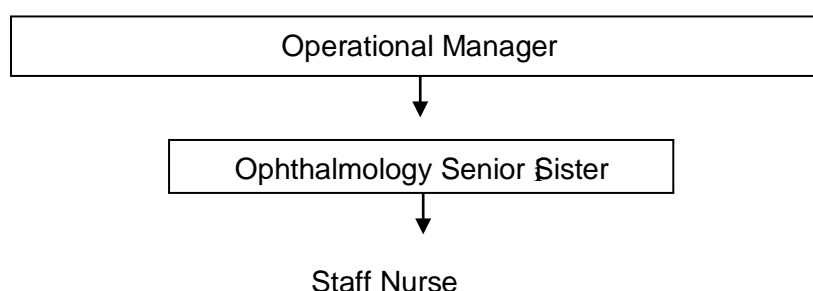


## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Staff Nurse Ophthalmology Outpatients Service
<b>PAY BAND</b>	Band 5
<b>DIRECTORATE</b>	Planned Care
<b>DEPARTMENT</b>	Ophthalmology
<b>BASE</b>	Macclesfield District General Hospital
<b>RESPONSIBLE TO</b>	Operational Manager Ophthalmology
<b>ACCOUNTABLE TO</b>	General Manager

### **Organisational Chart**



### **Job Summary**

The Nurse will assist in the identification of health needs and participate in the delivery and evaluation of care interventions developed to meet those needs under the supervision of a registered Practitioner. Supervision may be direct/indirect depending upon level of competency and the complexity of work.

The post holder will assist in the provision of delivering high quality, individualised and holistic care to a caseload of patients in order to support the patient journey within the Ophthalmology department at Macclesfield and Congleton hospital.

The post holder will continue to develop and undertake a range of delegated competencies and will report to a Registered Practitioner. The nurse will provide general/specific care as specified below for a client group and will be proficient and competent to work across professional disciplines, referring clients for assessment and treatment or to other agencies as required.

The post holder may be required to rotate through other areas and departments within the surgical directorate.

## **Key Duties/Responsibilities**



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### **Clinical**

- Promote and value the rights, responsibilities, and diversity
- Function as an effective member of the multi-disciplinary team.
- Maintain clear concise and legible documentation adhering to prescribed standards and protocols within scope of Nurse's remit.
- Organise and prioritise time effectively
- Use IT systems for relevant tasks e.g. accessing patient records & results, requesting investigations, data collections.
- Take personal responsibility for ensuring that patients are treated with courtesy at all times, the individual needs of the patients are respected, and confidentiality is maintained at all times.
- Take personal responsibility for ensuring that all colleagues, contractors and visitors are treated with courtesy and respect and that confidentiality is maintained at all times
- Obtain verbal consent in accordance with Trust Consent Policy prior to the delivery of care.
- Coordinate and undertake the safe listing, admission, and discharge of patients on the AMD pathway in accordance with trust policies. Provide high quality patient care, appropriate to patient need.
- Assist with AMD injection lists supporting the care of the patient while having the procedure delivered.
- Ensure patients have timely out-patient appointments booked as specified by NICE criteria
- Support FFA clinics and use of the FFA machine.
- Safely perform OCT and Visual field tests.
- Use safe handling techniques and promote patient mobility, utilising mobility aids and equipment where appropriate.
- To maintain a patient orientated approach towards care delivery.
- Plan and deliver high standards of care (in conjunction with relevant professionals where appropriate).
- Responsible for providing administrative support to the Ophthalmology department where high cost drugs are used; including entering data onto a high cost drugs prior approval system (Blueteq).
- Recognise the need for referral and undertake appropriate referrals to specialist nurses/ practitioners/services within the NHS, independent & voluntary sectors
- Order routine bloods/investigations and have a basic understanding of normal and altered values
- To carry out Pre-operative assessment for cataract surgery under local anaesthetic.
- Utilise clinical skills appropriately to enhance the delivery of patient care e.g. Venepuncture, wound care.

### **Communication**

- Use effective verbal and non verbal communication skills when working with service users who may have physical or external barriers to communication such as loss of hearing, anxiety or cognitive problems.
- To maintain communication with registered professionals to inform of patient progress and highlight variations to expected outcomes from rehab programmes delivered.

- To maintain comprehensive and accurate assessment records in line with trust policy.
- Establish and develop collaborative working relationships with other members of the team and other agencies, ensuring that the principles of working together are enacted.
- Attendance of at least 50% of all team meetings.
- Participate in the ongoing development of the service.
- Demonstrate Trust values and principles of the 6 C's in behaviours and practice.

### **Training, Education and Development**

- To develop and maintain own clinical skills and knowledge using a competency framework to ensure effective care delivery
- To ensure compliance with mandatory training and personal development plans
- To adopt a life long learning approach to developments and maintain a portfolio of practice and development
- To contribute to the assessment and development of others where appropriate
- Participate in the induction and orientation of newly appointed staff, students and cadets to the team.
- To assist in and promote evidence based care

### **Service Improvement**

- To maintain a broad understanding of the work of the Team and of the Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To be involved in the implementation of policy initiatives within the service.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To adhere to all Trust policies and procedures.

### **Leadership/Interpersonal**

- To maintain health, safety and security and report any concern
- To maintain patient confidentiality at all times
- To contribute to effective communications with patients, relatives and members of the multi-disciplinary team
- To acknowledge own limitations and to work with the confines of the remit of the Nurse and the knowledge and skills framework
- To supervise others relevant to grade and participate in their education and development
- To ensure effective and efficient use of physical resources
- To contribute to the development of services

### **Clinical Governance**

- To ensure compliance with policies and procedures and clinical guidelines for self and others
- Maintain the work environment in line with infection control policies
- To report any concern regarding patient care
- Identify risk issues which could affect patient care
- Undertake risk assessments where appropriate
- To participate in patient and public involvement activities

- Support and promote people's equality, diversity and rights
- To participate in audit research, benchmarking and any other initiatives as required
- Conform to safe and lone working practices

**This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.**

### **GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS**

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

### **Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

### **Infection Control:**

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

### **Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

### **Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

**Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Equality & Human Rights:**

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

**Values based Recruitment:**

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

**Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

**SAFEGUARDING Adults and Children:**

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

**Disclosure and Barring Service (DBS)**

"REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions".

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

**THE TRUST OPERATES A NO SMOKING POLICY**

# PERSON SPECIFICATION

<b>JOB TITLE</b>	Staff Nurse Ophthalmology Outpatients Service		
<b>PAY BAND</b>	Band 5		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Appropriate registration with the NMC</li> </ul>		
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Understanding of accountability</li> <li>• Ability to perform area specific core clinical competencies</li> <li>• Ability to prioritise and organise workload</li> <li>• Assessment skills</li> </ul>	<ul style="list-style-type: none"> <li>• Mentorship skills</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in an acute “care” environment, undertaking a full range of clinical competencies within speciality</li> <li>• Able to relate well with patients / clients / relatives / visitors and colleagues within the multidisciplinary team</li> </ul>	<ul style="list-style-type: none"> <li>• Customer care experience</li> </ul>	
<b>SPECIFIC JOB REQUIREMENT</b>	<ul style="list-style-type: none"> <li>• Experience of use of IT skills / basic IT skills</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to problem solve</li> <li>• Ability to work flexibly</li> <li>• Ability to work well under pressure</li> <li>• Commitment to the principles of patient centred care</li> <li>• Committed to continued personal and educational development</li> </ul>		



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**Signature of Postholder:** .....

**Date:** .....

**Print Name:** .....

**Signature of Manager:** .....

**Date:** .....

**Print Name:** .....