

## Job Description

**Post Title:** Ophthalmic Retinal Nurse

**Band:** 6 under review with A4C

**Base:** Shrewsbury & Telford NHS Trust

**Department:** Ophthalmic Out-Patients Department

**Centre:** Head & Neck

**Responsible to:** Unit Manager

**Accountable:** Matron

### **Purpose of post:**

The post holder will be required to work in retinal sub speciality clinics in the outpatient department and support other ophthalmic clinics as required. Thus the post holder must possess excellent communication and clinical skills and must have the willingness, flexibility & capacity to work in and travel to different locations within ophthalmology. The ability to provide services on days across the whole week, including weekends must also be evident.

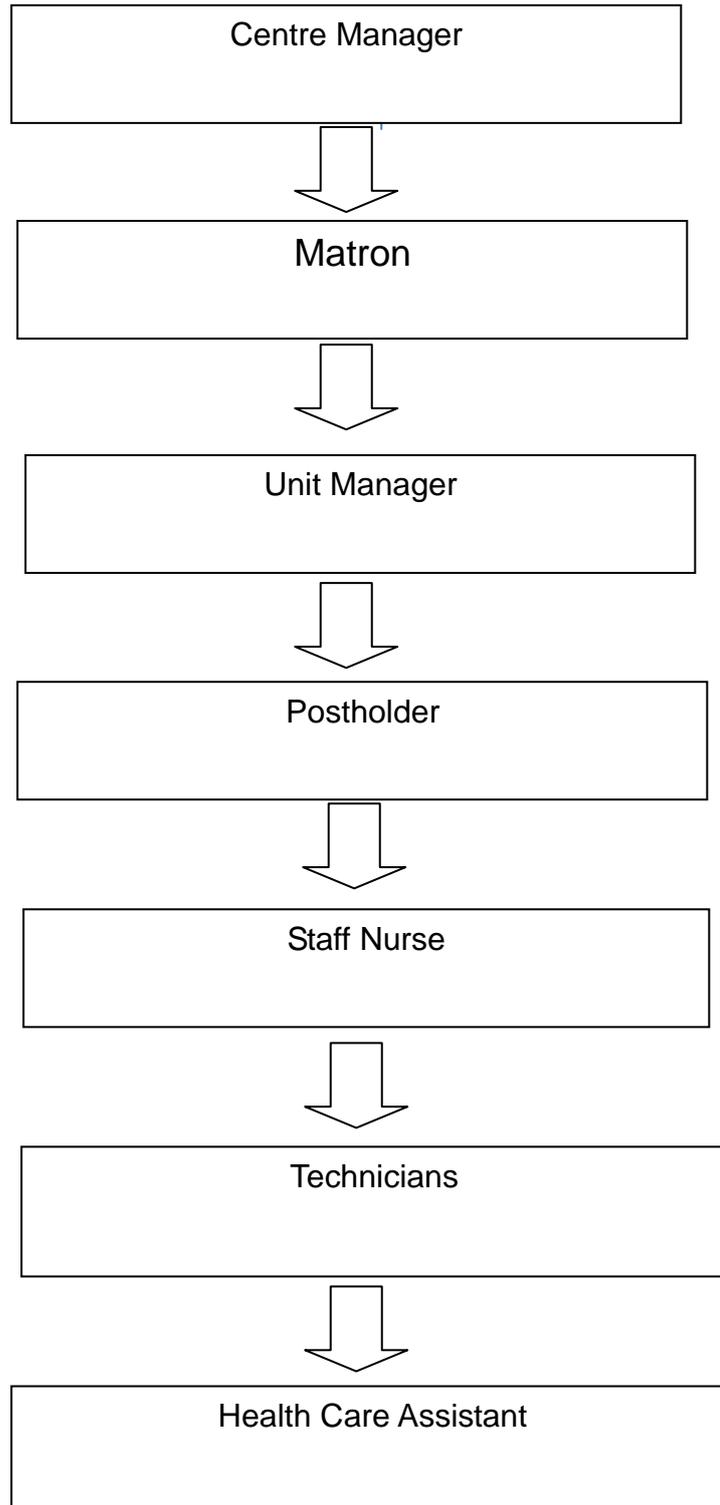
To be part of a multi-disciplinary team working within the Ophthalmology service providing professional and clinical support to patients and will have a defined patient case load.

The post holder will have completed the Ophthalmology course and possess ophthalmic skills and knowledge that will enable them to be competent to perform clinical activities as identified for the nurse led role.

To act as an autonomous practitioner, demonstrating a high level of practice and knowledge whilst participating in indirect evidenced based patient care.

As an employee of our Trust you will be accountable for upholding the Trust's values and be responsible for your own attitude and behaviour.

Organisational position:



## **Main Duties and Responsibilities**

To be competent to individually assess, treat, plan and discharge patients that meet criteria for nurse led clinic under in-direct supervision from Ophthalmologist.

To provide support within the team and act as role model and resource, encouraging and developing a high standard of clinical skill and improving patient outcomes.

To deliver direct patient care whilst, co-ordinating and overseeing nursing practice. Work parallel to the senior medical team within the Ophthalmology Outpatient Department undertaking nurse led clinics.

To drive forward evidence based practice and participate in the clinical supervision of staff and the policies and practices that operate within the clinical area.

To function in a variety of role dimensions: health care provider, educator, clinical advocate and implementer of clinical governance.

To be active in seeking opportunities for health education and health promotion.

To ensure that there is efficient and effective utilisation of resources to deliver optimum quality care to their client group.

To support the delivery of training to junior staff in all related ophthalmic activities.

Ensure patient safety is maintained at all times. Record and report adverse and potentially adverse events. Sharing outcomes with the wider team.

Record information about patients in a safe, accurate and consistent manner using appropriate tools and techniques, including electronic and written formats as close as possible to the point of care.

To ensure approved moving and handling techniques are used in the delivery of patient care including the safe use of mechanical and non-mechanical handling aids.

Formulate and deliver high quality care without direct supervision, seeking guidance on actions that are outside agreed defined standards.

To be aware of the nursing performance indicators and support the department manager in action plans and areas for improvement,

To contribute in the review of clinical standards and practice.

## **Clinical Skills**

Be expected to provide clinical expertise and knowledge demonstrating a sound understanding of issues relating to identification, assessment, treatment and management of a client group.

Recognise changes in patient's conditions which require the intervention of others and ensure that timely referrals are made or escalation procedures enacted as appropriate.

Demonstrate highly technical and/or practical skills to ensure optimum patient management including; complex patient monitoring; equipment management and frequent administration of invasive tests/procedures. Undertake clinical procedures that require dexterity accuracy including slit lamp examination and intravitreal administration of prescribed medication.

Responsible for the assessment, planning, delivery and evaluation of individualised patient care, working in partnership with patients, their carer's and the multi-disciplinary team to ensure patient's physical, spiritual and emotional needs are met.

Ensure that care pathways are shared to meet patient's needs and are delivered in accordance with agreed policies and procedures.

Administer medicines to patients in accordance with the nursing and midwifery council. Standards for medicines management and trust policy.

Adhere to clinical protocols to support the delivery of safe and effective care.

The post holder will be exposed to highly distressing or highly emotional circumstances while providing a service for patients who have a poor visual prognosis.

Following in-house training and competencies reached the nurse with mutual agreement to both the individual and service requirements to be able to demonstrate advanced Ophthalmic skills to offer nurse led clinics with in-direct supervision expertise/support in retinal sub speciality clinics including but not exclusive:

Vitreoretinal clinics  
Medical retinal clinics  
Intravitreal injection clinics

### **Professional Standards**

Act at all times in a professional manner that promotes a positive image of the Trust and upholds its core values.

Practice in accordance with the NMC code.

Ensure that high standards are maintained and act when standards are not.

Clearly present the patients point of view to others including promoting and protecting the interests and dignity of patients.

Act as advocate for all patients, ensuring that all barriers to the patient's opinion and wishes being heard are challenged.

Maintain clear accurate and contemporaneous records in line with the current NMC guidelines and standards.

Raise any concerns regarding standards and quality of care, patient safety or any lapses in professional conduct to the ward/department manager in line with local and NMC guidelines.

### **Education**

Act as a positive role model to others that create a learning environment, supporting development of junior staff, student nurses and health care assistants, knowledge, skills and competence.

Completion of relevant ophthalmic qualification

To take every reasonable opportunity for maintaining, developing and acquiring approved competencies and skills for self-development.

Act as preceptor, mentor or assessor to junior nurses, students and HCA as appropriate if suitably qualified to do so.

Take responsibility for own continuous professional development and disseminate learning and information gained to other team members in order to share good practice.

Take ownership of own annual appraisal, working with appraiser to ensure one is undertaken at least annually and take responsibility for learning and development activities as identified as result of appraisal and in your personnel development plan.

Actively help other members of the team to identify and support their individual training and development.

Help to ensure that all staff attend mandatory training sessions through e roster.

Participate to create and maintain a positive learning environment and assist with orientation programme for new members of the team.

Pro-actively use information technology resources to keep up to date with current practice.

Maintain up to date training information technology skills and demonstrate a good working knowledge of confidentiality and data protection.

### **Management and leadership**

Provide leadership to all staff that promotes a culture of positive and effective team work.

To ensure that staff have a clear understanding of their duties and responsibilities and of standards of performance and conduct expected of them during a span of duty.

Work as an effective and responsible team member supporting others by demonstrating good practice and support the departmental manager in utilising mechanisms to develop and implement new ways of working.

Prioritise own workload and ensure effective time management and act in manner that promotes quality care.

Be responsible for patient care activities conducted by other members of staff under your supervision including HCA and student nurses.

Participate in team activities that create opportunities to improve patient care working with departmental manager to effective change.

Participate in reviewing clinical practices to ensure that they are cost effective.

To work with all members of the multidisciplinary team to develop services to ensure the effective provision of all aspects of clinical care are maintained to a high standard.

To contribute to and influence the total patient experience and journey through collaborative working and effective communications with all members of the multi-disciplinary team throughout the hospital

To act as a role model for other junior staff.

To contribute with the management of poor staff performance and assist individuals to work towards agreed objectives.

Assist in development of local policies, protocols and guidelines.

In conjunction with senior staff and medical staff help review clinical procedures and policies.

To support the department managers in the process of change demonstrating professionalism and integrity.

To contribute towards the development, production and implementation of the department's objectives, in line with agreed service and financial objectives.

## **Quality**

Ensure a welcoming, caring and safe environment is provided for the patient and their family/carers/visitors.

Deliver care based on current evidence, best practice and validated research when available.

Maintain own awareness of the local, national and professional quality issues relevant to the delivery of nursing services.

Participate in the evaluation of care delivery through self and peer review, patient and carer feedback, audit and research, benchmarking and formal evaluation. Implement necessary changes to improve patients' care and experience.

Engage with and contribute to patient and public involvement activities.

Participate in activities to improve the quality, productivity and effectiveness of care, in response to local and national policies and initiatives, implementing improvements as required.

Contribute to continuous improvement activities, making suggestions and recommendations for advancement of quality.

Be aware of the role of the nurse in handling complaints in accordance with Trust policy.

To support the department manager to assist PALS staff in helping to resolve the concerns of patients and their families as quickly as possible.

## **Communication**

Communicate sensitively, confidentially and with empathy to meet the wide ranging physical and emotional needs of patients and their carer's and families.

To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic nursing records according to NMC guidelines and unit guidance are maintained.

Using a range of communication tools, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs and overcoming any barriers to communication.

Provide good counselling and advocacy skills to support staff, patients and carers.

Develop and maintain communication with people about difficult matters or difficult situations.

To respond appropriately to ineffective communication techniques and styles used by staff. Supporting the department Manager on first line performance management action in the event of continued issues.

In conjunction with the department Manager develop appropriate written and verbal patient information processes and systems.

Provide accurate, timely and relevant patient progress and handover information using both written and electronic systems.

Ensure effective communication is initiated and maintained between all members of the multi-disciplinary team, ensuring appropriate and timely referrals and liaison with relevant personnel.

To ensure that information / decisions are cascaded appropriately to junior staff using tools forums and communication strategies as identified by the department manager.

In conjunction with the department Manager maintain collaborative working relationships and effective communications between all members of the multidisciplinary team, resolving conflict and working within the team to ensure a high standard of co-ordinated patient care.

Attend and actively participate indepartmental and Centre meetings.

### **Managing Resources**

Ensure that all resources are used effectively, with the minimum of waste, making recommendations where it is evident that appropriate changes may improve efficiency.

Ensure technical, clinical and non-clinical equipment is maintained, cleaned and stored correctly and that any faults and defects are reported promptly.

Adhere to systems for the tracking and location of medical assets and ensure that any losses are reported in accordance with Trust policy.

Contribute to the effective and economic use of resources e.g. local recycling schemes.

### **Research and Audit**

Together with the Department Manager participate in developing standards of care and participate in on-going research, audit and projects.

To promote and disseminate relevant research findings to support clinical practice and education within the department.

To participate in developing systems for assessing the users views on the quality of services provided and for involving patients relatives and their representatives in the planning and development of services

### **Managing Information**

Ensure accurate and timely data entry to contribute to the provision and analysis of information to improve patient care.

Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 1998.

Create and use records, including electronic, in a manner that complies with legislation, professional standards and organisational policies for record keeping.

Understand own and others responsibility to the individual organisation regarding the Freedom of Information Act.

Facilitate patients' access to records, adhering to policy, legislation, best practice and professional guidance.

### **Human Resources**

To ensure that all local and national HR policies, procedures and guidelines are adhered to and report any failure to do so appropriately.

Assist the Department Manager in planning off duty rotas to ensure appropriate staffing levels and skill mix to meet patient needs.

### **Risk Management**

Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.

Undertake mandatory and statutory training.

Report incidents, accidents and near misses using the Trust's incident reporting system and in accordance with Trust policy.

The post holder will frequently be exposed to highly unpleasant working conditions involving exposure to uncontained body fluids, foul linen etc and should be conversant with infection control policies relating to such exposure.

The post holder may on occasion be exposed to verbal or physical abuse and should be fully conversant with the Trust's policy for dealing with these situations.

### **Decisions, Judgement and Freedom to Act**

Working within defined policies, procedures and professional standards. Working without direct supervision, seeking further advice for guidance on actions that are outside agreed defined standards.

### **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

To support the Department Manager in ensuring that the team develops the skills and knowledge to be able to safely and competently use medical equipment. To ensure they are aware of the need to ensure that equipment is cleaned, stored and maintained correctly and that any faults/ defects are reported appropriately.

To assist the Department Manager in ensuring that that at all times the team work in a safe and responsible manner by demonstrating a knowledge and understanding of all Trust Health and Safety policies and the implementation of safety measures including:-

- Fire regulations
- COSHH Regulations
- Moving and Handling

To assist the Department Manager in ensuring that systems are in place to control, audit and track the use and location of medical assets and that any losses are reported in accordance with Trust policy.

To contribute to the department's implementation of a Health and Safety management monitoring structure and as far as is reasonably practical within the designated area of responsibility maintain a safe environment for patients, staff and relatives.

To participate in annual H&S audits, working with the department manager to rectify and address shortfalls.

### **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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

This job description is represents a summary of the main responsibilities of the post and not an exhaustive list of duties to be undertaken. The duties may be redefined following discussion with the line manager.

Manager	Postholder
Signature	Signature
Date	Date