

# Job Description **PART ONE**

**Surgical Health Group / Digestive Diseases**

**Job Title:** Clinical Endoscopist  
**Band:** Band 8B  
**Accountable To:** Programme Clinical Director  
**Reports To:** Programme Manager

**OUR VALUES**

CARE	HONESTY	ACCOUNTABILITY
We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.	We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.	We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.
We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.	We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.	We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

**JOB SUMMARY:**

The post holder will be able to work autonomously having the necessary experience training, skills and knowledge to support and advise the wider bowel cancer

screening team in the selection, assessment, management and treatment of individuals participating in the bowel cancer screening programme.

A major responsibility of the post holder will be to provide the necessary leadership, training and teaching to support further recruitment, development, mentorship and preparation to secure expansion of both the medical and non-medical workforce to meet demand as the national bowel screening programme extends to include 50-52yrs as part of the eligible population for Bowel Cancer Screening.

The post holder will form part of the teaching faculty within the East Yorkshire School of Endoscopy as trainer for basic skills colonoscopy courses and polypectomy courses. In doing so the post holder will support the Programme Clinical Lead in developing stronger links with academic faculties within the University of Hull and Hull York Medical School (HYMS) to enable development and research opportunities within the Humber and Yorkshire Coast Bowel Cancer Screening Centre.

## **KNOWLEDGE AND SKILLS**

### **1. Communication and Relationship Skills**

- The post holder will establish and maintain excellent communications with various individuals, professional groups and organisations which include complex issues within a range of situations e.g. patient assessment, suitability for screening, skills assessment, capacity (informed consent), adverse incidents, missed lesions.
- The post holder will be able to communicate complex interventions, treatments, risks and outcomes to individuals, carers and families participating within bowel cancer screening programmes commensurate with their level of understanding, language and with respect for equality and diversity.
- The post holder understands and applies the legal safeguarding framework that supports the identification of vulnerable adults and acts upon concerns in accordance with the Law, National Guidance and Trust Policies and Guidelines.
- The post holder will be skilled at delivering bad news to patient's, families and their carers as an outcome of the screening examination ensuring further staging investigations are requested, have access to on-going support and have a named contact and number for further enquiries, questions, concerns or just want to talk.
- The post holder will demonstrate multidisciplinary working in the assessment, management and decision-making for determining screening modalities for individuals whom have complex needs and multiple comorbidities participating within the bowel cancer screening programme.
- The post holder will demonstrate high standards of clinical and professional practise to ensure the screening team meets and/or exceeds performance and quality standards for screening colonoscopy.
- The post holder will engage in behaviours and attitudes, which ensure a flexible approach to solutions that provide equitable delivery and cover of the Screening

Service across the Hull and East Yorkshire Bowel Cancer Screening Centre, Trusts, Partner Organisations and sites.

- The post holder will work collaboratively with the Screening Centre Programme Manager and discipline leads (Radiology, Colonoscopy, Pathology, Nursing and Administration) to monitor, identify, report and where applicable, correct poor quality and performance.
- The post holder will engage and ensure good working relationships with Screening and Immunisation Teams and the Screen Quality and Assurance Service (SQAS) as part of the Centre's participation in external performance and quality review processes.
- The post holder will engage within the Centre's Clinical Governance commitments ensuring a good understanding of the Centre's lines of accountability and responsibility, participating in the reporting and investigation of incidents and attending the Centre's Clinical and Business Meetings.

## **2. Knowledge, Training and Experience**

- The post holder will demonstrate in-depth knowledge and understanding of the National Bowel Cancer Screening Programme (NBCSP).
- The post holder has in-depth knowledge, understanding and experience of patients with lower gastrointestinal diseases and disorders and is able to interpret endoscopic findings to distinguish benign disease from potential/actual malignant disease and instigate appropriate actions and management for timely further investigation and/or Specialist Consultant referral.
- The post holder works autonomously in performing highly skilled lower gastrointestinal endoscopic diagnostic and therapeutic screening procedures upon participants requiring sedation, non-sedation and if applicable, working with anaesthetists to deliver screening procedures requiring deep sedation (Propofol) and/or General Anaesthesia.
- The post holder utilises knowledge, skills and expertise to undertake assessment, diagnosis and treatment of individuals participating within bowel cancer screening programmes.
- The post holder will be a JAG accredited screening Endoscopist who meets performance and quality KPI's determined by the clinical accreditation and standards committees of National Cancer Screening Programmes and prospectively submits such data openly and transparently for scrutiny in maintaining continued professional validation and screening accreditation.
- The post holder will be experienced in the recognition, management and treatment of lesions within the colon and rectum, including possessing minimum Level 2 polypectomy skills, the immediate treatment of polypectomy bleeding and the use of High Definition Endoscopes, image enhancement modalities (e.g. NBI, i-scan etc.), scope guide/pilot and endoscopic accessories.

- The post holder will, as part of their own and identified clinical professional development, maintain and update knowledge and skills within specialist field and utilises this to affect changes in practice commensurate with the on-going development and expansion of bowel cancer screening programmes and engages in the dissemination of new knowledge and innovative ways of working.
- The post holder will provide teaching and training opportunities as part of developing a sustainable non-medical and medical screening endoscopy workforce and has faculty for the East Yorkshire School of Endoscopy teaching/training trainees in colonoscopy and polypectomy.

### **3. Analytical Skills**

- The post holder is able to analyse and interpret information from a variety of sources to inform clinical decisions when determining suitability for and modality of bowel screening for individuals participating within bowel screening programmes, whom have a range of significant and sometime complex comorbidities.
- Make difficult decisions based on highly complex facts and situations and encourage critical thinking regarding both ethical and legal issues related to high quality care delivery.
- The post holder will make referrals to other clinicians, GP's, clinical teams and or allied professionals/teams in which further investigation and/or treatment is required outside of the remit of the bowel cancer screening programme (e.g. inflammatory bowel disease, colorectal cancer) or the participant is now out of the eligible age range for adenoma surveillance.
- The post holder assists in complex audits and supports analyse of findings to inform current performance, operational activities and untoward incidents/events.
- The post holder will be able to initiate and lead treatment and management interventions to deal with complications as a result of screening colonoscopy (e.g. post-polypectomy bleeding, perforation), is able to make clinical judgements under pressure to deal with the clinical situation decisively.
- The post holder will, has part of clinical governance and professional practice, participate within a clinical supervision framework (to be agreed with the Clinical Director) with the Clinical Director to reflect upon screening colonoscopy practice in order to share, analyse and learn from clinical situations especially unexpected or complex events.
- The post holder will coordinate and participate within the Large Polyp MDT. The post holder will support discussions on complex/difficult polyps in which a treatment and management plan is required. Using skills, knowledge and experience provides opinion, analyses and judgements on dealing with the presenting questions being asked of the members of the MDT and contributes to the consensus for treatment and/or management.

- The post holder will be involved in the training, mentorship and assessment of trainee lower gastrointestinal endoscopists, irrespective of professional discipline, providing analysis of technical and non-technical skills progression and competency.
- The post holder will participate in the mentorship of candidates (Medical & Non-Medical) aspiring to become accredited screening colonoscopists providing analysis of technical and non-technical skills and making judgements on candidate suitability and ability for progression to accreditation readiness and assessment.

#### **4. Planning and Organisational Skills**

- The post holder will manage his/her diary and time to ensure that timetabled clinical commitments is met, giving at least 8 weeks' notice in the event of planned absence.
- The post holder, where possible and appropriate, will provide service cover to support sustainability and reliability of the bowel cancer screening service.
- The post holder will assist and support the Clinical Director and Programme Manager with the planning and implementation of an age extended NBCSP utilising own experience and expertise to ensure a timely implementation across the Yorkshire and Humber.
- The post holder will manage and coordinate the preparation, coordination and dissemination of outcomes from the Large/Complex Polyp MDT, including the requesting of additional investigations and/or procedures.
- The post holder will plan and organise a programme of mentorship to up skill and prepare eligible clinical endoscopists for screening colonoscopy accreditation (skills and knowledge).
- The post holder will work with Endoscopy Matrons, Charge Nurses and Service Managers contributing towards service planning, recruitment, induction, appraisal and personal development planning.

#### **5. Physical Skills**

- The post holder will have high level hand-eye coordination and high level of dexterity in order to perform screening (and advanced) lower gastrointestinal diagnostic and therapeutic procedures with minimal harm to the patient.
- The post holder will have skills in verbally assisting or taking over very technically challenging lower GI endoscopy to complete examination or support decision not to complete taking into account all aspects of procedure, situation and patient wishes.

### **RESPONSIBILITIES**

#### **6. Responsibilities for Patient/Client Care**

- The post holder as an accredited screening endoscopist, will through the provision of a highly specialist clinical and technical service, will undertake lower gastrointestinal

screening endoscopy performing therapeutic interventions (Polypectomy, EMR) commensurate with skills level and experience.

- The post holder will, as an accredited endoscopist, provide informed choices with regards to sedation and analgesia requirements for a patient commensurate with the availability of such choices for the screening modality chosen by the patient. This will include skills and competence in the administration and monitoring of conscious sedation including the use of reversal agents and resuscitation equipment in the event of complications due to conscious sedation administration (e.g. desaturation, respiratory/cardiac arrest, anaphylaxis).
- The post holder will determine appropriate management plans depending on the outcome of the lower gastrointestinal screening endoscopy with reference to National Bowel Screening Programme guidelines, pathways (e.g. adenoma surveillance pathways, cancer pathways) and SOP's.
- The post holder will refer patients with a diagnosis or suspicion of colorectal cancer to the appropriate Colorectal MDT taking responsibility for ensuring further staging investigations are requested in a timely manner.
- As part of the Large Polyp MDT, the post holder will also refer large and/or complex benign polyps that he/she may have detected during lower gastrointestinal screening endoscopy and will coordinate further interventions with the Specialist Screening Practitioner and the patient to ensure the decision outcome of the MDT is clearly communicated, discussed with the patient and scheduled in a timely manner.
- Where non cancer conditions (and/or diseases) are detected at screening colonoscopy (e.g. Inflammatory Bowel Disease) the post holder will ensure that the patient's GP is either advised or informed that a referral has been recommended or made respectively. If the finding is acute and requires urgent attention then the screening endoscopist is responsible for referring the patient to the appropriate medical/surgical team (e.g. acute inflammatory bowel disease, bowel obstruction, complication such as perforation or bleeding that is not responding to haemostatic therapy).
- The post holder will be responsible that the above actions whether delegated or not are acted upon.
- The post holder will work closely with the Clinical Director, Programme Manager and discipline leads to ensure that patient pathways, supporting guidelines, procedures and SOP's are current, reflect the standards and expectations of the National Bowel Cancer Screening Programme and are regularly reviewed as part of the wider governance of the screening centre.
- Where no guidance or evidence-base exists the post holder will use expertise and experience to make clinical judgements which attempts to solve the problem(s) or issue(s) the situation presents, with the patients' interests and safety at the forefront consulting with colleagues and peers across disciplines. This includes the ability of the post holder to instinctively recognise situations, which are beyond their skills and experience reducing any delays or harm as the situation/issue presents and evolves.

- The post holder will attend the Quarterly Screening Centre Operational and Governance Meetings contributing to the wider operational and governance activities of the screening centre and will be available to attend the weekly operational 'huddle' to prevent/reduce impact of any planned or unexpected absence on screening activities and performance.
- The post holder will complete contemporaneous and legible records documenting all care, judgements, decisions, actions and referrals.
- The post holder will challenge actions/care within the programme which he/she believes in their professional and clinical opinion is not with the expected standards or care for the bowel cancer screening service, the organisation and/or puts patients at risk of harm.
- The post holder will investigate and/or support the investigation of incidents, in keeping with Trust and National Screening Programmes Policies and Procedures for the investigation and management of incidents and duty of candour. They will share/feedback any lessons learnt from this including the review or introduction of policies, guidelines, procedures and SOP's.
- The post holder must consistently meet the rigorous national quality and KPI standards that require high detection rates

## **7. Responsibilities for Policy and Service Development**

- The Screening Centre is a standalone service providing care across geographical boundaries and across three Trusts, HEYT, NLAG and York. The post holder will be responsible for further developing the polyp MDT so that referrals, discussions and outcomes are communicated and acted upon in a timely manner with secure documentation of these via Trust PAS systems (e.g. Lorenzo) and these are embedded within the activities of the of the Screening Centre and wider endoscopy service across all three Trusts.
- The post holder will review, publish and implement the management of Large Non Pedunculated Colorectal Polyp guidelines utilising the Polyp MDT experience and outcomes to date, across the Screening Centre (which includes the host Trust HEYT, NLAG and York).
- The post holder will support the development and any supporting guidelines/policies/procedures with a particular responsibility for the wider non-medical screening endoscopist workforce, across all partner Trusts, which will ensure a more robust and sustainable screening service as the NBCSP extends to an eligible population 50-74yrs.
- The post holder will support and lead on service or policy developments which the wider team can enhance and improve on the patients' experience within the screening centre (e.g. taking of bowel preparation, feedback from patients of having a lower gastrointestinal screening endoscopy etc).

**8.**

**Responsibilities for Financial and Physical Resources**

- Working with the Clinical Director and Programme Manager, the post holder will ensure efficient use of resources in meeting the operational activities and performance standards of the bowel cancer screening centre and wider endoscopy service.
- The post holder will support the Clinical Director and Programme Manager with procurement processes and procedures advising and/or providing feedback on suitable and cost effectiveness of equipment and accessories used within the screening programme (e.g. endoscopic accessories, endoscopes) and wider endoscopy service.
- Working closely and flexibly with the Clinical Director and Programme Manager ensure the successful implementation and rollout of an age extended NBCSP.
- The post holder works with highly specialised, expensive and fragile equipment including stacks and scopes which have a value of c£.250000. The post holder is also responsible for ensuring the safe use of the equipment, ensure it is well maintained and would report any defects.

**9. Responsibilities for Staff/HR/Leadership/Training**

- A major responsibility, at all times, is for the post holder to provide specialist education, training, skills development, assessment and appraisal within the Hull and East Yorkshire Bowel Cancer Screening Centre and partners/collaborators within and across Geographical boundaries, Trusts and Sites to enable expansion of the screening centre workforce and secure sustainable and robust endoscopic workforce. The specialist education and training is delivered to a range of staff including consultants, doctors in training, new and existing staff and students. The provision of training and mentoring is required at all times
- The post holder will advise the Clinical Director and Programme Manager on the development and educational needs of the current and expanding screening endoscopist workforce.
- The post holder will be involved in the selection and recruitment of screening endoscopists, especially those Clinical Endoscopists who have come through the PHE 'Fast Track Training' Programme and have the necessary knowledge, skills, experience and Key Performance Standards to be eligible for screening colonoscopy accreditation.
- Regularly reviews, updates and implements training and skills programmes in light of new policies and guidelines.

**10. Responsibilities for Information Resources**

- Supports the Clinical Director in developing and maintaining a system of performance management to ensure high quality screening lower gastrointestinal endoscopy.

- Supports the Clinical Director utilising a variety and complex data sources, performance measures, outcomes and information, to develop action plans to support individuals if performance dips below expected standards and quality.
- Utilising Trust and Bowel Cancer Screening Databases produces a quarterly report of all screening endoscopists performance (in arrears) in preparation for discussion and review at Screening Centre Governance Meetings and Trust Performance Meetings.
- The post holder will be responsible for creating and maintaining a database to support a Large/Complex Polyp MDT, which can be used to evidence monitor and audit quality outcomes, inform best practice and promote new research in the management of large and/or complex polyps.

#### **11. Responsibilities for Research and Development**

- The post holder will support, facilitate design, implementation and evaluation of any new developments and/or innovative ways of working which will secure a reliable and sustainable high quality bowel cancer screening service.
- Regularly conducts audits (sometimes complex involving several sources of information, databases and outcomes) and supports research-based studies to evaluate the effectiveness of clinical and non-clinical (e.g. innovations in ways of working, new roles etc.) interventions.
- Contributes to the publication of the above.
- Supports the development of the bowel cancer screening service and wider endoscopy service, which promotes the best possible high quality experience for participants and patients respectively.

#### **12. Freedom to Act**

- The post holder exercises a high degree of personal, clinical and professional autonomy.
- Promotes and shares clinical and professional learning from incidents.
- Makes referrals to other clinicians and clinical teams.
- Organises further investigations including advanced therapeutic interventions, scans, histopathology and blood analysis due to outcomes of SSP Clinic Assessments, referrals received from other clinicians/clinical teams or screen lower gastrointestinal endoscopy examinations.
- Performs Screening Lower Gastrointestinal Endoscopic diagnostic and therapeutic examinations commensurate with level of skill and experience.