

JOB DESCRIPTION

JOB DETAILS	
Job Title	Lead Glaucoma Practitioner
Reports to	Head Orthoptist
Band (Subject to Matching)	Band 7
Department/Directorate	Orthoptic Department / Surgical Division, NDDH

JOB PURPOSE
<ul style="list-style-type: none"> To lead and develop the Glaucoma Monitoring Service To supervise and train Glaucoma Monitoring Team members both registered and unregistered staff. Provide highly specialist assessment, diagnosis, treatment and advice to patients and their carers. The specialist area is glaucoma and requires the post-holder to work in advanced clinical practice. In addition to leading the glaucoma service the post holder will provide comprehensive, high quality services as an autonomous practitioner and to work as an effective member of the cross-site wider Ophthalmology nursing / orthoptic / optometry team in the assessment, diagnosis and management of patients as required. To develop and monitor effective treatment plans using specialist skills based on clinical and analytical reasoning and using evidence based practice. Be part of an interdependent, multidisciplinary team ensuring optimal patient care.

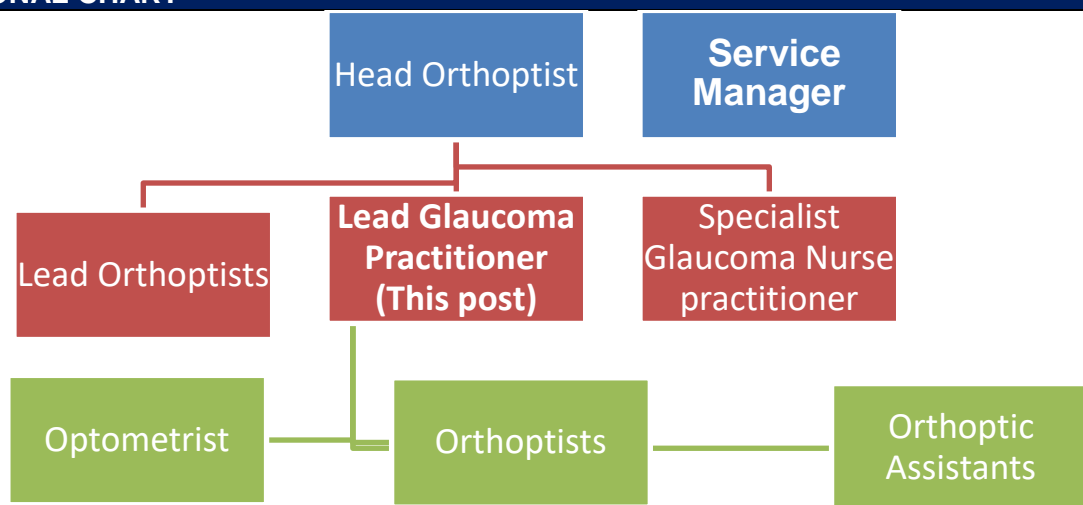
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To lead and develop the North Devon glaucoma monitoring service ensuring an efficient and effective care pathway resulting in highly specialist assessments in an appropriate time frame. To provide high quality, comprehensive and highly specialised clinical services as a highly specialised autonomous practitioner within the extended role of the Orthoptist / Optometrist / Ophthalmic Specialist nurse. Integrate into the multi-disciplinary Ophthalmology Team informing other professionals of clinical findings and work as part of a team to maximise the patients potential. Audit the Glaucoma monitoring service to ensure best possible practice is followed, according to up to date research. Develop glaucoma monitoring departmental protocols and patient information leaflets. Assist the Head Orthoptist / Lead Nurse / Head Optometrist in the future planning and development of the Orthoptic / Optometry / Nursing Service in line with patient need and Trust Wide developments Train and mentor Glaucoma monitoring team. Providing leadership, development and governance in relation to the clinical area and supporting other clinicians regarding patient treatment and management.

KEY WORKING RELATIONSHIPS
<p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.</p> <p>In addition the post holder will deal with the wider healthcare community, external organisations and the public.</p> <p>This will include verbal, written and electronic media.</p>

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Line Manager • Orthoptists • Optometrists • Ophthalmic nurses and medical staff • Orthoptic and Ophthalmic Assistants • Other departmental clinical and admin staff • NDHC staff at all levels in all departments • ECLO 	<ul style="list-style-type: none"> • ROVI • Visiting Professionals • GP's and other practice staff • Local Optometrists • Patients • Relatives and Carers

ORGANISATIONAL CHART



FREEDOM TO ACT

- Act as Advanced Practitioner leading the Glaucoma Monitoring Service providing leadership, and support, in relation to clinical care to glaucoma monitoring clinic practitioners and orthoptic/ophthalmic assistants.
- To work as an advanced practitioner in the community/hospital setting (as appropriate) without immediate supervision.
- Work within codes of practice, professional guidelines broad occupational policies and organisational standards of practice.
- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Initiate and lead specific projects as required.

COMMUNICATION/RELATIONSHIP SKILLS

- Ensure effective communication takes place at all times, taking a team approach to patient care and service needs.
- Lead and attend multidisciplinary meetings to ensure that there is an integrated approach that benefits patient's overall care plan.
- Communicates highly sensitive and highly complex information e.g. prognosis which impacts on patients' life/work.
- To take a clear and concise medical history from the patient that is often of a confidential and sensitive nature.
- To motivate compliance with the required treatment plans.

- To be aware of barriers to communication and be able to overcome them effectively with for example: learning disabled parents; where English is not the first language; with patients with expressive language difficulties (stroke victims).
- To be able to utilise a range of verbal and non-verbal (e.g. Makaton sign language) mechanisms in the assessment and communication of treatment plans to patients and parents to progress visual improvement. This will include patients who may have significant cognitive or perceptual problems and speech impediments.
- To provide condition related information to patients, relatives and other staff. This will require a significantly high level of anatomical and neurological knowledge. This requires a holistic and tactful approach where patients, relatives or carers have no knowledge of the ocular defects associated with particular medical conditions and / or who have difficulty accepting the diagnosis, requiring specialist communication skills in conveying information which is of a distressing nature to the patients.
- Be proactive in giving talks/demonstrations regarding own area of expertise to colleagues and others (internal or external).
- Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, consultants, healthcare colleagues and other members of the multidisciplinary team.
- Read and interpret a range of patient medical, medication, history and care plans.
- Read and interpret a range of policy and guidance, both local and national.
- Provide information, advice and clinical expertise to team members and managers.
- Liaise closely with all members of the primary health care team and other agencies in all matters regarding patients care, discharge and future care management.
- To represent the department externally at local, regional and national meetings regarding glaucoma monitoring services and clinical expertise.
- Work with patients referred with complex communication and cognitive problems e.g. stroke, dementia.
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treat.
- To regularly review the relevant patient information letters and leaflets.

ANALYTICAL/JUDGEMENTAL SKILLS

- Undertake a comprehensive, holistic highly specialist clinical assessment of patients presenting with highly complex multifactorial problems using advanced analytical and investigative skills and clinical reasoning.
- Select appropriate Orthoptic / Optometry / other clinical tests to allow a diagnosis to be made and formulate individual treatment plans along with any further diagnostics that may be required.
- Use clinical judgment to access further diagnostics, treatment etc.
- Interpret highly complex information e.g. patient medical records, clinical findings and potentially conflicting information from patients i.e. be able to relate patient signs and symptoms to possible drug interactions between glaucoma medication and current systemic medication or illness e.g. patients fainting who are on beta blocker glaucoma medication.
- Where clinical signs and symptoms do not always fall into particular categories, & / or where information is limited / unavailable the practitioner will be expected to determine the diagnosis, prognosis, management.
- To assess patient referral letters and triage appropriately for clinical urgency.
- To provide advanced specialist advice and second clinical opinion to other colleagues e.g. GPs.
- To actively monitor clinical waiting times to meet patient need and Trust priorities.
- Work in collaboration with other teams in order to support a consistent and equitable service across the Trust.
- Participate in the operational planning and implementation of policy and service development within the team, helping to set priorities.
- Support clinical changes that contribute to the development of patient pathways.
- Undertake risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.
- Apply clinical reasoning skills after assessment to decide appropriate treatment plan and approach.

PLANNING/ORGANISATIONAL SKILLS

- Lead responsibility for the planning, development and implementation of all aspects of governance of the Glaucoma Monitoring Service ensuring all patients are seen in a timely manner.
- Work alongside the Head Orthoptist to plan and advance/improve the Glaucoma Monitoring Service.
- To liaise with the Head Orthoptist regarding any problems with service delivery. E.g. organise additional clinics when necessary to manage the Waiting List / provide additional capacity.
- Manage an individual caseload of highly complex patients effectively and efficiently.
- Lead and take part in group sessions.
- Plan, organize and prioritize own work load and guide the work of support workers and junior staff as appropriate.
- Work with the team to deliver the most effective service within the resources available to meet patient needs.
- Exercise good personal time management, punctuality and consistent, reliable attendance.
- Co-ordinate the service to ensure timely patient appointments.
- To be involved in longer term strategic planning in area of expertise.

PATIENT/CLIENT CARE

- Lead the Glaucoma Monitoring Service
- To work as an Advanced Practitioner Specialising in Glaucoma to provide a comprehensive, high quality service and provide advice to colleagues working within this Specialty.
- Using advance clinical reasoning, prioritise and provide highly specialist assessment, diagnosis, treatment and advice to patients and their carers.
- To be responsible for ensuring the Glaucoma Monitoring Service consistently meets national standards, guidelines and targets. To inform the Head Orthoptist immediately if it fails to meet these standards.
- Identify specific problems/needs and formulate highly specialist treatment plans in partnership with the patient and others.
- Evaluate patient care in the specialty/ specialties and be proactive in developing services to meet national and local standards.
- Evaluate patient/user progress, and modify treatment/input if required.
- Instil a range of pharmaceutical eye drops into patient's eyes where necessary. To determine appropriate strength of drops. Advise patients of potential risks, side effects and precautions.
- Undertake single-handed clinics at peripheral hospitals as required.
- To support and liaise with the orthoptists, optometrists and Consultant ophthalmologists, to ensure patients are referred following correct pathways and gain appropriate treatment.
- The practitioner's role is to take the lead in a highly complex discussion regarding surgical options. This requires a high level of knowledge, theory and experience.
- Be professionally accountable for all aspects of own work, within the context of an autonomous practitioner guided by Orthoptic/ Optometry / Nursing professional practice guidelines and rules of professional conduct.
- Adhere to all professional standards of practice and organizational policies and procedures.

POLICY/SERVICE DEVELOPMENT

- To develop and regularly review glaucoma monitoring protocols, policies, competencies, SOP's and guidelines and implement changes.
- Support the team to keep updated in developments in the NHS care within the specialty.
- Identify opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and managers.
- Participate in the operational planning and implementation of policy and service development within the specialty in your area and coordinating across organisational and professional boundaries.
- Keep up to date with professional and Orthoptic / Optometry / Nursing related developments in practice.
- Attend and contribute to Departmental meetings e.g. present new ideas, improvements in practice, development of the service and teaching.
- Propose and lead on clinical practice changes that contribute to the development of patient pathways to ensure the service meets recommended local and national guidelines.

- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures.
- Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.
- Adhere to all professional standards of practice and organizational policies and procedures.

FINANCIAL/PHYSICAL RESOURCES

- Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.
- Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported.
- Utilises specialist equipment to provide treatment, where required.
- Demonstrate and instruct the use of equipment to ensure safety.
- To ensure that all test equipment is used correctly. Adequately maintained and stored away securely at the end of the session.
- To ensure all equipment is cleaned regularly according to department procedures.
- To comply with security arrangements in clinics ensuring patient records are locked away and clinics secure.

HUMAN RESOURCES

- Work collaboratively with the manager to ensure training and continuing professional development for all team members and planning for the appropriate workforce.
- Participate in recruitment of staff.
- Participate in clinical supervision as supervisor and supervisee.
- Participate in staff appraisal as an appraisee and appraiser.
- Mentor and provide clinical supervision to newly qualified and junior staff.
- Supervise glaucoma monitoring team.
- Actively share areas of knowledge and experience both formally and informally.
- Identify own training and development needs and undertake appropriate training/education as required including statutory and mandatory training.
- Identify training needs of other team members.
- To take an active part in clinical placements in the department including work experience students, Optometry students, Medical Students, GP's, Health Visitors, School Nurses, Paediatricians and Ophthalmologists.
- Ensure that HCPC / NMC / GOC registration is maintained and evidenced to the manager.
- Participate in and be proactive in teaching at training sessions for staff and other agencies.
- Work with the manager to ensure clinical cover across the locality is maintained especially at times of service pressure.

INFORMATION RESOURCES

- Contribute to the collection of statistical data in order to monitor and develop team and glaucoma monitoring service activity.
- Maintain accurate and timely patient records using agreed standard formats.
- To contribute to a comprehensive, quality Orthoptic / Optometry / Nursing assessment service.

RESEARCH AND DEVELOPMENT

- Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio.
- Take a role in clinical development e.g. journal clubs, special interest groups, peer review groups and other activities to share and expand specialist knowledge across the service.
- To contribute to the department's agenda for effective clinical governance with the aim of improving aspects of clinical outcome.
- To initiate and participate in clinical audits including participation in local, regional and national audits.
- To regularly audit the glaucoma monitoring service and participate in national audits. To take appropriate action to implement audit requirements.

- Monitor and evaluate the information available and to produce a structured audit report based on that information specifically a glaucoma monitoring audit.

PHYSICAL SKILLS

A range of clinical skills including; dexterity and accuracy for testing of patients' visual ability

- Ability to travel to other locations as required meeting time constraints
- Assess and demonstrate the safe use of clinical equipment.
- Standard Computer skills to maintain patient records, clinical audit, support clinical practice, e mail, presentations and order equipment etc.
- Manual Handling of patients (e.g. transferring from wheelchair to clinical chair). This will include patients with complex and specialist needs.
- Use of Orthoptic/Optomety/Ophthalmology equipment which requires good hand-eye coordination and accuracy.
- Orthoptists: To undertake pre and post-operative measurements of motility defects. Significant manual dexterity and speed will be required to ensure accurate results especially in infants having eye surgery. Surgery will be based on the Orthoptic measurements.
- - To assist surgeon in post-operative adjustable suture techniques. This requires accurate measurement to assist the surgeon with ocular alignment whilst the patient is under local anaesthesia.

PHYSICAL EFFORT

- Daily work involves frequent sitting/standing, walking, moving equipment and manual handling.
- Ability to travel / drive to meet the requirements of the post.
- Moving & handling of patients and equipment in relation to assessment and treatment (wheelchairs and manual handling aids) following ergonomic risk assessment as per statutory training and service risk assessments.
- Patient examination regularly requires uncomfortable working positions e.g. constantly leaning over and forwards, kneeling, crouching, squatting, working whilst maintaining awkward posture in restricted positions or limited space frequently.

MENTAL EFFORT

- All shifts require continual concentration and significant mental effort to ensure correct investigation, diagnosis and management of patients.
- Manage competing demands of providing services on a daily basis and developing a clinical area.
- Read, decipher and interpret patient information.
- Read and decipher lengthy documents, summarising for other staff as appropriate.
- Work pattern is unpredictable and subject to frequent interruptions from staff and patients during the course of a clinical session.
- Frequent mental effort in assessment and treatment programmes.
- Long periods of concentration, particularly when using a VDU.
- Identify strategies to motivate patients to comply with their treatment plan.
- Concentration required for driving to community locations.

EMOTIONAL EFFORT

- The post holder is required to be professional in all situations some of which are emotionally challenging and complex
- Work with patients/service users and carers who occasionally have a poor/life limiting prognosis, including the communication of distressing news.
- Work with patients in the aftermath of bad news.
- Work with patients with mental health problems or occasional challenging behaviour.
- To work with mentally and physically disabled patients some of whom will present with very challenging behaviour e.g. physically / verbally abusive.

WORKING CONDITIONS

- Frequent VDU use

- Lone working as required in accordance with Trust policy and procedures.
- Occasional contact with body fluids, infection and unpleasant smells.
- There may be exposure to fleas, lice, childhood illnesses, body fluids etc.
- Maintain up to date Infection Control knowledge and use appropriate personal protective equipment.
- Dispose of clinical waste and personal protective equipment appropriately.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Lead Glaucoma Practitioner
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Requirements	Essential	Desirable
QUALIFICATIONS / SPECIAL TRAINING		
Degree or Graduate Diploma in Orthoptics, Optometry or Nursing HCPC / NMC / GOC registration	E	
Additional education in specialist field relevant to post to masters level or equivalent specialist experience	E	
Member of specialist interest group	E	
Training in Makaton or other sign language communication		D
Possession of City & Guilds 730-7 teaching certificate or equivalent		D
KNOWLEDGE/SKILLS		
Evidence of continuing professional development	E	
Evidence of highly developed communication skills to motivate patients and team	E	
Highly developed analytical and critical appraisal skills	E	
Knowledge of relevant NICE guidance, appropriate national guidance and other relevant initiatives	E	
Proven ability of complex case management	E	
Standard IT Skills including Powerpoint and Excel	E	
EXPERIENCE		
Appropriate clinical skill and competence to demonstrate highly developed specialist knowledge in clinical setting including specialist training	E	
Advanced level of clinical expertise to plan and organise a specialist caseload and develop the clinical team	E	
Experience of advanced problem solving	E	
Undertaken specific piece of work to enhance service development	E	
Audit and research experience	E	
PERSONAL ATTRIBUTES		
Good communication skills, written and verbal	E	
Ability to work autonomously	E	
Ability to work under pressure and with flexibility	E	
Empathetic and demonstrates patient focus	E	

Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives	E	
Standard computer skills	E	
Understand the need for professional conduct.	E	
Competent listening and observation skills	E	
Positive interpersonal skills	E	
Good co-ordination/organization skills	E	
Ability to work positively and professionally as part of a team	E	
Willingness/commitment to undertake training	E	
Understands and demonstrates commitment to the Trust's values	E	
Able to influence and lead the team	E	
Proven ability in organisational and time management	E	
Ability to deal with and resolve conflict	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	E	
To be willing to work throughout the Trust		D
Flexible working re working in a range of clinical settings and environments and shift patterns.	E	
Able to travel to meet needs of the job	E	
Able to manage the moving and handling duties required of working with patients in various settings	E	
Dextrous and accurate for clinical assessments	E	

		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		Y		
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	N				
Driving	Y				Y
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		Y	Y	
Mental Effort	Y				Y
Emotional Effort	Y			Y	
Working in isolation	Y			Y	
Challenging behaviour	Y		Y		