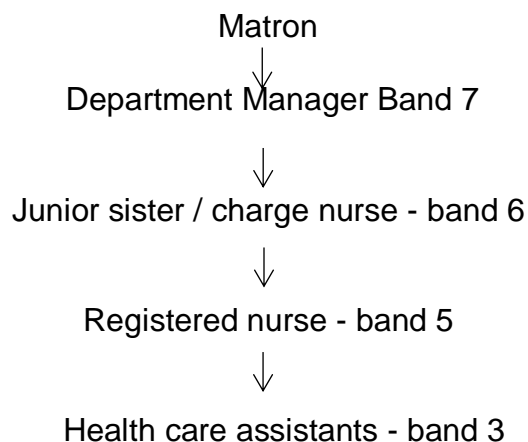


SURGICAL AND ANAESTHETICS SERVICE

JOB DESCRIPTION

<u>SERVICE</u>	Ophthalmology
<u>DEPARTMENT</u>	ophthalmology Day case unit & Outpatients
<u>JOB TITLE</u>	Ophthalmology – Registered nurse (Band 5)
<u>BASE</u>	ELHT
<u>REPORTS TO</u>	Department manager
<u>RESPONSIBLE TO</u>	Matron

ORGANISATION CHART



JOB SUMMARY

To assess, plan, implement and evaluate holistic, individualised patient care. Carry out all forms of patient care without direct supervision. To provide advice and support junior staff and learners in all aspects of delivering Safe, Personal and Effective Care.

MAIN DUTIES

ASSESSOR of nursing:-

- Takes the nursing history of patients through interviewing and observation
- Maintains accurate clinical observations of the patient's condition
- Interprets the significance of data to the patient's condition and progress
- Identifies and discusses nursing problems or needs with the patient, relatives and other staff
- Acts and an associate nurse

PLANNER of nursing:-

- Identifies the priorities of nursing care for patients
- Identifies realistic goals in care plans
- Organises time, equipment and the staff to deliver nursing care

PRACTITIONER of Nursing :-

- Gives skilled care to patients and relatives.
- Administers drugs and treatments as prescribed with safety, accuracy and intelligence within the Trust.
- Communicates effectively with patients, their relatives and co-workers.
- Liaises with medical, para-medical staff and social workers in the delivery of care Ensure that individual patients are assessed and that care is planned to meet their handling and moving needs.
- May be required to act as a Trainer or Risk Assessor in Moving and Handling.

EVALUATOR of nursing:-

- Contributes the setting of standards for nursing care.
- Evaluates the quality of care given to patients.
- Measure goal achievements with patients and relatives and co-workers.
- Changes care plans and goals according to evaluation, under the direction of the Primary Nurse

LEARNERS/RESEARCHER of nursing:-

- Seeks out new knowledge of nursing and health by reading, enquiring and partaking in continuing education programmes.
- Seeks to develop new skills.
- Applies research findings to nursing practice.

TEACHER of nursing and health:-

- Assesses the learning needs of patients, relatives and staff (including learners).
- Instructs patients, relatives and staff (including learners) about nursing.
- Demonstrates nursing skills to patients, relatives and staff (including learners) and support workers.
- Reflects on learning experiences with patients, relatives and staff (including learners).
- Assist with assessing the progress of individual learners, junior staff and support workers.
- Advises members of the public on the promotion of health and prevention of illness - promoting ward activity
- Offer recognised training, and participate in the training and assessment of support workers

MANAGER of nursing:-

- Assesses work to be carried out.
- Organises staff (according to competence), time and equipment for completion of work.
- Supervises the delivery and quality of care given.
- Praises and corrects team members as appropriate.
- Reports and receives reports of work activity.
- Assists with the identification of training needs of junior and untrained nursing staff.
- Co-ordinates the care given by nurses, medical, paramedical staff and social workers.
- Handles complaints by patients, members of the public and staff in accordance with the Trust's Policies
- Assist the Sisters to maintain safe systems of work, including COSHH and manual handling of loads

PROFESSIONAL PERSON :-

- Abides by the legal requirements and statutory rules relating to practice, e.g. NMC. Code of Conduct
- Takes responsibility for personal development and education including in-service training
- Discusses personal development and progress with ward sisters through internal informal appraisal
- Maintains standards of conduct and dress to sustain the public confidence in accordance with the NMC Code of Professional Conduct and the Trust's Policies

PROFESSIONAL STANDARDS OF CONDUCT :-

- Maintain active status on the NMC Register.
- Act always in accordance with the NMC Code of Conduct and guiding documents

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

Ophthalmology – Day case surgery unit Registered nurse (band 5)

Attributes	Essential	Desirable	Assessed by
Qualifications	1 st level Registered general Nurse as verified by NMC. Certificate of Higher Education or Diploma in nursing.	Mentorship qualification Certificate at degree level in nursing	Application form / certifications
Experience	Experience not essential as full training would be undertaken.	Experience in Ophthalmology To have knowledge of current research in the specialist area	Application form Interview references
Knowledge and Skills	Ability to work with change and have a flexible attitude. Able to prioritise work load. Actively seeks to develop own skills and clinical knowledge. Ability to use electronic communication methods. Clear and accurate record keeping. Willingness to undertake future study, to support self-development and service need.	Evidence of continuous development Ability to coach support learners.	Application form Interview references
Personal Attributes	Ability to work within and be an effective member of a team. To be supportive of team members. Ability to listen actively and reflect on one's own work. Demonstrate a compassionate / sensitive approach to speaking to colleagues, staff and patients. To be enthusiastic, Conscientious and sympathetic.		Application form Interview references
Other	Ability to work flexibly across site when service need demands. Able to work with minimal supervision. Able to use own initiative. Able to deal with confidential information in the appropriate manor.		Application form Interview references

EFFORT FACTORS

PHYSICAL EFFORT

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
<p>The role requires physical effort, in supporting patients transfer, moving equipment.</p> <p>High level of walking / agility required on shift.</p> <p>High level of handling large amounts of patient health care records.</p>	Independently throughout Shift.	As required	Variable	<p>Notes, transfer trolleys</p> <p>Patients/ wheel chairs / transfer trolleys.</p> <p>Hoist</p>

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
No			

MENTAL EFFORT

Are there any duties requiring particular concentration?	How Often?	For How Long?
<p>Yes</p> <p>Mental concentration is required Understanding the demand of service and fulfilling the needs of the service</p>	All tasks require concentration to ensure correct details imputed, checked and high level attention to detail	Throughout shift
Are there any duties of an unpredictable nature?	How Often?	For How Long?
<p>Yes</p> <p>The role may include managing emergency situations</p>	Variable	Variable

EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
The role requires dealing with staffing and patient issues which may involve minor conflict, personal issues or dealing with upsetting news.	Direct / indirect	Variable

WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?

How Often?

No

n/a