

JOB DESCRIPTION

Post Title:	Trainee Ophthalmic Assistant
Band:	2
Base:	The Royal Shrewsbury Hospital
Department:	Outpatient Ophthalmology
Responsible to:	Sister/Charge Nurse
Accountable to:	Department Manager
Job Purpose:	<p>To offer support, care and guidance to the patient on their journey through the Outpatient Department.</p> <p>To assist in the delivery of care to satisfy patient individual needs.</p> <p>To maintain patients privacy, dignity and comfort whilst promoting independence and encouraging a healthy lifestyle.</p>
Scope and range:	<p>The post covers Ophthalmology clinics within the Outpatients Department at The Royal Shrewsbury Hospital. This may include cross-sitting to PRH/Wrekin Community Clinic. There may also be prospects of assisting in the newly developed cataract suite at RSH.</p>

Duties and Responsibilities:

Assisting nursing staff in caring for an individuals 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 semaHelix 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 with out 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.

To include:

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

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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- 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; and
- 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; and

- 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; and
- 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 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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 Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust’s approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

This job description is intended to be a guide and will be subject to review. Changes may be made following consultation with the post holder.

Manager

Postholder

Name

Name

Signature

Signature

Date

Date