

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Clinical Nurse specialist Ophthalmology
<b>Reports to</b>	Senior Nurse Surgery/ Head of Service
<b>Band TBC</b>	Band 7
<b>Department/Directorate</b>	Ophthalmology Surgery

JOB PURPOSE
<p>The post holder has a key leadership and management role at a senior level within the organisation.</p> <p>To provide ongoing professional and clinical leadership to the Nursing and practitioner team and deliver evidence based care to the wider multidisciplinary team. The post holder is expected to carry out all relevant forms of care and procedures for which they are competent to practice without direct supervision.</p> <p>To work as a member of the ophthalmic team. The post holder will provide clinical support to Nurse led clinics, act as leader in the Ophthalmic outpatient retinal team and be professionally accountable for the standard of care in that department.</p> <p>To provide Ophthalmic advice, clinical education and development within the department, within a clinical Governance Framework.</p> <p>To develop and deliver training programmes to ensure continuity of the service and resilience within the team</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Take the nursing lead in advanced ophthalmic clinical skills without supervision and being accountable for own professional actions.</p> <p>Maintaining standards of conduct to sustain public confidence in accordance with NMC code of Professional conduct, revalidation and Trust Policies.</p> <p>Provide on-going advice and support to Ophthalmic patients and their carers and act as an advocate for patients in matters regarding their treatment options and choices.</p> <p>Responsible for providing care for the presenting patient including new referrals from choose and book, follow-ups from various Ophthalmic clinics within your competency</p> <p>Carry out stand-alone practitioner led outpatient clinics working autonomously without direct supervision to deliver expert care.</p> <p>The post holder will work across professional, departmental and Trust boundaries to support DOH, NICE, NHS England, Specialist Commissioning Groups and Trust objectives as required to develop and support patient centered seamless care, with particular responsibility for leading nurse-led initiatives.</p> <p>The post holder will provide nurse leadership for the development and continuation of existing ophthalmology services, and in addition the development, leadership and creation of new services for ophthalmology which aid in making the trust an important centre for the provision of eye care.</p> <p>The post holder will provide specialist education and training to other health care providers trust wide and contribute to recognised training programmes within the field of ophthalmology.</p>

The post holder is responsible for identifying shortfalls in skills within the team.

Responsible for the education and development of new and existing team members to maintain resilience.

### KEY WORKING RELATIONSHIPS

Areas of Responsibility:

To communicate effectively with patients, carers, relatives, Ophthalmic consultants, optometrists, orthoptists, anaesthetists, GPs and other Specialist Nurses.

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

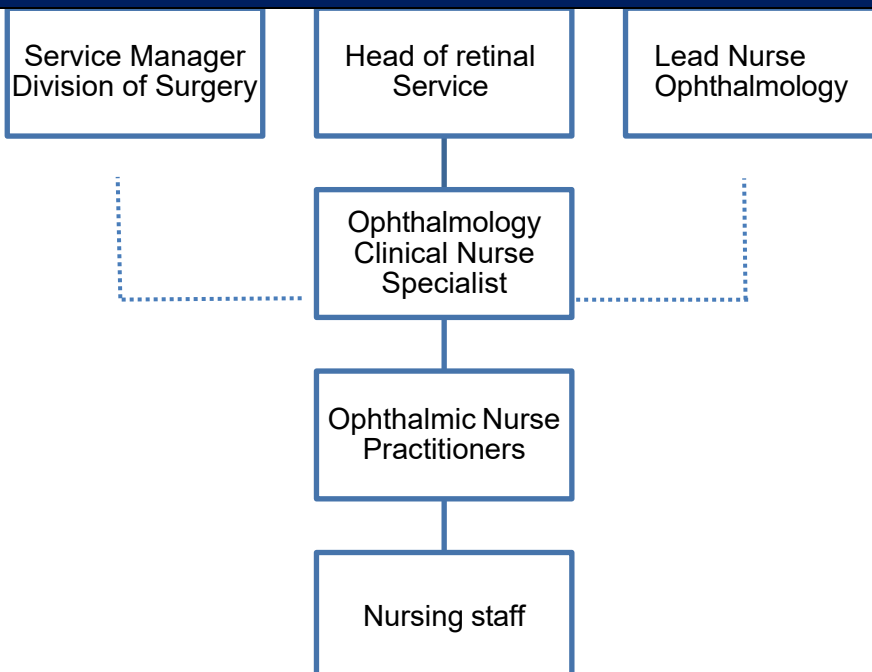
In addition the post holder will deal with the wider healthcare community, external organisations and the public.

No. of Staff reporting to this role: The nursing team within the department.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"><li>• Lead Nurse Surgery/ Head of Retinal Service</li><li>• Service manager Retinal Service</li><li>• Lead nurse Ophthalmology outpatients</li><li>• Consultants</li><li>• All other nurse team members</li><li>• Associated ophthalmic teams</li><li>• Admin team</li></ul>	<ul style="list-style-type: none"><li>• GP's</li><li>• Community Optician's</li><li>• Community Pharmacy's</li><li>• CCG</li><li>• CQC</li></ul>

### ORGANISATIONAL CHART



### FREEDOM TO ACT

The post holder will act independently within areas of competency to deliver high standards of treatment and follow-up care in virtual and face to face retinal clinics and the intravitreal injection clinics

The post holder independently manages own workload in various clinics, diagnoses, chooses appropriate treatment options, follow up frequency in which clinic, and referral to other pathways or discharge.

The post holder is responsible for writing policies and maintaining standards with Ophthalmology

### **COMMUNICATION/RELATIONSHIP SKILLS**

The post holder is required to communicate effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media with Ophthalmic Consultants, Optometrists, Orthoptists, Anaesthetists, GPs and other Specialist Nurses on complex matters.

- Use advanced communication skills to impart sensitive, complex and potentially distressing information to patients and carers, and provide them with advice and emotional support in hospital/at home as appropriate
- Communicate with and support patients who are receiving 'bad news'
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Communicates with GP's and other medical, nursing and social service agencies summarising complex information regarding patient care and advice.
- Anticipate barriers to communication and take action to improve communication
- Act as an advocate for patients, relatives, carers and colleagues
- Ensure awareness of sources of support and guidance (e.g. PALS, ROVI) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate
- Ensure the development of an effective communication system within the department and with all disciplines of staff, patients and carers
- Respond to complaints and suggestions to effect improvements within the service
- As an independent nurse prescriber communicates the requirement for and the route, method and administration of prescribed medications including effects and side effects and risk benefit profile.

### **ANALYTICAL/JUDGEMENTAL SKILLS**

On a daily basis use clinical judgement to interpret complex imaging data, which require the analysis, interpretation and comparison of a range of options. Reviewing patients with acute and chronic eye disease. This involves reviewing patient's results (bloods, field tests, x-rays, HRT tests, microbiology results, orthoptic reports, physical and ophthalmic examination etc.) requesting relevant investigations as above and referring to other health care professionals as needed i.e. optometrists, orthoptists, anaesthetists, GP's, specialist nurses and consultants.

Complex ophthalmological assessment using highly specialist equipment to examine the eye.

Maintain accurate patient records and documentation in accordance with trust governance guidelines, and contribute to clinical activity/data collection / audit using EPIC medical records data software for ophthalmology.

Ensure that the advanced practitioner practices reflect current NICE and RCO guidelines and is evidence based complementing the current NHS plan

To develop effective communication links with all members of the Ophthalmic Multidisciplinary team and to cross refer within this team as appropriate. Develop and update patient information/education leaflets/ web site to ensure specialist and general patient information/education is given in a timely and appropriate manner

Process and use information held on a computer in a fair and lawful way in line with current MNC media guidelines. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. To dispose of confidential data in an appropriate way in accordance with Trust policy/protocol

Liaise regularly with lead clinician and sub speciality service leads for clinical supervision and MDT.

### **PLANNING/ORGANISATIONAL SKILLS**

The post holder will be responsible for planning and delivering clinical activities as per job plan

Responsible for organising own day to day activities

Need to cover colleague absence and leave whilst still protecting the development of the team

Liaise with staff in the wider ophthalmic team discuss governance issues and have an active role in clinical governance.

### **PATIENT/CLIENT CARE**

The post holder will have direct contact with patients assessing their eye condition and planning their care and follow up review.

The post holder will deliver intravitreal injections and change injection care as appropriate to reduce post injection complications.

Responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care and treatment is delivered

To provide patient education about their condition, treatment, and expected outcomes including complications, face to face, by telephone using information leaflets or other media sources.

Take into account the patients' health and ability to conform to short- or long-term treatment plans and look for ways to overcome it.

To be a resource and advisor to colleagues across the wider trust in the delivery of specialist Ophthalmic nursing care and act as a specialist adviser for inpatients and day case patients with acute and chronic ophthalmic conditions. Give specialist Ophthalmic advice to patients, families/carers, multi- disciplinary professionals and junior ophthalmic nursing staff, either face to face, by telephone, in writing or via modern media.

### **POLICY/SERVICE DEVELOPMENT**

The post holder will develop and maintain policies and procedures within the department relevant to practice. The post holder will be required to implement policies and service changes.

They will be involved in implementing policy changes contributing to policies and developing policies with their skills knowledge.

Actively participate in Service development suggesting ways to achieve goals

The post holder will identify areas of service need and develop strategies to overcome shortfalls.

Respond to complaints and make suggestions to effect improvements within the service

### **FINANCIAL/PHYSICAL RESOURCES**

Responsible for ensuring safe use of specialist ophthalmic equipment

Advise budget holders on best value purchasing of specialist equipment.

Undertake specialist equipment trials and liaise with suppliers and purchasers.

Maintain equipment inventory

## **HUMAN RESOURCES**

The post holder is responsible for developing training programmes and competencies to cover all nurse led clinics, and procedures undertaken by qualified and non-qualified staff members within the eye department.

The post holder is responsible for updating policies, competencies and procedures in accordance with research based evidence and recommendations by outside organisations.

Provide formal training and teaching sessions to nursing and medical staff within the team and other departments within the trust.

The post holder is responsible for creating an environment which is conducive to learning for patients, staff and students of Nursing

Assist in the co-ordination of the formal and informal training and development opportunities to enable all staff to perform their job and maximize their potential

Teach, train and advise nursing, orthoptic medical and paramedical staffing use of highly specialist equipment as required.

## **INFORMATION RESOURCES**

The post holder will actively contribute and maintain information on Medisoft and may be required to undertake audits using this system.

- Responsible for maintaining up to date accurate and comprehensive paper and electronic records and ensuring that all records on the Department are completed to an agreed standard
- Develop and update patient information/education leaflets/ web site to ensure specialist and general patient information/education is given in a timely and appropriate manner

## **RESEARCH AND DEVELOPMENT**

The post holder will identify possible areas of audit, implement and present outcomes at clinical governance as part of their clinical role.

## **PHYSICAL SKILLS**

High level of dexterity to perform delicate ophthalmic procedures including:  
Intravitreal injections, minor lid procedures, removal of corneal sutures, lacrimal sac washout, lash epilation, insert/remove contact lenses, removal lid sutures when appropriate competency achieved.

## **PHYSICAL EFFORT**

The post holder will need to stand for long periods of time on a daily basis.

They will be required to manoeuvre awkward pieces of large equipment for each patient seen in their clinic on a daily basis.

The post holder will need to sit at a slit lamp for short periods of time during clinic sessions.

The post holder will be able to maintain physical positioning to perform procedures and examinations on patients lying on trolleys, examination chairs and wheelchairs.

Able to move awkward pieces of equipment to position patients effectively.

## **MENTAL EFFORT**

Intravitreal injections, virtual and face to face clinics all involve concentration and account for 90-100% of our workload. Frequent mental effort involved.

### **EMOTIONAL EFFORT**

Dealing with patient stories daily and contributing to this infrequently with bad news re ability to drive or progression of eye condition causing deteriorating sight

Management of patients with sight threatening conditions

### **WORKING CONDITIONS**

The policy holder will frequently spend long clinic sessions in rooms with no windows or air conditioning. Temperatures frequently exceed 26'.

The policy holder may experience aggressive behaviour on a daily basis from patients or carers on a day to day basis

Extensive use of VDU

### **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.

### **APPLICABLE TO MANAGERS ONLY**

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

### **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.

# PERSON SPECIFICATION

<b>Job Title</b>	Clinical Nurse Specialist
------------------	---------------------------

Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> <ul style="list-style-type: none"> <li>Master's degree in relevant discipline or equivalent period of experience</li> <li>Registered General Nurse Level 1/ Optometrist/ Orthoptist</li> <li>Current NMC Registration or with relevant registered body GOC/HPC</li> <li>Degree or working towards</li> <li>OND Ophthalmic nursing diploma or ENB 346 or equivalent experience</li> <li>Evidence of continuous professional development (CPD) at degree level</li> <li>Good computer skills</li> <li>Advanced Communication course</li> <li>Non-Medical Prescriber or working towards/ or be able to work with PGDs</li> </ul>	E E E E E E E E	D
<b>KNOWLEDGE/SKILLS</b> <ul style="list-style-type: none"> <li>Evidence of good leadership skills</li> <li>Experience in leading and managing a team</li> <li>Able to manage and conduct nurse-led clinics independently.</li> <li>Demonstrates good communication and presentation skills, both verbal and written</li> <li>Ability to work independently, but equally well as a team member</li> <li>Excellent time management and organisational skills</li> <li>Ability to influence current practice and influence change</li> <li>Patient education/counselling skills</li> <li>Computer literate.</li> <li>Flexible attitude to working</li> </ul>	E E E E E E E E E E	





		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N		O		
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y	R			
Laboratory specimens	N		O		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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)	Y				
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				F
Heavy manual handling (>10kg)	Y		O		
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				F
Mental Effort	Y				F
Emotional Effort	Y			M	
Working in isolation	Y			M	
Challenging behaviour	Y		O		