

Job Description

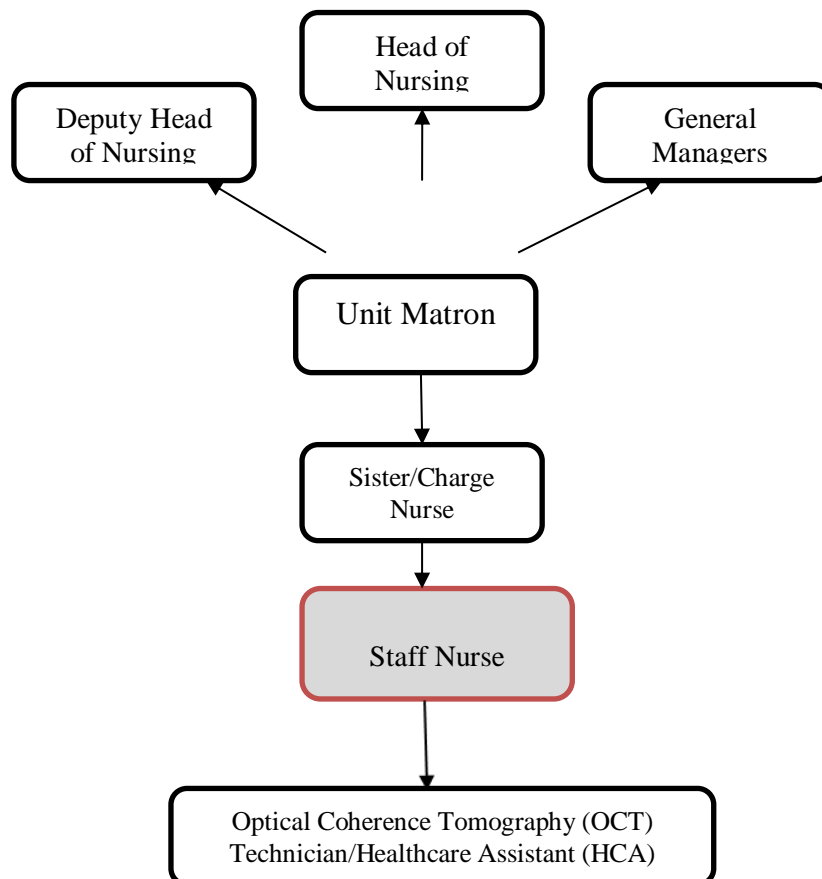
Job Ref:	22-012
Job Title:	Staff Nurse - Ophthalmology
AfC Pay Band:	Band 5
Number of hours:	37.5 hours per week
Clinical Unit / Division	DAS Division
Department:	Dowling unit
Location:	Bexhill Hospital
Accountable to:	Unit Matron
Reports to:	Unit Sister/Charge Nurse

Job dimensions & responsibility for resources:	
Budgetary & Purchasing, Income generation	Careful use of Trust resources.
Staff	Staff (wte): Contribute to induction of new staff
Information Systems	<ul style="list-style-type: none"> Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems: Medisoft; Esearcher; Evolve; Enlighten; Oasis/PAS

Job purpose	<p>To support the Matron, Sister and Charge Nurse in maintaining an efficient and effective service delivering safe patient care within an environment that promotes a responsive approach to changing healthcare needs.</p> <ul style="list-style-type: none"> Provides care to patients in the Dowling Unit Cares for patients compassionately with dignity and respect, acknowledging them as individuals. Assesses care needs and develops implements and evaluates programmes of care.
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	<ul style="list-style-type: none"> • Prepares and assembles any specialist equipment required. • Provides support to students/learners within the unit. • Leads the multi-disciplinary team and unit in the absence of more senior staff.
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Department Structure:



Communications and Working Relationships		
With Whom:	Frequency	Purpose
Patients Relatives Carers	Daily	<p>Develops, implements and evaluates programmes of patient care</p> <p>Communication of information regarding patient's medical condition</p>

		<p>Communicates contentious issues such as breaking bad news, cancelling clinics and critical incidents.</p> <p>Requires skills of motivation and empathy.</p> <p>Patients - adults may have mental illnesses, special needs/learning difficulties where there are barriers to understanding.</p>
Matron and Senior Practitioners	Daily/Weekly/or as required	Management supervision, work planning, advice and support.
Other Health Care Professionals	Daily	<p>Able to work as part of the multi-disciplinary team.</p> <p>Contribute and support within specialist area.</p> <p>Communication of highly sensitive, confidential and complex information.</p>
Other Departments: Purchasing and Supplies Pharmacy	Daily	To effectively utilise resources and meet patient/clinic session requirements
Health & Safety/Risk Assessment	When required	To maintain a safe environment for patients and staff
Administration staff	Daily	Support and communication

Key duties and responsibilities:

1. Provide clinical support as a member of the multi-disciplinary team in Dowling Unit i.e.:
 - Act as the patient's advocate in line with the NMC Code of Conduct
 - Setting up the Clean room, Optometrist rooms and/or VA & OCT rooms
 - Operating and manipulating expensive and delicate specialist equipment
 - Assisting in the collection, transfer and positioning of patients
 - Assisting the IVT Injector in performing intravitreal procedures

- Cleaning and stocking all of the rooms within the Unit
- Collection and maintenance of equipment and supplies
- Assisting when necessary with patient emergency care and possible admission to hospital

2. Undertake extra training to provide specific care to patients undergoing Ophthalmology procedures i.e.:

- Involvement with staff training within ophthalmology
- Liaise with Senior staff to prioritise own workload
- Maintenance of stock and supplies
- Attend relevant meetings

3. Contribute to the maintenance of consistent standards of patient care as agreed with the unit's team and in line with the NMC Code of Conduct; ensuring daily, weekly and monthly checks are completed.

4. Clean in accordance with the requirements laid down by Infection Prevention and Control and the Unit Matron. Prepare and use cleaning solutions and materials in order to ensure care environment and equipment are suitable for use according to COSHH assessments and manufacturer guidelines.

5. Contribute to the effective service delivery through the efficient and economical use of all resources in theatre environment.

6. Accurate completion of patient and departmental documentation and record activity for the theatre and patient information system as required. Ensure all documentation is filed and stored appropriately.

7. Adheres to policies and procedures and contributes to the review and updating of operational policies and practice guidelines, the collection of activity data and maintenance of records.

8. Record critical incidents via the Datix system and report to a Senior Nurse

9. Contribute to a positive and supportive environment for all members of the Team.

10. Maintain confidentiality in matters relating to patients/relatives/carers and staff.

11. Maintain and improve own knowledge and competence through an agreed personal development plan.

Effort and environment:

1. Ability to travel around the site
2. Ability to carry out non clinical manual handling and safe lifting in line with mandatory training
3. To remain calm and sensitive in potentially difficult and disturbing situations

Health and safety:

1. In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform

your line manager of any safety issues that you identify, that could affect you or others in the workplace.

2. You must cooperate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.
3. As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

General Duties & Responsibilities applicable to all job descriptions:

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Working Environment:

Driving	N	Lifting	N	Verbal aggression	N
Use of PC/VDU	Y	Physical support of patients	Y	Physical aggression	N
Bending/kneeling	Y	Outdoor working	N	Breaking unwelcome news to others	N
Pushing/pulling	Y	Lone working	N	Providing professional emotional support	Y
Climbing/heights	N	Chemicals/fumes	N	Dealing with traumatic situations	N
Repetitive movement	Y	Contact with bodily fluids	N	Involvement with abuse cases	N
Prolonged walking/running	N	Infectious materials	N	Care of the terminally ill	N
Controlled restraint	N	Noise/smells	N	Care of mentally ill & challenging patients	N

Manual labour	N	Waste/dirt	N	Long periods of concentration i.e. hours	Y
Food handling	N	Night working	N	Working in confined spaces (eg roof spaces)	N

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

Person Specification

Job Title: Staff Nurse - Ophthalmology		Grade: Band 5	
Department: Dowling Unit		Date: January 2022	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications / Training:			
Evidence of diploma level / degree level study	AI	Mentorship level 3	A
Registered General Nurse on the NMC register	AI	Ophthalmic Diploma	A
Evidence of additional training and competency in Ophthalmology	AI		
Experience:			
Generic preregistration experience in a care environment	AI	Experience of working within the Ophthalmic healthcare environment for a minimum of 12 months	AI
Previous experience of working in the NHS or similar organisation	AI		
Able to undertake further training	AI		
Knowledge of quality, audit and research	AI		
Skills / Knowledge / Abilities:			
Effective communication and interpersonal skills	A/I	Competent in using these trusts information systems: Esearcher; Evolve; Medisoft; Enlighten; OASIS/PAS	A/I
Enhanced documentation skills	A/I		
Able to work as part of a multi-disciplinary Team	A/I	Has the ability to react calmly and decisively in an emergency.	A/I
Able to work effectively in stressful situations where the work pattern is unpredictable, highly distressing and be able to concentrate for prolonged periods of time	A/I		

Ability to organise, prioritise and delegate own workload.	A/I		
Able to work under own initiative and plan and organise own workload Information technology skills	A/I		
To take responsibility for own practice and draw on resources as required.	A/I		
Willing to undertake extra training and responsibility	A/I		
Other: Reliable work record	A/I		
DBS clearance	T		
Evidence that personal behaviour reflects Trust Values	A/I/R		

Managers Signature

Date

Postholder's signature

Date