

# TRAINEE OPHTHALMIC ASSISTANT – OPHTHALMOLOGY OUTPATIENTS

Candidate Pack



# Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- This role supports patients as they move through the eye clinic, helping them feel safe, comfortable, and informed.
- You will help nurses with basic care tasks, such as taking observations and assisting with mobility.
- You will talk with patients and their families, helping them understand what is happening and where they need to go.
- You will keep patient information private and help with simple admin tasks like checking clinic lists and keeping records up to date.
- You will help keep the clinic clean, tidy, and well stocked, and prepare equipment for use.
- You will learn new eye-care skills, such as checking vision, helping with scans, and supporting minor eye procedures.

# Job Description

<b>Job title:</b>	Trainee Ophthalmic Assistant
<b>Grade:</b>	Band 2
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Department Manager
<b>DBS required:</b>	Enhanced

## Job Purpose

To offer support, care, and guidance to the patient on their journey through the Outpatient Department. To assist in the delivery of care to satisfy patient individual needs. To maintain patients' privacy, dignity and comfort whilst promoting independence and encouraging a healthy lifestyle.

## Scope and Range

The post covers Ophthalmology clinics within the Outpatients Department at The Royal Shrewsbury Hospital. This may include cross-siting to PRH/Wrekin Community Clinic. There may also be prospects of assisting in the newly developed cataract suite at The Royal Shrewsbury Hospital.

## **Duties and Responsibilities**

### **Assisting nursing staff in caring for an individual's hygiene and physical comfort**

- Assist in creating a supportive and caring environment.
- Carrying out toileting, including emptying urinary catheter bags.
- Dispose of clinical waste in line with health and safety instructions

### **Undertake clinical activities as directed and under the supervision of the Registered Nurse**

- Measure and record routine observations of temperature, pulse, blood pressure, - Assist with patient mobility using correct equipment and techniques. - Handle and label specimens safely and correctly - Obtain blood sugar levels using B.M.stix.
- Assist patients and chaperone whilst clinical examination / procedures are being undertaken.
- Collect drugs required for the appropriate clinical session, ensuring safe return and storage after clinical session has ended.

### **Information and Communication**

- Maintain patient confidentiality at all times.
- Assemble nursing documentation, including all stationery requirements for clinical sessions.
- Use Careflow to check clinic lists, reporting any discrepancies to clerical staff / senior nurse on duty.
- Record demographic details of individuals in manual and computerised records.
- Answer telephone courteously, relay messages accurately and promptly, answer general enquiries by visitors.
- Verbally update the Registered Nurse regarding patient's condition.
- Support communication with patients, relatives or their carers and encourage participation including assisting patients, relatives, and carers where there are specific communication difficulties.
- Support distressed patients and relatives.
- Be aware of and support individual, religious, cultural, and psychological needs.
- Ensure correct clinical information is displayed, regularly updated, and waiting times monitored.

- Check referral letters, results / x-rays/visual field analysis are available for clinical session, and contact relevant departments to obtain information, if not available.
- Direction of patients to relevant areas for investigations, giving written information as required

**Work without direct supervision offering assistance to student nurses and new members of staff**

**Contribute towards a clean, safe, and healthy environment**

- Prepare clinical area and department prior to start of clinics.
- Maintain general tidiness and cleanliness of the department.
- Maintain, monitor and control stock and equipment within the department, reporting any deficit to senior nurse on duty.
- Prepare specific equipment required within the department prior to clinical procedures.
- Assist in protecting patients, visitors and staff from abuse and assist in managing abusive and aggressive behaviour.
- Be responsible for clinical incident reporting according to the Trust's health and safety standards

**Escort patients to other wards and departments without direct supervision.**

**Works to well established routine / procedures, may participate in discussions on proposed changes.**

**Frequent requirements for moderate physical effort.**

**Frequent requirement for concentration.**

**Able to respond to unpredictable work pattern and interruptions.**

**Occasional exposure to distressing circumstances**

**Additional duties:**

**Work towards being signed off on the following ophthalmic competencies:**

- Assessing visual acuity.
- Assisting in the intravitreal injection service.
- OCT imaging.
- Administration of eye drops under the agreed protocol.
- Performing Humphrey field analysis without supervision and acting upon the results.

**Also:**

Providing assistance to the doctor during the carrying out of minor ophthalmic surgery whilst giving emotional support to the patient.

Involvement in one stop cataract/ e.n.t. clinics giving out advice, and information leaflets.

**Adhere to and work in accordance with The Shrewsbury & Telford Hospital NHS Trust's policies and procedures and relevant national legislation**

Including:

- The Health and Safety at Work Act.
- Manual Handling of Loads Directive.
- Data Protection Act
- The Shrewsbury & Telford Hospital Human Resource Policies (or Princess Royal Hospital Personnel Policies).
- Royal Marsden Hospital Clinical Nursing Procedures

**Attend Corporate Induction and annual Statutory training updates as instructed**

- Health and Safety Instruction
- Fire Safety Instruction
- Safe Handling Training
- Cardio-pulmonary resuscitation (CPR) Training
- Safe Food Handling Training
- Infection Control Training

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Maths and English GCSE Level 9 – 4 (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 in Healthcare qualification (or equivalent)</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Previous experience in ophthalmic setting</li> <li>Previous experience of working in care</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Good verbal communication skills</li> <li>Professional manner</li> <li>Awareness of own limitations</li> <li>Able to work as part of a team</li> <li>Able to adapt to a varying work load</li> <li>Ability to develop ophthalmic skills</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Ability to be flexible within working hours</li> </ul>	

## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are

employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of

Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **NHS Sexual Safety Charter**

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **Continuous Improvement**

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels to have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of

work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

