good levels of organisation, planning and evaluation of care	✓		I
Experience of effective team working across settings	✓		I
Knowledge and Skills:			
Good organisational and time-management skills	✓		I
Computer skills for the use of presentations, reports and statistical analysis e.g. PowerPoint, Excel and Word programmes.	✓		I
Effective verbal, written, and non-verbal communication skills, adaptable to a range of audiences (patients, clinicians, peers, external stakeholders)	✓		I
Ability to work autonomously and collaboratively across functions	✓		I
Personal Abilities:			
Demonstrates Welbeck values	✓		I
Calm and professional under pressure; able to prioritise and problem-solve effectively	✓		I
Adaptability – role will require shift work provision	✓		I

Key:

- A = Application form
- I = Interview
- T = Test