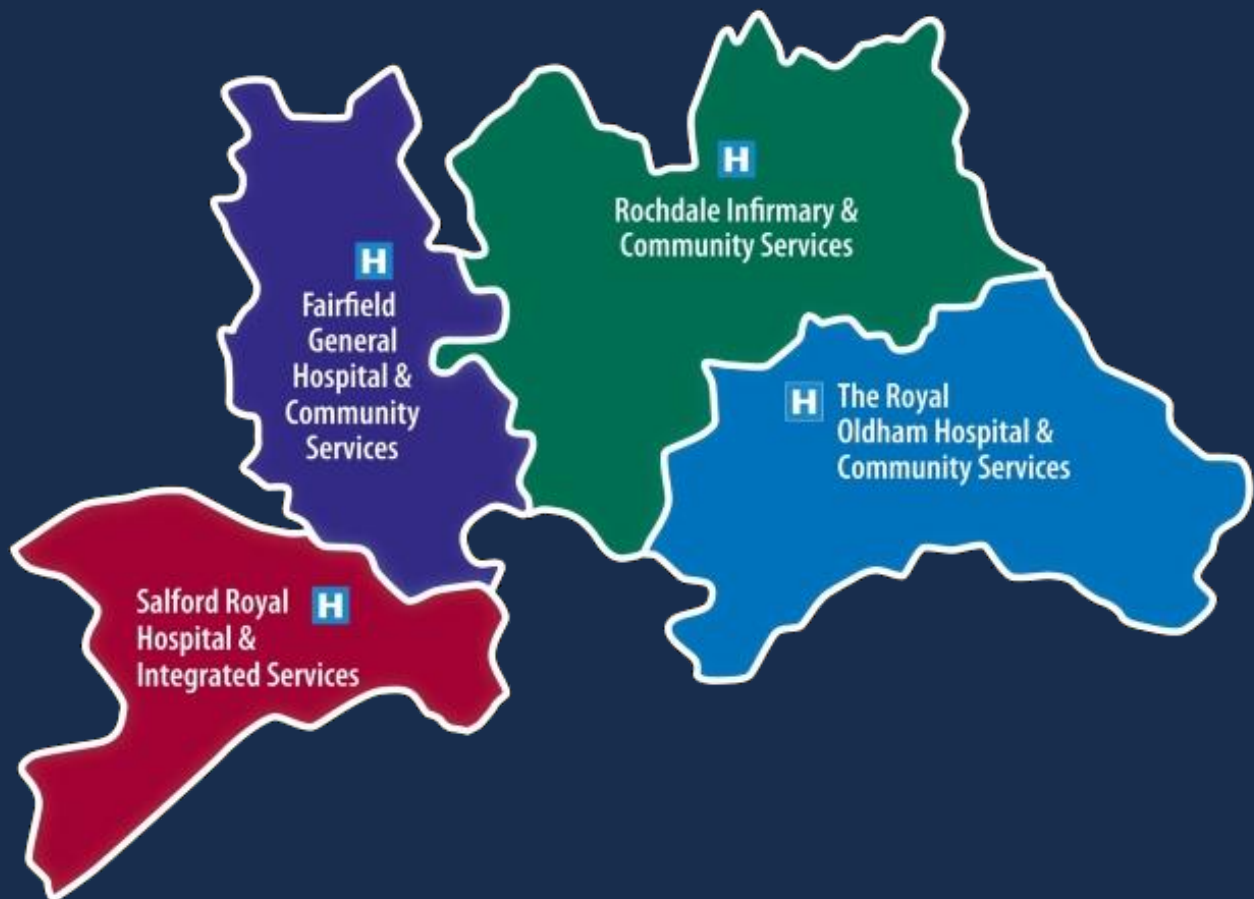


# Oldham Care Organisation

## Job Description & Person Specification



# **We're thrilled you're thinking of joining us!**

The Northern Care Alliance NHS Foundation Trust (NCA) brings together staff and services from Salford Royal NHS Foundation Trust (SRFT) and The Pennine Acute Hospitals NHS Trust (PAT). Our dedicated team of around 20,000 staff – our NCA Family – provide a range of community and hospital services to over one million people across Bury, Oldham, Rochdale and Salford, as well as providing more specialist care services to patients across Greater Manchester and beyond.

Our Care Organisations are designed to operate within a group arrangement of hospitals, community, and healthcare services. Together they manage and are responsible for the day-to-day running of their hospital and community services, ensuring the safe delivery of high-quality care at scale.

Oldham Care Organisation is responsible for delivering healthcare services at the Royal Oldham Hospital and within the community. The hospital has a full A&E department, including a specialist one for children, and offers a comprehensive range of acute and general surgical services, including vascular surgery.

Oldham Care Organisation has recently been given the green light for a new £28m four-storey extension to the main hospital. Designed with patient wellbeing forefront of mind, it will house two new 24-bed general surgery wards and a state-of-the-art emergency theatre within the current theatre unit. The development will allow The Royal Oldham to operate as the hub site for high risk and emergency general and colorectal surgery for the north-east of Greater Manchester.

# Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

## Patient & People Focus

This value enables us to place the patient first in everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

## Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

## Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

## Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

# Job Description

**Job Title: Registered Nursing associate**

**Band: 4**

**Reports to: Sr Janice Crabtree**

**Responsible to: Sr Janice Crabtree**

**Base/Department: Eye Day Case Unit Rochdale Infirmary**

1. Report all accidents/untoward incidents and ensuring relevant documentation is completed.
2. Undertake delegated responsibilities from the Senior Sister/Charge Nurse.
3. Develop an awareness of the cost implications and exercise economy when using or ordering medical supplies.
4. Participate in the investigation of complaints and incidents.
5. Participate in the promotion of safety, well-being and interests of the patients, staff and all visitors to the clinical area.
6. Participate in the appraisal system

The post holder will:

1. Provide and monitor care.
2. To participate in the admission and Discharge of ophthalmic patients
3. Assist in developing an environment that supports the value of nursing care.
4. Carry out clinical duties in accordance with NMC role requirements National, Trust and local standards and policies.
5. Advise patients/clients of the promotion of health and prevention of illness.
6. Take responsibility for their own correct use and operation of medical equipment in accordance with relevant Trust and national guidance.

7. Assist in the monitoring of standards of care within the Trust's Governance Framework and agreed priorities, contributing to audit where appropriate.

### **Communications and Relationships**

*Maintain good verbal and written communication skills with colleagues this will involve discussing diagnostic test results, making written reports and taking part in audits. Be able to Communicate verbally with patients, carers and relatives to explain the reasons for and the outcome of diagnostic tests. Complete relevant documentation on the electronic patient system.*

### **Analytical and Judgmental Skills**

*The post holder will be required to read and act upon patient observations, read and act upon referrals from external healthcare providers*

### **Planning and Organisational Skills**

*Responsibilities for planning and organising work both on a day-to-day basis and longer term. This will include managing own patient workload, working from a pre-planned clinic/theatre list. Time management to ensure workload completed in a timely manner.*

### **Physical Skills**

*The post holder will be expected to manipulate large diagnostic equipment into optimum position, will need finger dexterity and be required to use a keyboard. Moving and Handling patients e.g., using hoist as per trust moving and handling policy*

### **Responsibility for Patient Care**

*The post holder will be involved in direct patient care, instilling prescribed eye medication, pre- and post-operative care of the ophthalmic patient. The post holder will be responsible for positioning patients correctly using manual handling as per Trust policy, encouraging patients to focus on a fixation point, perform diagnostic interventions.*

### **Responsibility for Policy/Service Development**

*The post holder will have no decision-making responsibility*

### **Responsibilities for Financial and Physical Resources**

*The post holder will participate in the correct usage of medical diagnostic equipment and reporting any abnormalities, errors and repairs to EBME department.*

*They will also be involved in the ordering of stock, but will not be responsible for authorising stock.*

## **Responsibility for Information Resources**

*The post holder will be responsible for ensuring that the correct patient identifiers e.g. unit number, initials are attached to the correct computer generated test results and are added to the correct patients electronic record on Openeyes. They will be responsible for following Trust Governance policies in regards to confidentiality around patient records.*

## **Responsibilities for Research and Development**

*Not required*

## **Freedom to Act**

*The post holder will only be expected to complete diagnostic tests as per instructions laid out for each machine by the manufacturer, clinic SOPs and in line with their registration. They will be responsible to Ward manager.*

## **Partnership Working**

*The post holder will need to interact with Eye theatre, and clinic areas plus orthoptists, managerial and clerical staff.*

## **Equality and Diversity**

*The role involves working with a diverse population and the post holder will be expected to treat all patients, customers and colleagues with dignity and respect.*

## **Making Every Contact Count**

***To be included in all job descriptions***

Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing

Staff should use their interactions with the public to give them additional advice on health and wellbeing

Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.



## **Health & Safety**

*As well as the general duty of care, any specific responsibilities relating to staff or patients on health & safety and any hazards associated in the normal course of the role.*

*To be included in all job descriptions (**Please delete as appropriate**)*

## **All people (including consultants) who manage others**

You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

## **General Staff (including junior doctors/volunteers/contractors/honorary contract holder/locums/agency bank**

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

## **Safeguarding**

*To be included in all job descriptions*

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

## **Code of Conduct**

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Registration</b>	NMC registration (Nurse associate)	x		NMC Registration
<b>Essential Qualifications</b>	<i>Ophthalmic experience</i> <i>Ophthalmic interest</i>	X	x	
<b>Knowledge, Skills, Training and Experience</b>	To demonstrate an interest in the specialty. To have basic knowledge of the eye anatomy and physiology. . Good communication skills Competent telephone manner. Good knowledge of computer software e.g., Microsoft, e-mail, and fax. To demonstrate the ability to work within a team. To demonstrate the ability to contribute to the care of the ophthalmic patient	x x x x x x x x		




## Physical & Mental Requirements

<p><b>Physical effort:</b></p> <p>Moving and Handling patients with visual/Physical disability</p> <p>Moving and handling large pieces of medical equipment into optimum position (as per trust policy).</p> <p>Good finger dexterity</p>	<p><b>Emotional effort:</b></p> <p><i>To be caring, compassionate and be patient.</i></p> <p><i>Good working relationships with multidisciplinary team.</i></p>
<p><b>Mental effort:</b></p> <p><i>Good concentration levels. The ability to “think out of the box” To be caring, compassionate and be patient.</i></p>	<p><b>Working conditions:</b></p> <p>Ward environment</p> <p>Can be hot during the summer months</p>

Criteria	Importance (High, medium, or low)
Registered nurse, registration with NMC	High
Willingness to undertake further study and training	High
To demonstrate an interest in the specialty	High
To have a basic knowledge of the eyes anatomy and physiology	Medium
Good communication skills	High
Good knowledge of computer software	High
To demonstrate the ability to assess, plan, implement and evaluate care of a patient	High