



Northern Devon Healthcare NHS Trust

JOB DESCRIPTION

Job Title: Advanced Glaucoma Practitioner / Virtual Reviewer

Band: 7

Responsible To: Lead Glaucoma Practitioner

Accountable To: Lead Nurse / Head Orthoptist / Head Optometrist

Section/Department/Directorate: Surgical Division

Job Purpose:

- To provide an extended role as an Advanced Practitioner in assessment and co-management of glaucoma patients working alongside the Glaucoma Specialist Consultant Ophthalmologist.
- 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.
- A significant part of the job role will be virtually reviewing patient test results which have been obtained by ophthalmic assistant staff e.g. visual fields, OCT scans, IOP results, disc images/photos.
- To provide leadership, development and governance in relation to the clinical area and support other clinicians regarding patient treatment and management.
- To provide a comprehensive quality Glaucoma Monitoring Service.
- Be part of an interdependent, multidisciplinary team ensuring optimal patient care.
- Work with the manager to develop the service in line with patient need and trust wide developments and to help provide an equitable service across the Trust.

Context:

The Advanced Practitioner **will be based at the South Molton Eye Centre** however will also be required to work in the acute hospital and other community settings as required.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

Caseload Management:

This post requires caseload management which will vary according to location and complexity. There will be a responsibility to provide advice to patients with highly complex and specialist needs as well as carers and other disciplines.

Provide support to other registered and non-registered staff regarding effective caseload management and monitoring strategies.

Provide direct support and guidance to registered and non-registered staff with potentially challenging cases/situations, particularly where reassessment may be required.

The post holder will pass on and also encourage others to share their skills/knowledge within both formal and informal environments,

When deputizing, have responsibility for the development of clinical staff, support staff and students.

Key Working Relationships:

To establish effective communications amongst all staff within the service thus creating conditions conducive to good patient care.

To work collaboratively with:	Frequent	As Required
Clerical Staff	√	
Service Lead or Team Lead	√	
Complex Care Teams		√
Consultants	√	
GPs and other practice staff		√
Head of Orthoptic Services	√	
NDHT staff at all levels	√	
Nursing Staff /specialist nurses	√	
Other specialist services		√
Patients, relatives and carers	√	
Social Services		√
Voluntary agencies		√

The post holder is required to deal 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.

Organisational Chart (Operational Structure):

Head Orthoptist / Lead Nurse / Head Optometrist

Band 7 **Advanced practitioner x 2 (one of which is this post)**

Band 5 Imaging Lead

Band 3 / 4 Ophthalmic Assistants

Key Result Areas/Principal Duties and Responsibilities

- To provide high quality, comprehensive and highly specialised clinical services as a highly specialised autonomous practitioner within the extended role of Glaucoma
- Integrate into the multi-disciplinary Ophthalmology Team informing other professionals of Ophthalmology/Glaucoma findings and work as part of a team to maximise the patients potential
- Ensure best possible practice according to up to date research is followed
- Assist in writing departmental protocols and patient information sheets.
- Assist the Head Orthoptist/Nurse/Optometrist in the future planning and development of the Service.
- Role model and mentor to less experienced staff.
- Work with manager to develop the service in line with patient need and Trust wide developments.

- To carry out core orthoptic / optometric / ophthalmic nursing duties depending on the postholder's professional qualification.
- The post holder will practice according to and comply with the British and Irish Orthoptic Society Competency Standards and Professional Practice Guidelines and the HCPC code of ethics or those of the GOC or NMC.

Communication and 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.
- Be proactive in giving talks/demonstrations regarding your work to colleagues and others.
- Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, consultants, other 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.
- Work with patients referred with complex communication and cognitive problems e.g. stroke.
- Communicates sensitive and complex information e.g. prognosis
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment

Analytical and Judgement 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.
- Use clinical judgment to access further diagnostics, treatment etc.
- Interpret highly complex information e.g. medical notes and clinical findings.
- 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.
- Propose changes to improve practice in line with local and national guidelines.
- 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 and Organisational Skills

- Manage an individual caseload of highly complex patients effectively and efficiently.
- Take part and lead 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 patient appointments
- To be involved in longer term strategic planning in area of expertise.

Physical Skills

- Assess and demonstrate the safe use of clinical equipment.
- 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 Ophthalmology equipment which requires good hand-eye coordination and accuracy.

Responsibility for Patient and Client Care

- To work as an Advanced Practitioner Specialising in Glaucoma and provide advice to colleagues working within this Specialty.
- Diagnose Glaucoma conditions.
- Manage highly complex caseload and treatment programmes using advanced clinical reasoning to a high standard expected of an experienced clinician.
- Prioritise, assess and treat highly complex patients referred, taking an evidence-based and reflective practice approach.
- 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/carers of potential risks, side effects and precautions.
- Undertake single-handed clinics at peripheral hospitals as required.
- Discuss surgical options with the surgeon.
- Identify pre-and post-operative risks and discuss surgical and non-surgical options with patient/carer/ophthalmologist. 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 professional practice guidelines and rules of professional conduct.
- Adhere to all professional standards of practice and organizational policies and procedures.
- Following appropriate training and completion of required competencies ability to independently carry out assessments of new and follow-up patients with Glaucoma, interpret the clinical signs of Glaucoma using a slit-lamp and OCT scans, make treatment and follow-up decisions for Glaucoma patients.
- Comply with trust infection control policies and conduct him/herself at all times in a manner as to minimise the risk of health care associated infections.
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Responsibility for Policy and Service Development

- Keep up to date with professional and related Healthcare developments in liaison with area professional lead and Trust Head of Profession and other colleagues.
- 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 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 changes to improve practice in line with local and national guidelines.
- Propose clinical 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.
- Be aware and comply with organisational and departmental policies and procedures.

Responsibility for Financial and Physical Resources

- Support the manager in the best use and monitoring of allocated resources.
- Ensure safe and efficient use of stock and equipment. Ensure equipment has appropriate checks made. Report any equipment defects, taking action to ensure any such equipment is withdrawn from service.
- Assess and order equipment and other resources.

Responsibility for 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 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
- 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 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.
- The post holder will maintain continuous professional development by attending appropriate courses and keeping an up to date knowledge of techniques and technology in line with the requirements of the HCPC for state registration or GOC or NMC. The post holder will keep an up to date personal training portfolio

Responsibility for Information Resources

- Contribute to the collection of statistical data in order to monitor and develop team activity using electronic and paper methods.
- Maintain accurate and timely patient records using agreed standard formats.
- To contribute to a comprehensive, quality glaucoma service.
- Monitor and evaluate the information available and to produce a structured audit report based on that information.

Responsibility for 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.
- Adhere to all professional standards of practice and organizational policies and procedures.
- 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 departments 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.

Decision Making

- Act as Advanced Practitioner in the specific identified clinical specialty, (Glaucoma) providing leadership, and support, in relation to clinical care to colleagues.
- 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.

Physical Effort

- Manually handle equipment (wheelchairs and manual handling aids) following ergonomic risk assessment as per statutory training and service risk assessments.
- Treatment will necessitate working in restricted positions frequently.
- Ability to travel to other locations as required meeting time constraints

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

- Work with patients with a wide range of conditions including occasional contact with body fluids such as urine, blood, sputum.
- Occasional exposure to unpleasant working conditions e.g. lice / unpleasant smells.

GENERAL

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom 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.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Manager's Signature:

Date:

PERSON SPECIFICATION**POST :** *Advanced Practitioner*

REQUIREMENTS	E/ D*	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u> Degree or Graduate Diploma in Orthoptics/Nursing/Optomety HCPC / NMC / GOC registration Additional education in specialist field relevant to post to masters level or equivalent specialist experience Member of specialist interest group Training in sign language communication Possession of City & Guilds 730-7 teaching certificate or equivalent	E E E E D D D			
<u>KNOWLEDGE/SKILLS:</u> Evidence of continuing professional development Evidence of highly developed communication skills to motivate patients and team Highly developed analytical and critical appraisal skills Knowledge of relevant NICE guidance, appropriate national guidance and other relevant initiatives Proven ability of complex case management Standard IT Skills including Powerpoint and Excel	E E E E E E			

Skilled in use of slit-lamp, optic disc imaging and interpretation of results and ability to perform IOP measurement	E			
<u>EXPERIENCE:</u> Appropriate clinical skill and competence to demonstrate highly developed specialist knowledge in clinical setting including specialist training Advanced level of clinical expertise to plan and organise a specialist caseload and develop the clinical team Experience of advanced problem solving Undertaken specific piece of work to enhance service development Audit and research experience	E E E E E			
<u>PERSONAL REQUIREMENTS:</u> Able to influence and lead the team Proven ability in organisational and time management Ability to deal with and resolve conflict	E E E			
<u>OTHER REQUIREMENTS:</u> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required meeting time constraints.	E E	Interview Interview		

*Essential/Desirable

HAZARDS :					
Laboratory Specimens		Clinical contact with patients	√	Performing Exposure	
Proteinacious Dusts				Prone Invasive Procedures	

Blood/Body Fluids	√	Dusty Environment		VDU Use	√
Radiation		Challenging Behaviour	√	Manual Handling	√
Solvents		Driving	√	Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	√
Cytotoxic drugs		Night working			