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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Practitioner Lead – Ophthalmic Imaging and Virtual Pathways |
| **Reports to** | Lead Clinician, Cluster Manger,/Head of service relevant to applicant’s professional registration |
| **Band** | 8a |
| **Department/Directorate** | Ophthalmology- Surgical Services Division |

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| **JOB PURPOSE** | | |
| The Lead Practitioner for Ophthalmic Imaging and Virtual Pathways is an experienced registered healthcare professional with expert specialist skills to assess and treat patients and manage the clinical environment in liaison with the management and consultant team.   * The practitioner will act as an autonomous practitioner informing clinical decisions and complex management plans in diagnosis, assessment and treatment of patients within a defined Ophthalmic sub speciality. * Develop new areas of practice and ways of working with the consultant and practitioner team ensuring quality standards are met and maintained. The post holder will work closely with the multidisciplinary team and collaborate with colleagues to ensure high quality patient care is maintained. * Undertake advanced practice clinical sessions as an independent practitioner in designated practitioner led clinics and with their own patient profile in consultant led clinics within the ophthalmic unit and in community settings. * To act as an expert clinical resource to all Health Care professionals and others involved in the delivery of care to this client group. * Contribute to the Trust Governance agenda through patient involvement, education, clinical guideline production, audit and research. * Responsible for Governance of the Ophthalmic Imaging and Virtual Pathways Practitioner Service in conjunction with the Clinical Lead, Clinical Matron and Cluster Manager. * Responsible for policy and service development. Working in conjunction with the senior practitioner and consultant staff formulate the development of clinical guidelines for all aspects of clinical practice within the clinical sub speciality. * Liaises with other agencies as appropriate * Responsible for budget and physical resources * Accountable for the overall operational management and development of the Ophthalmic Imaging and Virtual Pathways service. This will include resource financing, workforce planning, service and growth evaluation, maintaining clinical service provision to national guidelines whilst working in collaboration with the medical staffing clinical lead, cluster manager, Clinical Matron and divisional management. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| * Divisional management team * Ophthalmology Clinical Lead * Ophthalmology Cluster Manager * Ophthalmology Consultants * Clinical Matron * Ophthalmology Practitioner Service Leads * Ophthalmology Practitioners * Ophthalmology Clinical Nurse Manager * Ophthalmology Unit Sisters / Charge Nurses * Clinical site team * Allied healthcare professionals * Ophthalmology Practitioner and Technical Staff * Clinical Applications Manager | | |
| **ORGANISATIONAL CHART** | | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| Management & Leadership:   * Review and update the documentation to improve the quality, accuracy and consistency of information recorded. * Negotiate and facilitate the management of change in practices to achieve best practices and services * To develop and implement with practitioners and consultant staff new policies and clinical guidance for new procedures. * Line manages members of the local delivery team. * Lead the Ophthalmic Imaging and Virtual Pathways team in establishing and maintaining effective communication channels with multidisciplinary team, patients, carers and external agencies * Ensure the efficient and effective day to day management of Ophthalmic Imaging and Virtual Pathways Services within the Trust. * Co-ordinate, lead and manage Ophthalmic Imaging and Virtual Pathways clinics, including practitioner, consultant, domiciliary and community Ophthalmic Imaging and Virtual Pathways services. * Undertake autonomous slit lamp clinics as appropriate * Act as a visible, excellent clinical practitioner role model championing the trust values and expectations. * Uses effective prioritisation, problem solving and delegation skills to manage time effectively * Identify and manage challenging behaviour * Plans, develops and leads on appropriate service developments and quality improvements. * Act as a resource / educator / facilitator for all health care professionals within the Trust. | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| * Creates an environment that fosters good communication between patients and their carers to ensure understanding and consent to treatment is gained. * Communicates complex and highly sensitive information to patients and carers, empathetically in order to provide reassurance and understanding of the patient’s disease and management. * Communicates complex and sensitive information with staff requiring negotiation and motivational skills. * Ability to manage situations calmly where patients may be verbally or physically aggressive * Ability to manage situations where patients may need support with personal care involving the appropriate management of bodily fluids. * Is an effective communicator liaising with the members of the wider multi-disciplinary Ophthalmology team in relation to service delivery and development. * Develop effective channels of communication and working relationships with management teams across the Trust, to enable the development of services in alternative locations, e.g. Community Hospitals, GP Practices. * Responsible for leading on the production of patient information and developing other ways of providing patient information through media and the innovations of new systems. * Work across professional, organisational and system boundaries and proactively develop and sustain new partnerships and networks to influence and improve the Ophthalmic Imaging and Virtual Pathways; in order to facilitate the improvement of health outcomes and healthcare delivery systems. | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| * Responsible for clinical risk management of the non-medical practitioners working within the sub speciality, including the development and implementation of appropriate competency frameworks and standard operating procedures, compliance with national standards, compliance with health and safety requirements, recording and investigation of clinical incidents and complaints. * Responsible for Governance of the Ophthalmic Imaging and Virtual Pathways Service in conjunction with the Clinical Lead, Clinical Matron and Cluster Manager. * Is competent to oversee the assessment, evaluation, management planning, and treatment and when appropriate the discharge of sub speciality patients. To include history taking, physical examination, request and interpret diagnostic procedures/ investigations, in order to expertly diagnose, manage and treat patients within a specific sub-specialisty – utilising advanced clinical reasoning and evidence based knowledge. * Utilises independent prescribing – performing judgements on complex clinical findings, requiring interpretation with comparison of options. * Obtains and critically analyses complex statistical data from a range of data sources to demonstrate demand trend and capacity, in order to plan service delivery. * Responsible for the monitoring of waiting times and related standards including the review of complex data/spread sheets and for taking action to ensure that performance targets for quality and volume are met.   . | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| * Responsible for the optimal deployment of the work force to ensure safe, effective, quality patient care is delivered and monitored. * In collaboration with the Clinical Matron, AHP and HS teams in Ophthalmology the post holder will lead and direct the planning, implementation and ongoing monitoring of service developments relating to their sub speciality. * Responsible for the management of their own patient case load within a sub speciality. * Responsible for complex planning of capacity and demand for the service using a range of data / spreadsheets and knowledge of the workforce requirements to meet demand; in conjunction with the Cluster Manager. * Responsible for strategic operational planning for Ophthalmic Imaging and Virtual Pathways to ensure a robust service provision that meets the needs of the population. | | |
| **PHYSICAL SKILLS** | | |
| * Competent to perform complex clinical skills required for the delivery of an advanced ophthalmic practice, including slit lamp skills such as anterior segment interpretation, fundus examination and gonioscopy; the delivery of Goldman applanation tonometry tests; fundus examination. * Is able to concentrate for extended periods in the delivery of diagnostic examination and testing. * Is able to deliver basic ophthalmic diagnostic testing on various apparatus. * Keyboard skills to enable the use of Trust electronic patient recording systems, HR, finance systems etc. * The ability to manipulate and positon diagnostic equipment, in relation to patient and user proximity to the equipment. This may include manoeuvring or lifting patients of limited mobility. | | |
| **PATIENT/CLIENT CARE** | | |
| * Develop new areas of practice and ways of working with the consultant and multidisciplinary practitioner team ensuring quality standards are met and maintained. The post holder will work closely with the multidisciplinary team and collaborate with colleagues to ensure high quality patient care is maintained. * Will act as an autonomous practitioner informing clinical decisions and complex management plans in diagnosis, assessment and treatment of patients within the sub speciality of Ophthalmic Imaging and Virtual Pathways, at an advanced practice level. * Supervises health promotion and wellbeing in patients, carers and staff * Maintains contact with external patient support organisations * Audits and evaluates service provision within the Ophthalmic Imaging and Virtual Pathways Service * Undertakes to monitor quality improvements based on patient /carer involvement * Acts as a patient advocate * Encourages a culture of inclusion and the maintenance of respect and dignity to all patients, carers and staff, in line with trust values. | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| * Responsible for policy and service development. Working in conjunction with the heads of practitioner services and consultant medical staff in order to formulate the development of clinical guidelines for all aspects of clinical practice within the Ophthalmic Imaging and Virtual Pathways Service. * Lead on change, innovation implementation and audit of outcomes within the service * Responsible for the management and development of the Ophthalmic Imaging / photography and Virtual Pathways team. This includes maintaining good working relationships with the Ophthalmology clinical team both within the trust and wider community setting; as well as maintaining relationships with IT and Procurement colleagues. * Responsible for the training of the Ophthalmic Imaging / photography team. * Responsible for the oversight and implementation of an appropriate training programme for the Ophthalmology Service in capturing images on Ophthalmic Imaging equipment, ensuring consistency of diagnostic imaging results across the Ophthalmology Service. * Work in accordance with corporate and national objectives * Be conversant with Trust policies and guidelines and ensure compliance. | | |
| **FINANCIAL/PHYSICAL RESOURCES** | | |
| * Ensures best practice and good value for money when ordering supplies and maintaining stocks and adheres to the Trusts code of practice for financial management * Signs off travel expenses and overtime for staff in the Ophthalmic Imaging and Virtual Pathways team and is a second level approver on the clinical staffing rota system. * Is an authorised signatory for the pay and non-pay budgets for the Ophthalmic Imaging and Virtual Pathways service. * Has regularly meetings with Units financial advisors and Cluster Manager to plan budgetary allocation to facilitate service delivery. * Responsible for monitoring the appropriate use of resources to ensure a high quality and cost effective service. * Responsible for the assets related to the service, to include the appropriate maintenance, replacement and procurement of diagnostic equipment relative to the Ophthalmic Imaging and Virtual Pathways service, in an outpatient environment. * Contributes to the business planning process for the Ophthalmic Imaging and Virtual Pathways Service in Capacity and Demand planning and production and delivery of the Ophthalmic Imaging and Virtual Pathways Workforce plan. * Contributes to Cost Improvement planning and delivery in the Ophthalmic Imaging and Virtual Pathways service and the wider Ophthalmology team. | | |
| **HUMAN RESOURCES** | | |
| * Responsible for the overall management of staff in the Ophthalmic Imaging and Virtual Pathways team. * Responsible for recruitment and retention of staff across the Ophthalmic Imaging and Virtual Pathways team. * Undertakes staff appraisal and manages disciplinary and competence matters. * Responsible for the management of sickness monitoring in the Ophthalmic Imaging and Virtual Pathways team. * Responsible for the development of career development opportunities for the Ophthalmic Imaging and Virtual Pathways team * Responsible for the support of staff health and wellbeing * Takes responsibility for teaching and training in relation to Ophthalmic Imaging and Virtual Pathways across the patient pathway, including education of Community teams. * Works with Ophthalmology Education Lead in the development and delivery of training packages for staff within the Ophthalmic Imaging and Virtual Pathways Practitioner service, the wider Ophthalmology team, both within the organisation and across the region. * Supervises and supports trainees to attain competency in specialist knowledge and skills * Encourages and supports team to achieve best potential in the development of professional skills. * Facilitates a culture of proactive thinking and problem solving within the team to engage the best use of knowledge and skills on a daily basis * Is able to give formal and informal performance feedback * Responsible for planning of service delivery including the allocation of staffing groups to clinical activities. * To maintain specialist registration and comply with relevant codes of ethics * Is aware of own accountability and limitations. * Identifies gaps in own professional development and takes steps to address these. | | |
| **INFORMATION RESOURCES** | | |
| * Keep clear, concise records in terms of patient documentation, staff records and own portfolio. * Ensure that accurate information is delivered to staff and feed back to the Cluster Manager, Clinical Matron or Clinical Lead on any relevant issues. * Maintains effective communications systems and constantly seeks to improve such systems where appropriate. | | |
| **RESEARCH AND DEVELOPMENT** | | |
| * Undertake audits of complaints, clinical incidents, trails of equipment, Practitioner clinical practice and Local Safe Standards for Invasive Procedures (LocSSIP) as required. * Participates in the collection of clinical data and research studies as required. * Reviews recent evidence on which to plan and base clinical practice. * Utilises audit findings in the delivery of care in the Ophthalmology service, developing new ways of working and disseminates relevant information to staff. * To initiate and participate in clinical audit throughout the Ophthalmology service. * Evaluates own role and that of the sub speciality team and the needs of the service and develops own role and teams role to meet the changing needs of the patient and current best practice. | | |
| **FREEDOM TO ACT** | | |
| * Will act as an autonomous practitioner informing clinical decisions and complex management plans in diagnosis, assessment and treatment of patients within a Ophthalmology sub speciality, at an advanced practice level. * Responsible for policy and service development. Working in conjunction with the senior practitioner and consultant medical staff in order to formulate the development of clinical guidelines for all aspects of clinical practice within the Ophthalmic Imaging and Virtual Pathways Service. * Be conversant with Trust policies and guidelines and ensure compliance to policies across the Ophthalmic Imaging and Virtual Pathways team. * Acts as the Ophthalmic Imaging and Virtual Pathways Units point of contact for Trust issues including Emergency Preparedness * Responsible for the development of the Business Continuity Plan and Emergency Preparedness plan for Ophthalmic Imaging and Virtual Pathways. * Contributes to the development of the Business Continuity Plan and Emergency Preparedness plan for the wider Ophthalmology team. * Responsible for the interpretation and implementation of Trust policies relating to the safety of patients and staff on the unit including, but not exclusively, Fire Response, Safe Guarding, Depravation of Liberty. * Responds to untoward circumstances for the good of the patients and Trust core values * Is responsible for taking proactive decisions relating to where resources need to be deployed, acts as the Units highest tier of management. * Works with senior management tiers to maintain services and ensure staff safety. * Enacts incident plans in response to Trust; Weather, unusual circumstances * To maintain specialist registration and comply with relevant codes of ethics * Is aware of own accountability and limitations | | |
| **OTHER RESPONSIBILITIES** | | |
| * Takes part in regular performance appraisal. * Undertakes any training required in order to maintain competency including mandatory training, e.g. Manual Handling * To contribute to and work within a safe working environment * The post holder is 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. | | |
| **APPLICABLE TO MANAGERS ONLY** | | |
| * Thispost 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. | | |
| **THE TRUST- VISION AND VALUES** | | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:   * Honesty, Openness & Integrity * Fairness, * Inclusion & Collaboration * Respect & Dignity   We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | | |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | | |
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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse or Optometrist or Orthoptist  Bachelors degree in practitioner or health related subject or equivalent academic experience  Specialist post graduate diploma or equivalent courses to Masters level equivalent  Independent/supplementary prescribing qualification / as appropriate to profession and relevant advanced practice  Teaching and mentoring qualification or equivalent experience  Leadership/management qualification or equivalent experience | E  E  E  E | D  D |
| **KNOWLEDGE/SKILLS**  Excellent verbal and written communication skills with particular ability to liaise effectively with multidisciplinary team members  Ability to manage own case/workload  Ability to lead and manage other colleagues  Ability to review the performance and development of other colleagues  Ability to lead and co-ordinate research and audit activity  Ability to implement changes to practice successfully  Innovative, able to problem solve and make decisions from a broad range of complex options  Highly effective interpersonal, communication and people management skills when dealing with highly complex, sensitive or contentious information.  Ability to manage own time and meet deadlines.  Computer literacy | E  E  E  E  E  E  E  E  E  E |  |
| **EXPERIENCE**  5 years relevant post registration experience as a specialist/advanced nurse or optometrist  Experience of teaching in practice or formal lecturing  Experience in demand and capacity planning  Experience of financial management | E  E | D  D |
| **PERSONAL ATTRIBUTES**  Able to work as a team member  Highly motivated and enthusiastic  Takes responsibility for own professional development  Smart professional appearance  Up to date personal profile  Remain calm in stressful situations  Ability to work as part of a multi-disciplinary team  High level of self-awareness and openness to self-improvement  Awareness of diversity and equality issues within the NHS | E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIRMENTS**  Hold a drivers licence / Willing to travel to community hospitals  Willingness to use technology to improve standards of care and support to our patients  Flexible to the requirements of the role | E  E  E |  |

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

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🗹 |
|  | Group 2 | | 🗹 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🗹 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🗹 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🗹 | Mental Capacity/DOL’s | 🗹 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🗹 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🗹 |  |  |
| Fire | | Annual | 🗹 | Investigations of incidents, complaints and claims | | | 🗹 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | 🗹 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🗹 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🗹 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |