

JOB DETAILS:

Job Title	Ophthalmology Nurse Specialist
Pay Band	Band 6
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Surgery
Department	Ophthalmology
Base	Royal Glamorgan Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Senior Nurse
Reports to: Name Line Manager	Department Manager
Professionally Responsible to:	Senior Nurse

OUR VALUES AND BEHAVIOURS:



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

To find out more about our values, visit:

<https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

The Ophthalmology Nurse Specialist will provide specialist ophthalmology nursing knowledge, skills and competence in developing and maintaining the provision of nurse led clinics and services. They will be a competent nurse specialist for the service.

The Ophthalmology Nurse Specialist shares workload and responsibility with medical staff and other ophthalmology clinical staff to make the best use of specialist clinical skills within the ophthalmology department, enabling the department to provide this specialised service. They will assist in leading and monitoring the performance and work of the nursing team, and deputise for the clinic manager as and when required.

The Ophthalmology Nurse Specialist is expected :

- To provide specialist ophthalmology advice.
- To accept direct emergency referrals from other healthcare professionals and medical staff.
- Take clinical histories and carry out examinations to make a differential diagnosis during autonomous nurse led clinic sessions.
- Following training and assessment of competence perform specialist ophthalmology procedures.
- Manage the department in the absence of the Department Manager.

DUTIES/RESPONSIBILITIES:

The post holder will:

- Provide and receive complex sensitive information requiring a comprehensive understanding of ophthalmic conditions. High levels of empathy and reassurance are required to discuss degenerative eye conditions with patients and relatives.
- To maintain effective communication with all departmental staff.
- To provide specialist ophthalmic advice by telephone, for example to GP's, patients and other healthcare professionals.
- Maintenance of accurate records.
- To have the knowledge of outside agencies who are available and a valuable resource to the visually impaired and be able to liaise as necessary.
- To accept direct emergency referral from GP's, optometrists, patients and accident & emergency departments and be able to identify and prioritise sight threatening conditions.
- Undertake the assessment and treatment of patients within the specialism
- Take clinical histories and carry out examinations to make a differential diagnosis

during autonomous nurse led clinic session.

- Plan and manage own workload and assist in the planning of work within the Ophthalmology service
- To initiate and develop nurse led clinics for the Ophthalmology service.
- Plan and develop individual care plans.
- Undertake ophthalmic examinations to make a differential diagnosis.
- Manual dexterity and good hand eye co-ordination is required when using complex examination equipment.
- To perform appropriate correct procedures and make an informed decision regarding discharge, follow up or referral to clinic doctor.
- To provide specialist ophthalmic nursing care and advice that reflects research and current best practice.
- To assess, plan, implement and evaluate programmes of treatment for specific patient groups, using where appropriate, protocols that allow limited nurse prescribing
- Provide patient education for continuity of care if similar problem occurs.
- To provide holistic care taking into consideration the patients physical, psychological and social well-being.
- Work closely with Department Manager to plan and implement improvements to patient services in the light of results from monitoring processes, audit and patient feedback.
- Act in accordance with the legal requirements and statutory rules relating to practice and all University Health Board policies and procedures.
- To continue to develop and maintain own knowledge, skills and competence in line with NMC, University Health Board and directorate requirements.
- Continue to develop and maintain links with other ophthalmology centres in order to share best practice.
- To develop an awareness of directorate and health board business issues that may impinge on the provision of patient care services.
- To set out and monitor standards of service provision and to develop and implement associated improvement strategies, developing protocols accordingly and writing nursing procedures.

- To continuously develop and deliver health education and support for the ophthalmic patient and family.
- Ensure the safe use of equipment in Ophthalmology clinics.
- Take responsibility for the efficient use of resources including monitoring the use of stock.
- To actively contribute to the management of staff in liaison with the Department Manager.
- To contribute to the learning needs of all members of the multi-disciplinary team within the department whilst providing support and guidance.
- Undertake the teaching and competency assessment of junior staff including registered nurses and healthcare support workers
- Provide clinical leadership.
- To maintain records for consequent data analysis of workload management and resource allocation.
- Continue to promote the use of research and evidence based practice and participate in research where appropriate
- To continuously audit, evaluate and implement relevant changes in agreement with the Departmental Manager and Senior Nurse.
- The post holder will work to broad occupational policies being accountable for their own actions.
- The post holder will work as a lead specialist in glaucoma services.
- To effectively manage the department in the absence of the Department Manager.
- To take patient written informed consent, following assessment and full explanation for invasive procedures.

CTM is a Living Wage Employer
Mae Cwm Taf Morgannwg yn gyflogwr Cyflog Byw

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Registered General Nurse. Degree or equivalent skills, knowledge and experience. Specialist training and attendance at short courses in Ophthalmology/related specialty to postgraduate Diploma level or skills, knowledge and work experience to its equivalency.	Recognised teaching certificate. Evidence of involvement in research and audit. Committed to attend specialist ophthalmic training to meet the changing needs of the department requires.	Application Form Pre-employment checks Interview References
Experience	Experience of working in Ophthalmology specialty. Experience of teaching other healthcare professionals. Experience of undertaking clinical assessments.	Managing people and resources. Nurse led clinics. Outpatient ophthalmology nursing.	Application Form Interview References
Aptitude and Abilities	Effective communication. Management of change. Health promotion. Effective time management. IT skills. Ability to set up and manage a nurse led Ophthalmology service. Able to work under pressure.	Ability to speak Welsh.	Interview References
Values	Commitment to deliver a high quality Ophthalmology service to patients. Uphold the values and behaviours of CTMUHB.		Application Form Interview References

Other	<p>Ability to work alone and as part of a team. Flexible working approach.</p> <p>Ability to travel in a timely manner, and work across different sites if required.</p> <p>DBS Clearance.</p>		Application Form Interview References
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GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Line Manager) _____ Date: _____

Signed: (Service Group Manager) _____ Date: _____

Date Job Description compiled: _____

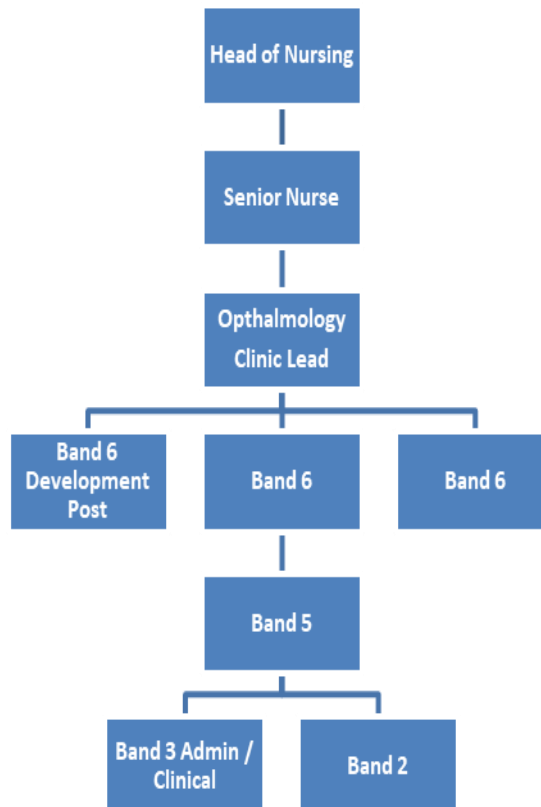
Date for Review: _____

Job Title: ____ Ophthalmology Nurse Specialist ____

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: ____Ophthalmology Nurse Specialist____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Frequent requirement for sitting or standing in a restricted position taking medical histories, carrying out examinations, undertaking procedures.	Daily	Ongoing	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Frequent requirement for concentration when the work pattern is predictable whilst running clinics.	Daily	Ongoing throughout the shift	Occasionally unpredictable when deputising.

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Occasional exposure to highly distressing circumstances when imparting bad news about eye condition to patients and or relatives.	Occasional	Up to 1hour	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Frequent exposure to unpleasant conditions.	Can be Daily	Varies	