

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	Macular Ophthalmic Practitioner
Band:	Band 6 until required competencies/courses completed, then band 7
Directorate:	Surgery
Department:	Ophthalmology
Base:	Ophthalmic Diagnostic Centre.
Responsible for:	Macula patients
Responsible to:	Lead Macula Practitioner

### Job Purpose:

- The post holder will undertake advanced practice clinical sessions as an independent practitioner in designated practitioner led clinics and with their own patient profile in consultant led clinics within the ophthalmic outpatient department at MPH and in community-based settings.
- To work as a specialist practitioner, providing screening / assessment, diagnosis, and prescribing treatment in ophthalmic services.
- To set, monitor and evaluate standards of care in partnership with other members of the Ophthalmic multidisciplinary team to ensure the delivery of a holistic, evidence based, clinically effective specialist service.
- To act as an expert clinical resource to all Health Care Professionals and others involved in the delivery of care to this client group.
- As appropriate, maintain professional and core competency to maintain professional registration.
- Contribute to the Trust Governance agenda through patient involvement, education, clinical guideline production, audit and research.

**Date of Job Description: July 2022**

## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

- Consultant Ophthalmologists, other medical staff
- Ophthalmic Practitioner Leads
- SM Ophthalmology
- Surgical Matron
- Primary care professionals
- Patients & carers
- DCU/OPD staff
- Medical secretaries/administration staff
- National and local voluntary organisations, charities and volunteers
- Directorate management

### **Planning and Organization**

- Communicates service-related information to patients/service users, senior managers, multidisciplinary staff and external agencies.
- Work with Service Leads in monitoring capacity and demands on ophthalmic services, identifying, planning and implementing service developments.
- Participate in setting annual objectives and service development in partnership with professional and line manager leads.
- Support the delivery of service targets including quality, workforce, finance and activity.

### **Analytics**

- Able to use analytical and judgement skills to deal with interrupting complex clinical information and in decision making.
- Able to assess clinical situations and act appropriately.
- Excellent decision-making skills.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

- Provide highly developed advanced ophthalmic clinical skills, to assess diagnose and manage patients in specialist ophthalmic clinics.
- Apply specialist knowledge to promote health in clinical and non-clinical environments.
- Using highly specialised clinical and theoretical knowledge assess, implement and evaluate management and treatment of patients requiring ophthalmic services, demonstrating advanced assessment skills.



- Function effectively both autonomously and in collaboration within a multidisciplinary team.
- To have own case load of patients, making independent decisions regarding clinical care and priorities.
- To maintain competencies necessary to aid diagnosis and treatment of ophthalmic conditions.
- To provide patients and their families with information and support and where required facilitate communication and decision making across the multidisciplinary team including linking in with community providers.
- To act as a patient advocate in line with the NHS plan and to actively apply in depth knowledge of holistic, socio - economic and cultural aspects of care to clients within ophthalmic services.
- To advocate a healthy lifestyle for patients and staff, providing guidance regarding wellness, disease risks and potential changes in health status.
- Assist Service Leads in developments relating to clinical documentation in own speciality. To promote and ensure documentation is maintained to Trust standard. Audit documentation supporting ophthalmic patients as required.
- Communication skills of tact, perception, motivation and explanations at appropriate levels will be utilised to enable patients and carers deal with distressing situations. Informed consent may need to be obtained from patients before intervention and procedures.
- To assist in the development, implementation, audit and annual review of guidelines, policies and patient information concerning Practitioner led ophthalmic services.
- Undertakes non-medical prescribing within sphere of competence. Complying with the requirements of the non-medical prescribing policy and Professional Body guidance.
- Identify and assess vulnerable and visually disabled patients and provide guidance and referral to appropriate support services.
- To maintain accurate and concise confidential records, including complex clinical, social, psychological, emotional and spiritual care to provide safety, quality and continuity of care.
- Actively seek patient and users' views to ensure and develop high standards of care.
- To be involved in therapeutic support groups.

#### **Policy, Service, Research & Development Responsibility**

- Educational Responsibilities
- Assist in the planning and delivery of educational training for patients, carers and healthcare professionals within the area of ophthalmology Trust wide and for the Primary care providers, using an evidence-based approach.



- Initiate, develop or identify patients' education and information tailored to individual need.
- Evaluate the education and training given by feedback forms and database and adjust teaching methods accordingly.
- Participate in research activities in relation to ophthalmic services.
- Participate in educational programmes for healthcare professionals and the general public.
- To assess own educational needs and utilise appropriate resources.

#### **Responsibility for Finance, Equipment & Other Resources**

- Contribute to the management of department resources within budgetary limits working with departmental budget holder for ophthalmology.
- Contribute to the financial planning for the speciality including active work to support cost improvement plans.

#### **Responsibility for Supervision, Leadership & Management**

- Managerial and Organisational Responsibilities
- To participate in setting annual objectives and service development in partnership with professional and line manager leads, ensuring all staff are aware of these developments
- To identify clinical issues and incidents within the Trust that reduces the quality of care within the specialist service. Work with Service Lead to devise strategies to counter these to ensure the delivery of safe and effective care
- To maintain patient data and statistics for service development.
- Engage users and carers in the development of ophthalmic services.
- To attend and participate in departmental, professional update meetings and trust related meetings.
- To be responsible for own clinical professional development (CPD) to maintain competency and to ensure best practice.
- To take an active part in professional networks to ensure the exchange of knowledge and ideas, both locally and nationally.
- Initiate and participate in audit and evaluation of advanced ophthalmic practitioner roles.
- To participate in clinical audit / research and benchmarking within the specialist field to develop and improve patient care.

#### **Information Resources & Administrative Duties**

- Use of patient management systems both local and national.



- Complies with both national and local systems of quality assurance and clinical audit.
- Co-operate with other professionals in service delivery.

#### **Any Other Specific Tasks Required**

- To take part in regular performance appraisal
- To undertake any training required to maintain competency including mandatory training, i.e. Fire, Manual Handling
- To contribute to and work within a safe working environment
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters about Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.



## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the General Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and always conduct themselves in such a manner as to minimise the risk of healthcare associated infection.

## **Smoking**

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



## Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <ul style="list-style-type: none"> <li>1<sup>st</sup> level Registered Nurse or Optometrist</li> <li>Post graduate specialist ophthalmic courses or modules</li> <li>Recognised teaching qualification</li> <li>Independent/supplementary prescribing Qualification (required before band 7)</li> </ul>	E D E D	
<b><u>KNOWLEDGE</u></b> <ul style="list-style-type: none"> <li>Demonstrate advanced knowledge of relevant ophthalmic conditions.</li> <li>Demonstrate advanced understanding of management of relevant ophthalmic conditions &amp; ability to work autonomously as required</li> <li>Demonstrate an ability of working to agreed protocols / guidelines</li> <li>Ability to co-ordinate and liaise with multi-disciplinary services and staff</li> <li>Ability to apply specialist knowledge in a variety of healthcare settings.</li> </ul>	E E E E E	
<b><u>EXPERIENCE</u></b> <ul style="list-style-type: none"> <li>A minimum of 1 years post registration ophthalmic clinical experience at band 6</li> <li>NHS experience</li> <li>Evidence of clinical audit</li> <li>Experience of teaching in practice</li> <li>Experience of standard setting and audit</li> <li>Experience of applying research findings to practice</li> <li>Experience of participating in research</li> </ul>	E E E E E E E E	
<b><u>SKILLS &amp; ABILITIES</u></b>		
<b><u>COMMUNICATION SKILLS</u></b> <ul style="list-style-type: none"> <li>Evidence of a good standard of Literacy / English language skills</li> </ul>	E	





<ul style="list-style-type: none"> <li>• Clinical leadership skills</li> <li>• Ability to be assertive when necessary and remain calm in stressful situations.</li> <li>• Demonstrate complex communication skills.</li> <li>• Evidence of implementing change in clinical situations</li> <li>• Demonstrates importance of and ability to work as part of a team.</li> <li>• Good interpersonal skills and initiative.</li> <li>• Ability to act as patient advocate.</li> </ul>	E E E E E E E	
<b>PLANNING &amp; ORGANISING SKILLS</b> <ul style="list-style-type: none"> <li>• Able to manage own workload.</li> <li>• Flexible in working practice</li> </ul>	E E	
<b>PHYSICAL SKILLS</b> <ul style="list-style-type: none"> <li>• Be able to physically carry out the duties of the post.</li> <li>• Able to meet the demands and the hours as required by the role.</li> <li>• Able to perform relevant clinical skills</li> </ul>	E E E	
<b>OTHER</b> <ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients.</li> <li>• Willingness and ability to travel to community clinics across Somerset.</li> <li>• Current driving licence</li> </ul>	E E E	
<b>SUPPORTING BEHAVIOURS</b> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		

## SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable /		X	



unpleasant physical conditions			
Working in physically cramped conditions		X	
Lifting weights, equipment or patients with mechanical aids	X		Occasional
Lifting or weights / equipment without mechanical aids		X	
Moving patients without mechanical aids	X		Daily computer use. Slit lamp for Examination of patients
Making repetitive movements	X		Injection clinics
Climbing or crawling		X	
Manipulating objects	X		Moving slit lamp and equipment around patient
Manual digging		X	
Running		X	
Standing / sitting with limited scope for movements for long periods of time	X		Standing for long periods during intravitreal injection clinics
Kneeling, crouching, twisting, bending or stretching		X	
Standing / walking for substantial periods of time	X		Standing during injection clinics
Heavy duty cleaning		X	
Pushing / pulling trolleys or similar		X	
Working at heights		X	
Restraint ie: jobs requiring training / certification in physical interventions		X	
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another ( give examples)	X		Occasional interruptions during clinical sessions for advice/support
Carry out formal student / trainee assessments	X		Assessment of staff competencies within Macula service
Carry out clinical / social care interventions	X		Daily in clinical activities while undertaking ophthalmic clinics and procedures
Analyse statistics	X		Review of audit results to improve and develop service
Operate equipment / machinery	X		Daily use of Ophthalmic equipment
Give evidence in a court / tribunal / formal hearings	X		If required



Attend meetings (describe role)	X		Team meetings, Governance and audit
Carry out screening tests / microscope work	X		Daily use of slit lamp Microscope
Prepare detailed reports	X		Clinical documentation
Check documents	X		Clinical documentation
Drive a vehicle	X		Community clinic locations
Carry out calculations	X		Independent prescribing/ interpreting results
Carry out clinical diagnosis	X		Interpretation of results
Carry out non-clinical fault finding		X	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events	X		Occasional- discussing loss of vision, poor prognosis and being outside DVLA driving criteria
Giving unwelcome news to patients / clients / carers / staff	X		Daily- discussions about potential loss of vision
Caring for the terminally ill		X	
Dealing with difficult situations / circumstances	X		Occasional dealing with distressed and unhappy patients, carers, relatives and staff
Designated to provide emotional support to front line staff	X		Provide support to colleagues
Communicating life changing events			Loss of vision, Loss of driving license
Dealing with people with challenging behaviour	X		Occasional dealing with patients/ cares and staff
Arriving at the scene of a serious incident	X		Occasional within clinical setting- patient/ visitor collapse
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		X	
Excessive temperatures			
Unpleasant smells or odours		X	
Noxious fumes		X	
Excessive noise &/or vibration		X	
Use of VDU more or less continuously		X	
Unpleasant substances / non household waste		X	
Infectious Material / Foul linen		X	
Body fluids, faeces, vomit	X		Occasional- during OPD setting



Dust / Dirt		X	
Humidity	X		Treatment can get Humid/ hot during the summer
Contaminated equipment or work areas		X	
Driving / being driven in <b>Normal</b> situations	X		Driving to community settings, Diagnostic center
Driving / being driven in <b>Emergency</b> situations		X	
Fleas or Lice		X	
Exposure to dangerous chemicals / substances in / not in containers		X	
Exposure to Aggressive Verbal behaviour	X		Occasional within clinical setting
Exposure to Aggressive Physical behaviour	X		Occasional during clinical setting



## **Department Organisational Chart**

## **Department Core Purpose**

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The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

