THE NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Endoscopy Technician**  Responsible To: **Theatre Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| Endoscopy technicians are part of the medical team that uses endoscopes to diagnose and treat gastric intestinal problems. They interact with the patients, prepare the room and the equipment, provide support to the nurses and consultants while the procedure is underway, handle specimens collected and sterilize equipment. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| The endoscopy room is located in the Theatre Department which provides patient care during the pre, peri and post operative phase of a surgical patient’s care within the hospital. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * All members of the theatre team. * All members of the ward nursing teams. * Consultant users * All other Medical Disciplines * All employees |
| 1. **Duties and Responsibilities of the Post** |
| **Role Specific**   * Prepare the endoscopy washroom and clean room. * Clean, disinfect and calibrate scopes and other endoscopic instruments in accordance to manufacture recommendations and hospital standards. * Use the appropriate personal protective equipment for cleaning activities. * Ensure that all cleaning records are completed and signed. * Conduct routine maintenance and daily checks on the endoscopy washer disinfector. * Maintain inventories of endoscopic equipment and supplies. * Ensure most effective use of supplies and services to promote a safe environment for staff and patients. * Assist with general monitoring of the quality of endoscopy services and report any instances where the services fall short of standards and expectations. * Work with the Theatre Manager to produce protocols for the specialist area. * Ensure that levels of allocated stock are maintained, ensuring that stock rotation is carried out and that overstocking is prevented. * Ensure that all the endoscopy trolleys are in good working order. * Attend departmental and organizational meetings and provide feedback to other members of the team. * Answer phones taking messages when the endoscopy team are busy. * Act as a resource to other theatre staff.   **In the absence of the TSSU Coordinator**   * Manage the TSSU and ensure that the decontamination processes are carried out in accordance with policy and prevailing standards and regulations. * Order and maintain appropriate stock levels, ensuring that stock rotation is carried out and that overstocking is prevented. * Liaise with other departments, to ensure they adhere to the proper handling of surgical instruments. * Input the daily individual pick up requirement into Meditech for stores to pick and dispatch to Theatres. * Maintain the theatre suture stock at agreed level, ordering when necessary. * Liaise with TSSU staff at Parkside Hospital to ensure that the level of service is maintained. * Check in and out of the department instruments hired in for operations * Maintain sterile linen supply for theatres, ordering when required * Maintain the records for Endoscopy undertaking weekly testing of machines * Co-ordinate theatre porters to transport instruments to and from Parkside TSSU |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Data Protection policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, Data Protection Act 1998, Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Services check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | * Good basic education * Good literacy & numeracy skills | * Customer care course |
| Knowledge | * Understanding of the role & what is expected from the endoscopy technician. * Basic understanding of infection control   and Health & safety   * Accountability * Understanding of stock management. | * Basic computer skills * Knowledge of endoscopy equipment. |
| Experience | * Working in endoscopy. |  |
| Skills & aptitude | * Good communication skills. * Team player * Able to prioritise & work under pressure. * Problem solving ability * Able to follow instructions. * Willingness to learn & teach. * Approachable. * Logical & methodical. * Self motivated | * Handy man skills |
| Personal circumstances | * Able to work shifts and Saturdays * Flexible |  |