SENIOR STAFF NURSE - ENDOSCOPY

New Victoria Hospital

Job Reference: 0000050524N
Closing Date: 23 February 2018

www.nhsggc.org.uk
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.337 billion per year. It serves a population of 1.14 million people and employs 39,286 staff.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- Agenda for Change pay bands and points
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Senior Staff Nurse Band 6</th>
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<tr>
<td>DEPARTMENT(S)</td>
<td>Endoscopy</td>
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2. JOB PURPOSE

To provide clinical and management support and act as deputy to the Endoscopy Manager. Ensure the highest standard of specialist patient care is provided for the endoscopy patient. The post holder will assess, plan, implement and evaluate care and follow standards/protocols in order to provide a quality service to patients. The post holder will provide and assist with the development of safe and high quality specialist patient care.

3. ORGANISATIONAL POSITION

```
SERVICE MANAGER
    
LEAD NURSE
    
ENDOSCOPY MANAGER
    
THIS POST
    
ENDOSCOPY NURSES
    
HEALTH CARE SUPPORT WORKERS
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4. SCOPE AND RANGE

- Exercises positive leadership taking charge of the department in the absence of the Endoscopy Manager.
- Deliver high quality care to patients undergoing endoscopy
- Undertakes delegated duties in relation to management administration.

5. MAIN DUTIES AND RESPONSIBILITIES

**PATIENT CARE**
The Postholder will:-

- Practices in accordance with professional codes of practice i.e. Nursing & Midwifery Council, Health Professionals Council.
- Act autonomously and is wholly accountable for his/her specialised clinical practice taking opportunities to sustain and improve knowledge and professional competence.
- Utilise advanced specialist clinical skills to carry out specialist care on patients undergoing endoscopy in a safe and effective manner.
- Expected to delegate appropriately showing a full understanding of staff abilities before delegation of duties from patient specialist care plans.
- Utilising the specialist endoscopy care plans the Postholder will develop programmes of care by assessing, planning, implementing and evaluating specialist patient care to be carried out by themselves and other members of staff.
- When following specialist programmes of care developed by multidisciplinary team the Postholder must use initiative, knowledge and current best practice to adjust care to suit patients needs.
- Research, develop, agree, implement and audit standards, protocols, policies and procedures of clinical care to promote the evidence based care of the endoscopy patient. This is carried out in conjunction with clinical governance standards and utilising risk assessment strategies to ensure optimum specialist care.
- Ensure due regard is given to the customs, values and spiritual beliefs of patients and colleagues enlisting the teamwork ethic for the benefit of the patient and their care.
- In accordance with Divisional Policy record and store safely an accurate record of the endoscopy care given, ensuring all protocols are adhered to.
- As the patients advocate act in the best interest of the patient at all times to protect the patient’s rights, dignity and well-being.
- In a knowledgeable and mature manner give specialist advice and support to patients undergoing endoscopy to keep them informed and reduce anxiety.
MANAGERIAL/ ORGANISATIONAL

The Postholder on a daily basis will be expected to:-

- Plan and prepare a safe, clean environment in the clinical area to ensure a high standard of patient care is delivered, by utilising personnel, clinical experience and organisational skills.
- Regularly discuss with the Endoscopy Manager issues concerning shortfalls or improvements, which relate to the service needs.
- Co-ordinate the running of the endoscopy department including allocation and reallocation of tasks, adjustment of endoscopy lists and co-ordinating multi disciplinary team.
- Expected to allocate and reallocate tasks on a continual basis throughout the day including changing lists, reorganising equipment and reallocation of staff duties and roles.
- Prioritise endoscopy lists regarding instrumentation and make sure equipment required is in working order, if not send for repair and organise loan equipment if necessary.
- Plan, prepare and adjust care given to patients based on individual needs e.g. care plans, requirements for safe positioning and transfer from trolley.
- Organise own time and that of other staff by clinical supervision and utilising teaching and delegation skills to ensure work requirements are met through allocating tasks, monitoring performance.
- Deputise for Endoscopy Manager as required, planning to ensure the endoscopy department has the proper skill mix in event of absence due to sickness, study leave and break times.
- Co-ordinate via telephone with other sites regarding organising instruments required for next day or for special requirements of medical staff.
- Organise meetings with company representatives regarding new or existing equipment or products.
- Co-ordinate with other departments within Division e.g. x-ray, porters medical physics and ward to carry out planned patient care in an efficient and timely way.
- Carry out Personal Development Planning to identify training and educational needs of individual staff in own area, in conjunction with the Endoscopy Manager and facilitate the agreed plan.
- Develop and implement policies for own area, which may impact on other areas and across the multidisciplinary team.

HUMAN RESOURCES

The Postholder is expected to:-

- As Senior Staff Nurse on a daily basis deputise for the Endoscopy Manager in the co-ordination and management of activity in the department to ensure smooth running, adequate staffing levels, and appropriate skill mix.
- As Senior Staff Nurse on a daily basis manages staff within the endoscopy department e.g. Recovery & Prep area by co-ordinating staff, allocating
and checking work, ensuring they are competent and know what is expected of them.

- Responsible for managing performance related issues both personal and professional, and initial reports that could lead to matters of discipline.
- To motivate, and retain the nursing team using encouragement, objective setting, learning and educational opportunities and support.
- Responsible for conducting staff appraisals and facilitating Personal Development Plan reviews in line with the needs of the individual, department and service.
- Recruit endoscopy staff by attending recruitment fairs, university open days and sitting on appointment panels.
- As Senior Staff Nurse participate in clinical supervision of staff ensuring performance, competencies and standards are achieved in a supportive environment.
- Ensure there is a culture of Professional Development and life long learning by supporting and encouraging teaching, reflection and facilitating new opportunities to advance or gain new experience within the perioperative setting.
- Provide high standard placements for pre and post registration students by allocating or acting as mentor to ensure learning outcomes are available and support given.
- Act as a preceptor and/or allocate a preceptor to newly qualified staff under taking their perioperative competencies, monitoring work and carrying out assessments to ensure high standards are learnt and maintained.
- Deliver formal and informal teaching sessions both practical and theoretical and support others in their teaching and education.
- On a daily basis using specialist experience to train and teach students and staff in all aspects of generic endoscopic skills and own specialist skills on a daily basis.

**RESEARCH/AUDIT/SERVICE DEVELOPMENT**

On a regular basis the Postholder will be expected to

- Provide leadership, innovate change and improve the quality of patient care based on current evidence based practice.
- Through audit, adverse clinical incidents and research identify, recommend and propose protocols, procedures, policies and guidelines to be developed within own specialist area.
- Utilise research and development skills to help develop policies and protocols etc relevant to their area.
- Develop and Implement new or revised policies, procedures and protocols using planning, organisation and communication skills.
- Using audit, feedback, review meetings evaluate the effectiveness of any polices etc which have been implemented and where necessary make recommendations or changes to existing documents.
- Expected to comment on policies, procedures and protocols, which have been introduced into the department and also propose any changes to these, which will improve the quality of patient care.
- Participate in surveys, audits and projects within the department, in an effort to continuously provide high standards of patient care.
- Participates in the collection of data and material for formal and informal research and development of specialised equipment and supplies, giving opinions based on clinical experience.
- Co-operate with other disciplines in research procedure’s including clinical trials and the evaluation of specialised equipment and supplies giving opinions based on clinical experience.
- Identify and participate in audit or research relevant to the department in conjunction with the Endoscopy Manager.
- Carry out research and development activities in the department including audit and literature searches to promote evidence based practice.
- Initiate, implement and disseminates any findings from audit or research where appropriate to other members of the multidisciplinary team in conjunction with the Endoscopy Manager.

### 6. SYSTEMS / EQUIPMENT AND PHYSICAL/ FINANACIAL RESOURCES

On a daily basis:-

- Ensure that the environment and equipment are well maintained, safety checked and in a state of readiness for use for the treatment of endoscopy patients by self, endoscopists and other staff members of the endoscopy department.
- Responsible for the setting, maintenance and managing of stock and stock levels including drugs, sundries, equipment and medical supplies.
- Required to use and oversee the safe use, trouble shooting, and repairs of highly complex expensive specialised medical equipment to ensure a safe working environment for patients and staff in accordance with the Health and Safety at Work Act 1974

Examples:-  
- Endoscopes  
- Endoscopy Processor Systems  
- Patient Monitors

- Responsible for the safe storage and security of medicines and controlled drugs in line with the Misuse of Drugs Act, Hospital Policy and Professional Codes of Conduct.
- Safe handling and storage of patient’s valuables whilst in the department.
- Daily responsibility for managing information compiled by self and others by receiving, inputting and storing onto computerised records where applicable as well as into patient written records. E.g. blood results and patient details.
- Responsible for compliance with the Data Protection Act, Caldicott Guidelines, Freedom Of Information Act and local policies regarding confidentiality and access to medical records.
- Through IT training be familiar with and facilitate new information systems of Data Input i.e. Unisoft endoscopy reporting tool, Scantrack.
• Responsible for accurate and legible written documentation of personally recorded data e.g. endoscopy care plan as per Nursing and Midwifery Council guidelines.
• Responsible for the monitoring and recording of patients observations.
• Safely use a range of communication/ IT equipment e.g. email internet/intranet, word documents, spreadsheets, printers, fax etc.

7. DECISIONS AND JUDGEMENTS
The Postholder will on a daily basis:-
• Function autonomously in specialist clinical practice, planning and prioritising patient care using knowledge, skills and experience to make decisions based on assessment, interpretation of complex clinical situations, which in the endoscopy area can be acute, of rapid onset and requires immediate action.
• Make decisions and judgements autonomously as to the requirements of the endoscopy list in terms of necessary specialist equipment and instrumentation, its availability, readiness for use, endoscopists’ preferences and specialist requirements for therapeutic endoscopy to ensure efficient running of list.
• Decide and co-ordinate in a timely manner the borrowing of essential equipment from other departments within hospital and other hospitals to ensure the list goes ahead safely and as planned. This can necessitate planning, co-ordination and negotiation with other departments such as transport and TSSU.
• Exercise judgement when attaining highly specialised alternative equipment choices by assessing compatibility of equipment with other similar systems and making the appropriate changes e.g. digital imaging systems, endoscopes and light source generators etc due to unexpected technical difficulties.
• Through consultation with Endoscopy Manager recommend your preference of new equipment to be purchased including examining cost, expenditure and service back up.
• When deputising for the Endoscopy Manager you will be expected to function autonomously making daily judgements as to staffing levels, skill mix, staff deployment and workload ensuring the smooth running of the endoscopy department.
• Using expert judgement and professional knowledge in complicated situations such as emergency endoscopy interceding into elective lists you will need to analyse complex information and the clinical situation and make judgements as to what is needed e.g. staff, equipment, blood, instrumentation and other departments services.
• Identify, evaluate and act on a range of issues e.g. inadequate clinical supplies taking into account service needs.
• Using specialised knowledge and expertise challenge decisions made by others if not in the best interest of the patient.
• Make judgements on performance, training needs and assessments for students and qualified staff using such tools as Personal Development Planning
• The Postholder will be expected to use initiative and act autonomously making clinical decisions unsupervised. They will also be expected to supervise others.
• Practice within the legal and ethical framework established by Nursing & Midwifery Council and National legislation acting autonomously to ensure patient interests and well being are met.
• Adhere to government legislation, Scottish Executive Directives e.g. Data Protection Act, Health and Safety at Work Act 1974
• Practice, incorporating relevant recommendations practical and beneficial from Professional Bodies such as British Society of Gastroenterologists, Health Improvement Scotland and JAG to improve practice and patient outcomes.
• Work within National and local policies procedures, guidelines, standards and Standard Operating Procedures using discretion to suit the needs of the patient.
• Makes daily judgements as to the staffing levels required and patient flow in accordance to work load requirements without assistance.
• Initiate and follow through appropriate procedures when a breach of policy occurs.

8. COMMUNICATIONS AND RELATIONSHIPS

On a daily basis:-
• Expected to have excellent verbal and non-verbal communication skills to provide the endoscopy patient and their relatives with reassurance and explanations of the procedures and outcomes.
• Responsible for dissemination and explanations of multidisciplinary care planning to the endoscopy staff to ensure co-ordinated approaches of the appropriate patient care.
• Required to have excellent communication skills in order to receive, analyse and convey information to provide each patient with a high standard of care through care planning, delegation of tasks, organising and teaching.
• Ability to install trust and develop relationships with patients by communicating in a confident, knowledgeable manner.
• Make certain any information given is easy and clearly understood by patients, relatives and carers through the use of simple non-technical language and open-ended questions. Thus ensuring informed consent has been given and that no information relevant to the patients care has been omitted reducing the risk of adverse treatment.
• Must be able to, if necessary use persuasive skills to gain patient’s compliance or co-operation in order for treatment to be performed safely ensuring best patient outcome. This may include children, special needs patients and patients who are anxious or frightened.
- Expected to deal with clinical co-ordination issues e.g. staff roster changes to accommodate endoscopy lists over runs which require well developed negotiating skills, this can be multiple in number some of which require urgent attention e.g. emergency additions requiring haematology and biochemistry input.
- Utilise specialist skills such as negotiation when communicating with others e.g. medical representatives to provide cost effective care. This would include equipment loans and arranging demonstrations.
- To motivate all members of the endoscopy team by acting as a role model and constantly setting a high standard of patient care.
- Motivate staff to develop professionally through training, support and guidance by using own skill, knowledge and experience to demonstrate high standards of practical work and theoretical knowledge thus promoting personal and professional life long learning.
- Required to deliver both formal and informal teaching sessions to new and existing staff using communication skills such as visual aids, PowerPoint presentations, practical demonstrations and theoretical explanations.
- Instrumental in developing close working relationships between surgeons, gastroenterologists, nurse endoscopists and nursing staff by using tact and diplomacy skills daily and at departmental meetings.
- Required to empathise and reassure patients, who are anxious, frightened or distressed using tact and diplomacy on daily basis acting in their best interests.
- Utilise empathy and counselling skills when carrying out clinical supervision of junior staff.
- Act as patients advocate in a compassionate and sensitive manner in order to maintain their dignity, protect their best interest and counsel them to cope with the stresses of the endoscopic experience.
- Provides and receives sensitive and confidential information regarding patients and their care e.g. HIV positive.
- Responsible for communicating this information to members of the multidisciplinary team in a confidential manner in line with the Data Protection Act and Caldicott Guidelines to prevent disclosure leading to any adverse effect on the patient.
- Responsible for the accuracy of giving and receiving complex multi stranded information i.e. Gathering information on patient status, equipment needed, plans of care, drug allergies etc. Then responsible for analysing, evaluating, action planning and conveying outcomes to all members of multidisciplinary team.
- Required to attend and participate in giving reports and taking minutes etc to a range of committee groups or meeting to discuss departmental and multidisciplinary issues such as best practice, drug usage, health and safety, infection control, professional nurses committee etc
- Overcomes any barriers to understanding by the patient e.g. language barriers, sensory or mental disabilities and learning disabilities by adapting verbal and non verbal communication skills or /and employing the assistance of translator, carers etc to give information about care and procedures and gain patients co-operation with instructions.
- Overcomes barriers to understanding in patients who are confused, disorientated or emotional due to drug or alcohol induced states or emerging from sedation using verbal /non verbal communication, diplomacy and patience to gain compliance and carry out procedure safely.
- Communicate with patients who are upset, aggressive or stressed due to acute nature of the endoscopy environment in a diplomatic, calm and mature manner to diffuse situation.
- Discuss with staff issues of poor personal and professional performance where views or opinions may be differing or conflicting using skills of tact, diplomacy and negotiation to bring about a satisfactory resolution.
- Assists medical staff in the communication of bad or unpleasant news to patients and their relatives sensitively while dealing with emotions such as upset, anger, denial guilt and blame.
- Responsible for clear and legible written communication into patient’s records and accurate data input into electronic records.
- Network with other practitioners within the Division and on a Regional and National basis through professional forums, networking and attending study days, short courses in order to keep abreast of current best practice and exchange ideas.
- Communicate with patients, staff and relatives during and after, life threatening situations in a calm and professional manner.

### 9. PHYSICAL SKILLS / PHYSICAL EFFORT/ MENTAL EFFORT/ EMOTIONAL EFFORT / WORKING CONDITIONS OF THE JOB

**PHYSICAL SKILLS**
- Manoeuvring and positioning of equipment of varying sizes in confined spaces e.g. Patient trolley and beds etc. This is due to the confined layout of the endoscopy environment and volume of essential equipment necessary for each procedure.
- Able to assemble and dissemble expensive and intricate endoscopic equipment to ensure safe use on patients by self and others such as endoscopists e.g. endoscopes, processors, cameras and therapeutic devices and to decontaminate following the completion of the procedure.
- Able to carry out physical tasks whilst listening to instructions and observing patient status.
- Required to perform precision movements in the positioning and repositioning of sedated patients to ensure patient safety and achieve optimal treatment outcome.
- Required to assemble, test and use intricate endoscopic equipment such as variceal banders, heater probes, injection and clipping devices etc.
- Required to use fine hand/foot movements when assisting during therapeutic procedures.
- Carry out safe management of contaminated sharps e.g. IV cannulae, hypodermic needles, biopsy forceps etc. in assembling, transferring and disposal to prevent injury.
• Administration of drugs such as, intra muscular, topical and subcutaneous in a safe and accurate manner.

**PHYSICAL EFFORT**
The Post holder will be expected to :-
• Stand and walk for long periods of time i.e. most of shift due to the nature of the busy environment.
• Bend and kneel for short periods of time during the working day in order to carry out cleaning etc.
• Frequently for a short period of time assist in the transfer of heavy awkward, sedated or unconscious patients weighing from 60kgs pushing, pulling and bending in order to position them correctly.
• Frequently on a daily basis push and pull heavy wheeled equipment e.g. Patient trolleys, camera systems
• Frequently lift heavy instruments, gas cylinders, and stores boxes under 15kgs to facilitate running of department.
• Frequently bend, stretch, kneel and crouch under trolleys and to change gas cylinders, insert diathermy pedals.
• Stand in confined positions and spaces for long periods as part of endoscopy procedure room team or recovering a patient.
• In emergency situations run to collect essential products or equipment or assist in patient resuscitation.
• Be asked to work extended hours to accommodate over running due to the nature of the work.
• Assist heavy, dependant patients with all aspects of activities of living such as toileting, dressing etc.

**MENTAL EFFORT**
Concentration required to carry out a multitude of mental tasks such as:-
• Concentration required when checking detailed documents, carrying out drug calculations, etc while subject to frequent unpredictable interruptions from patients, other staff and communication systems such as telephone, which means having to stop and change tasks instantly.
• Concentration required in maintaining an overview of clinical activity within area of work whilst still maintaining own clinical commitment with frequent interruptions.
• Concentration required when checking, operating and fault finding on complex clinical equipment with frequent interruptions, which take priority.
• Required to recover unconscious patients from their sedation, observing constantly for any changes to their condition and making immediate decisions as to their care.
• Concentration required when teaching, training, assessing and evaluating all other levels of staff and students in department.
• Frequent requirement for concentration within a very busy, often noisy, emotive and unpredictable environment where you are expected to adapt quickly to changes occurring suddenly and without warning. E.g. a sudden life threatening situation.
• Expected to prepare reports and attend meetings to discuss relevant clinical issues taking notes /instructions and reporting back to staff.

EMOTIONAL EFFORT
The Postholder will be expected to:-
• Be frequently involved in the care of patients requiring endoscopy who are terminally ill.
• Be involved in situations where during a procedure it is discovered that the patient has a malignant condition.
• Frequently treat patients who return for treatment/surveillance and have had deterioration in their condition.
• Deal with intense emergency situations that may result in sudden death of a patient and having to continue with the rest of the list whilst emotionally and mentally stressed.
• Give support and understanding to colleagues and visitors following a death or an intense emergency situation, who may be upset, stressed or tense.
• Communicate with patients who are worried, upset or stressed due to fear of anaesthetic, pain or operation.
• Frequently dealing with complaints and criticism from multidisciplinary staff.
• Continually work in an acute environment where a minor error can have an adverse effect on the patient.
• Take instruction in tense situations without losing focus.

WORKING CONDITIONS
On a daily basis:-
• Exposed to unpleasant smell from bodily fluids such as blood, vomit, faeces, urine, infected fungating wounds.
• Exposure to airborne and blood borne viruses such as MRSA, TB, HIV and HEP C from direct contact with large amounts of uncontained body fluids e.g. blood, due to the nature of surgery.
• Inhalation of hazardous fumes and vapours such as smoke generated from the cauterisation of human tissue and laser plume, specimen fixative solutions, cleaning solutions etc.
• Exposure to fluctuating humidity and temperature dictated by individual patient requirement.
• Exposure to prolonged periods of noise caused by an accumulation of mechanical devices operated at the same time e.g. , suction, monitors.
• Exposure to visual display equipment e.g. computer screen, medical monitor screens.
• Required to extend the normal shift pattern in direct response to unpredictable over running of endoscopy lists.
• Exposure to verbal and physical aggressive behaviour from patients in a drug or alcohol induced state or as they emerge from sedation which can lead to confused, disorientated, irritable and irrational behaviour.
• Exposure to complaints from emotional members of the multidisciplinary team due to the pressures and constraints of environment.
• Constant hand hygiene to maintain standard infection control measures which creates hazards to skin integrity

10. MOST CHALLENGING PARTS OF THE JOB

• Management of and daily interaction with multidisciplinary team which is within a stressful environment.
• Dealing with the growing administrative and managerial challenges of the job.
• Being able to deal with situations for which the post holder has had limited exposure to and experience of in achieving a satisfactory resolution.
• In absence of the endoscopy manager provide cover to ensure the effective operation of the area.
11. **KNOWLEDGE TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- First Level Registered Nurse.
- Educated to Diploma/ Degree level.
  A minimum of 5 years post registration experience with 3 years experience of working in an endoscopy department.

**PLUS**

1. Specialist knowledge of a wide range of endoscopic procedures both clinical and technical (instrumentation/equipment) obtained through extensive experience of assisting with surgeons, gastroenterologists and nurse endoscopists on a day to day basis.

2. Evidence of further education/professional development in the form of completion of endoscopy competencies, GI Endoscopy for Nurses course (GIN), study days, short/long courses, self-study in the following areas: - Infection Control, Teaching and Assessing, Research and Audit, Technical skills, and Clinical Supervision.

3. Knowledge of and ability to interpret and apply all relevant Professional Codes of Practice, Government Legislation/Guidelines, Professional Bodies - practice recommendations, and Local and National Nursing policies and procedures both for clinical practice and professional issues to use personally and when supervising staff.

4. Knowledge of and experience in, Time Management, Resource Management, Risk Management, and Team Management gained from study and experience of: supervising others, organising and planning own area, dealing with problems both professional and personal as they arise. Also evidence of completion of relevant junior management /leadership courses.

5. Knowledge of research, audit and evidence based practice to ensure best practice and standards are being applied within own area. Evidence of participating in audit/research within own area.

6. Knowledge of teaching, training and the education of others as evident by completing course in Mentorship and or Preceptorship and by evidence of formal or informal teaching sessions of junior staff/students/medical staff.

7. Evidence of performing clinical supervision of junior staff and experience of giving specialist clinical advice to other multi disciplinary staff of endoscopic procedures and out with the department such as ward staff and x ray staff. This advice may take the form of information on specialist equipment usage or patient related care information.
8. Knowledge of administration processes for day to day running of department such as endoscopy sessions, utilisation data, pharmacy indents, audit forms, supplies etc gained from on the job experience to comply with department protocols and evaluate and improve patient care.

9. Must have a commitment for continuing to develop both personally and professionally, teaching and developing others and improving the quality of patient care.

10. Must be able to demonstrate a clear and visible progression, both personal and professional, in terms of knowledge acquisition and specialist clinical and management experience as outlined in chart below.
Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title: Senior Staff Nurse - Endoscopy
Job reference number: 0000050524N
Closing date: 23 February 2018
Vacancy enquiries to: For information specific to the role, contact: Heather Brannan, 0141 347 8311

Agenda for Change band: Band 6

Salary: Please refer to Agenda for Change Payscale on the following page. All values are per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.

Hours: 37.50 hours per week

Base: New Victoria Hospital

Contract type: Permanent

Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.

Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.

Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.

Equal opportunities: NHS Greater Glasgow and Clyde is an equal opportunities employer.
## Agenda for Change pay bands and points

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The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).
Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitae (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)

The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.

The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

Part D (Equal Opportunities)
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

Data Protection Act 1998
The information you provide on your application will be treated in confidence. Only those NHS Greater Glasgow and Clyde staff involved in the selection process and processing your application will see your application form. If you are the successful applicant your application form will be retained and used to create your employee record file. Your application form will be held for 12 months, from the date of your application, within the NHS Greater Glasgow and Clyde recruitment system, after which period it will be deleted from the system.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at [www.nhsggc.org.uk](http://www.nhsggc.org.uk).

If you want to know more about the NHS Scotland, visit [www.show.scot.nhs.uk](http://www.show.scot.nhs.uk).

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
• Click Here to find out more about our Community Services
• Click Here to find out more about our Mental Health Services
• Click here to find out more about the services in your area

Employee benefits
We offer all our staff excellent benefits including;
• NHS Superannuation pension scheme,
• Child Care Vouchers,
• Bursaries to support education and training,
• Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
• Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit www.healthservicediscounts.com.

Further information
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde
Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net