

Draft JOB DESCRIPTION – April 2017

POST: Glaucoma Specialist Nurse
GRADE : Band 7
ACCOUNTABLE TO: Head of Service, Ophthalmology
REPORTS TO: Matron, Head and Neck Specialties

JOB SUMMARY:

The post holder will be required to provide autonomous assessment and care of glaucoma patients within agreed guidelines. They will act as a clinical expert and professional resource for patients, relatives, carers and members of the multiprofessional team. The post holder will play a key role in helping the glaucoma service provide patient education, in line with NICE guidelines focusing on the provision of information. The post holder will work alongside medical and AHP colleagues to establish diagnosis and monitor disease progression in patients with glaucoma and provide patients the opportunity to discuss their diagnosis, prognosis, and treatment and provide them with information on initial and subsequent visits as appropriate.

VALUES AND BEHAVIOURS:

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

Thoughtful Patient Care	Continuous Improvement
Caring and helpful <ul style="list-style-type: none"> • Polite, respect individuals, thoughtful, welcoming • Helpful, kind, supportive, don't wait to be asked • Listening, informing, communicating 	Accountable and reliable <ul style="list-style-type: none"> • Reliable and happy to be measured • Appreciative of the contribution of others • Effective and supportive team-working
Safe and vigilant <ul style="list-style-type: none"> • Clean hands and hospital so patients <i>are</i> safe • Professional, ensure patients <i>feel</i> safe • Honest, will speak up if needed to <i>stay</i> safe 	Best use of time & resources <ul style="list-style-type: none"> • Simplify processes, to find more time to care • Eliminate waste, investing for patients • Making best use of every pound we spend
Clinically excellent <ul style="list-style-type: none"> • Best outcomes through evidence-led clinical care • Compassionate, gentle, see whole person • Value patients' time to minimise waiting 	Innovation for patients <ul style="list-style-type: none"> • Empowerment to act on patient feedback • Improvement led by research and evidence • Teaching the next generation

KEY JOB RESPONSIBILITIES

1. Clinical

- 1.1 Undertake comprehensive ophthalmic assessment of patients, using a range of ophthalmic equipment and techniques including gonioscopy and funduscopy.
- 1.2 Initiate and/or undertake relevant clinical investigations as necessary in the care of patients with glaucoma.
- 1.3 Assess patients and establish diagnosis, within set guidelines, and record clinical findings using the department information systems e.g. Medisoft and Medway and/or refer to the senior clinical colleagues as appropriate.
- 1.4 Obtain formal written consent for procedures carried out in the department following current principles and Trust policy on consent to treatment.
- 1.5 Work autonomously and be responsible for a caseload of patients managing nurse led glaucoma review clinics; for example, performing slit lamp examination and reviewing patients for Goldman's applanation tonometry measurement in post initial treatment clinics following diagnosis of glaucoma and subsequent follow-up clinics.
- 1.6 Ensure thorough and accurate completion of patient written and electronic documentation, using electronic patient administration systems and participate in the development of record systems.
- 1.7 Act as a key contact and source of information for patients, their relatives and carers and the multiprofessional team.
- 1.8 Act as the key point of contact and source of information to colleagues and healthcare professionals on all aspects of the management and treatment of glaucoma and the glaucoma service.
- 1.9 Participate in obtaining informed consent from patients for different types of glaucoma surgery organising and managing specific glaucoma surgery consent clinic.
- 1.10 liaise closely with agencies that support patients with glaucoma to support the continuing care of patients with glaucoma
- 1.11 Maintain good communications with glaucoma patients to ensure that they receive the highest standards of care.
- 1.12 To review and discuss findings of investigations and tests with the consultant responsible for the patients care using this information to prioritise appointments and manage care.
- 1.13 Participate in the introduction, ordering and subsequent care of glaucoma equipment.

1.14 Participate in the development of the glaucoma service at NUH working the glaucoma team, Specialty General Manager, Matron and Head of Service for ophthalmology and Clinical Commissioning Groups.

2. Professional Leadership.

- 2.1 Provide a credible source of clinical knowledge and advice, taking an active role in self-development, reviewing own performance, identifying own needs and taking active measures to meet those needs.
- 2.2 Carry out formal and informal teaching within the hospital to a range of health care professionals and contribute to educational and training programmes as requested / appropriate.
- 2.3 Create a positive learning environment within clinical settings to encourage and facilitate individual and shared learning and professional development.
- 2.4 Participate, where appropriate, in the education of patients and the general public.
- 2.5 Maintain an awareness and understanding of relevant, up to date research studies within the clinical field.
- 2.6 Critically analyse and evaluate research findings and apply these to clinical practice.
- 2.7 Participate in research studies in conjunction with the specialty team.
- 2.8 Take a supportive role in developing practice through specific research and audit projects.
- 2.9 Collect and analyse information related to patient and carer satisfaction and evaluation of the service.
- 2.10 Share and promote good practice through involvement with local groups, including presentations, publication and dissemination of role evaluation.
- 2.12 Respond and contribute to clinical governance initiatives including infection control audits.
- 2.13 Actively support the department in monitoring and improving quality through essence of care benchmarking, CQC peer reviews, and use of other quality metrics.
- 2.14 Maintain effective channels of communication with all members of the multidisciplinary team.

2.15 Contribute to the work of time limited committees and project groups.

3. Professional Development

- 5.2 Following individual performance management, liaise with line managers on how identified training needs and development are to be met.
- 5.3 Ensure that one's own practice is kept updated, using an acceptable model of clinical supervision.
- 5.4 Take every opportunity to expand own clinical and professional practice in line with the principles contained within the Nursing and Midwifery Council's (NMC) document "Code of Professional Conduct".
- 5.5

The post holder will be expected to fulfil the professional expectations required of a registered nurse by the Nursing and Midwifery Council and the Trust. This will include taking every opportunity to expand his/her own practice in line with the principles contained within the Nursing and Midwifery Council's document "The Code of Professional Conduct" (2015), adhering to the elements contained within this document, in particular those related to professional accountability and undergoing individual performance management to establish training needs and using clinical supervision as a means to update practice.

Governance

All staff are expected to actively participate in governance activities, to ensure that the highest standards of care and business conduct are in place and working to ensure the Trust operates in an effective, honest and open way.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below

- **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters

To immediately report to their manager any shortcomings in health and safety procedures and practice

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

- **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for

keeping up to date with any changes to these.

WORKING CONDITIONS

To post holder will be required to work shifts and weekends. The post holder will require dexterity to use the a range of ophthalmic equipment and carry out a range of ophthalmic procedures. The post involves sitting and standing for prolonged periods as well as moving quickly from one location to another. Moving and handling of patients is required in this role.

ACCESS TO PATIENTS

In undertaking the duties outlined above the post holder will have access to patients. This means that the post is exempt from the Rehabilitation of Offenders Act 1974 and all post holders must disclose any criminal conviction including those considered as spent under the Act. Post holders appointed to this will be required to consent to a check through the Criminal Records Bureau.

REGISTERED HEALTH PROFESSIONALS

All persons appointed to the post are required to hold registration with their appropriate professional Regulatory Body and to comply with their professional code of conduct. Evidence of on-going registration will be required.

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment

Manager

Date

Job Description Drafted May 2017 (V1)