

JOB DESCRIPTION

Job Title:	Specialist Nurse (OERS)
Band:	Band 6
Location:	NNUH
Department:	Ophthalmology
Managerially Accountable to:	OERS Lead: Nurse Practitioner/Charge Nurse/Sister
Professionally Accountable to:	Matron

Job Purpose:

To provide a Specialist Nurse-led service to patients that are presenting with ophthalmic emergencies. Under the direction of the line manager, provide nursing leadership and effectively manage and co-ordinate patient activity. To promote high quality health care whilst upholding and influencing professional and Trust values.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People-focussed, Respect, Integrity, Dedication and Excellence.

Overview of Essential Responsibilities:

Clinical

1. Deliver a high quality Nurse-led service for all patients within sphere of responsibility and to maintain a routine which results in an efficiently run Ophthalmic Emergency Referral Service (OERS).
2. Utilise specialist, ophthalmic skills, underpinned by in-depth theoretical knowledge to facilitate the assessment, planning and implementation of individualised care for patients presenting with ocular emergencies and to evaluate their programmes of care.
3. To undertake and organise ophthalmic procedures and tests, including the selection and instillation of appropriate drops and the undertaking of ocular examination, in order to aim towards a provisional diagnosis.
4. Demonstrate dexterity and accuracy with regard to the use of ophthalmic equipment.

5. Utilise specialist ophthalmic knowledge to provide and receive complex information.
6. Working to protocols use specialist clinical skills to assess and interpret clinical conditions.
7. To act as patient's advocate, counsellor, educator and health promoter.
8. To participate in the extended role of the Nurse as appropriate to individual knowledge and experience and according to the needs of the department.
9. To liaise closely with own team, Senior Nurse, Service Manager and Matron to maintain professional relationships with patients, relatives, and all members of the multi-disciplinary team.
10. To communicate and liaise effectively with GPs, Practice Nurses, Opticians, NHS Walk-in Centres and Main A&E to ensure all ophthalmic emergencies receive timely and appropriate treatment and advice, including telephone triage where appropriate.
11. To establish and maintain standards of care in accordance with the NMC Code of Conduct and act as a role model for those standards.
12. To maintain high standards of care by personal example and conduct and be a credible practitioner within the clinical area.
13. To maintain a working knowledge of equipment in use in clinical area. To ensure all equipment properly maintained, reporting all repair and service needs.
14. To ensure a safe, clean, therapeutic environment for patients, visitors and colleagues is maintained and ensure that all procedures for infection control are carried out according to Trust policy.

Management/Leadership

15. To maintain a routine which results in an efficiently run OERS.
16. To assist the line manager in the day to day operational management of the OERS, ensuring the placement of appropriate personnel/skills to meet the needs of the patient and the organisation and where possible implement action at times of staff shortage.
17. With particular focus on ophthalmic emergencies, to participate in standard setting and in the formulation, implementation and evaluation of departmental policies, protocols and guidelines.

18. To maintain effective liaison with all supporting services and appropriate hospital departments and to support and encourage voluntary agencies and develop good public relations.
19. To participate with other organisations in health promotion.
20. To represent the service at departmental meetings and hospital unit meetings, acting as an ambassador for the Trust in professional and public settings.
21. To support the maintenance of an environment which will facilitate a regular exchange of ideas in order to promote and initiate change.
22. Act as a resource for support and guidance of staff.
23. To ensure the custody and administration of drugs and therapeutic substances in accordance with legal requirements and in line with Trust policy and to ensure all staff adhere to this policy.
24. To ensure that all incidents, accidents or near misses involving patients, visitors or staff are accurately reported and investigated as appropriate. Ensure relevant details are reported to Sister/Charge Nurse.
25. Act within the complaints procedure as required.
26. To comply with Trust Health and Safety, Fire, Infection Control, Human Resource and Risk Management policies and be aware of the location of these policy documents in the department.
27. To promptly report/manage staff absence from work due to sickness.

Educational

28. To educate and advise patients and their carers, and to promote positive health education.
29. To help create a suitable educational environment so staff are given appropriate learning opportunities and encouraged to apply theory to practice.
30. To participate in teaching and supervision of junior staff, patients, students, carers, nursing auxiliaries, and new staff members. To participate in the induction of new staff.
31. To ensure staff have a working knowledge of all equipment in use relating to the OERS.
32. Assist in the development of nursing practice within the clinical area in conjunction with the Nurse Practitioner/Sister/Charge Nurse and the Nursing Practice Department.

33. To ensure that professional knowledge and competence is maintained in line with NMC requirements and to ensure that educational requirements of Personal Development Plan are met.
34. To attend Trust mandatory training in Resuscitation, Health and Safety (fire, infection control, occupational health, risk management), Moving and Handling and Customer Care as required.
35. To undertake any further training that may be relevant to the post.
36. To participate in staff appraisal.

Research

37. Assist with audit activity relevant to the clinical area and implement action plan.
38. To be aware of research findings in order to deliver evidence-based care.
39. To be receptive to the research plans of others and offer support when able.
40. Participate in appropriate research studies under the guidance of the department manager and Research and Development/Audit Department.
41. Contribute to the documentation of clinical research studies.
42. Demonstrate a commitment to developing research skills.

Finance and Information

43. Update the Patient Administration System (PAS) in line with the Trust's policies and procedures on real time data collection and confidentiality.
44. To ensure a working knowledge of the IT systems in use in the department.
45. To assist the Sister/Charge Nurse in ensuring the efficient and effective use of resources.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	Yes	Prevention and management of aggression	Yes
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	No	Frequent hand washing/wearing gloves	Yes
VDU user	Yes	Chemical sensitisers	No
Driving patients	No	Noise	No

Other (please state)	No		
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Job Specification:

	Essential/ Desirable	Means of Assessment Application Form/ Interview/Ref/Test
Qualifications/training and professional development		
Registered Nurse	E	AF/I
Preceptorship and mentoring course	E	AF/I
Diploma of Nursing or evidence of study at post-registration level	E	AF/I
ENB 346 or Ophthalmic diploma or extensive ophthalmic experience	E	AF/I
Evidence of continuing professional development	E	AF/I
Awareness of need to maintain health safety and security of staff and patients	E	AF/I
Experience		
Significant experience at Band 5 level in Ophthalmology	E	AF/I
Some experience in other acute areas of nursing	D	I
Evidence of managing staff	E	AF/I
Skills, abilities and knowledge		
Excellent communication skills	E	I
Credible practitioner	E	I
Clear understanding of importance of clinical governance	E	I
Demonstrable leadership skills	E	I
Attitude, aptitude		
Flexible/adaptable	E	AF/I
Ability to maintain standards of care/leadership in	E	AF/I

a busy environment		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.