

JOB DESCRIPTION

Job Title:	Ophthalmic Nurse Practitioner
Base:	Stoke Mandeville Hospital (cross site travel required)
Agenda for Change banding:	6
Hours of Work:	37.5
Details of Special Conditions:	
Managerial Accountability & Professional Accountability	Head Nurse / Matron

MAIN PURPOSE OF THE POST

1. To manage the day to day running of the ophthalmic outpatient department, ensuring safe and adequate staffing levels. Monitor sickness absence and disciplinary issues. Delegate tasks as necessary.
2. To manage Ophthalmic Urgent booked clinics on a daily basis. Performing telephone triage; autonomously assessing and prioritising ocular emergencies.
3. To independently provide specialist care which diagnoses, treats, educates and refers or discharges patients with specified ophthalmic conditions under supervision of medical team.
4. To independently carry out reviews and follow-up care of patients treated by nurse practitioners and other health care providers such as local minor injuries units, GPs, Opticians and walk-in centres.
5. Prescribe, dispense and administer medicines within agreed Patient Group Directives.
6. To give specialised advice to GPs, Opticians and any other health care providers.
7. Actively contribute to the continuing development of the Ophthalmic Nurse practitioner role within the ophthalmic department.
8. Provide and maintain a high standard of patient care at all times.
9. Promoting commitment to the Trust.
10. Promoting continuous development in clinical practice and delivery of patient care, encouraging innovation and appropriate change in service delivery.
11. Managing resources within agreed budget providing a suitable and stimulating learning environment for students and for the ongoing professional development of registered staff.

RESPONSIBILITIES

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Patient Care

1. Acts at all times in accordance with the NMC Code of Conduct (ensures working colleagues also act in accordance with Code of Conduct), and within the principles of the scope of Professional Practice, ensuring other members of the team also work within these.
2. To work autonomously as an independent nurse practitioner within protocols. Communicate findings to GPs by letter and, when necessary, by telephone.
3. Participate in the clinical management of urgent eye referral patients from assessment to discharge as an independent Ophthalmic Nurse Practitioner within the OPD.
4. To take an active role in the establishment and monitoring of protocols/care pathways and in the development of the ophthalmic nurse practitioner role.
5. To receive patients in a calm, courteous and reassuring manner and ensure they are kept informed of progress and treatment, providing help and counselling when needed.
6. To promote a patient focussed multidisciplinary approach to care in collaboration with carers, health care professionals and other agencies. Help patients gain access to health and social care, information and support relevant to their needs.
7. Advises on the promotion of health and prevention of illness, teaching patients and their relatives where appropriate.
8. Maintains absolute confidentiality in respect of all medical and nursing records and also inter-personal issues with colleagues. Ensures all clinical documentation is completed accurately in line with Trust policy.
9. To supervise and support junior members of staff in the delivery of patient care.
10. Assist with manual handling and transferring of patients complying with the Trust Moving and Handling Policy.
11. Provide and develop good nursing practice ensuring that practices are in accordance with Trust policy within the ward.
12. Uses research based practice to provide quality care to patients.
13. Convey highly sensitive and confidential information to patients and relatives including breaking bad news.

Personnel

1. To act as a role model in professional and personal attributes for all members of staff.
2. Participate in the induction and in-service training of all new staff, identifying learning needs and providing regular teaching sessions. Acts as a preceptor.
3. To actively participate in the recruitment process.
4. Maintain and develop team morale, supporting all colleagues and assertively dealing with conflict.

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5. Be a visible and approachable resource for patients and staff for clinical and personal issues.
6. To participate in the unit staffs Individual Performance review and Personal Development Plans. Undertake the Individual Performance review of qualified and unqualified staff and develop Personal development plans with those staff.
7. To assist in the training for GP Registrars on attachment to the department.
8. To participate in the undergraduate training programme for medical students.

Education

1. To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with PREP requirements and to maintain a professional profile.
2. To be appraised at least annually and contribute to personal performance/development plans.
3. Encourage and support staff development. Participate in annual staff appraisals, addressing personal development plans and monitoring performance.
4. To assist in establishing programmes of clinical supervision as appropriate.
5. To participate in the training and development of Health Care Assistants and complete assessors training as required.
6. Maintain and enhance own knowledge through continuing education, training and research activities.
7. Take part in an individual performance review, review in personal development and performance in consultation with the Head Nurse.

Quality and Development

1. To promote nursing practice in line with relevant research and evidence-based practice.
2. To carry out Trust policy on the safe storage and administration of drugs and other substances including participation in the checking and administration of Intravenous drugs
3. To maintain accurate records in accordance with NMC guidelines.
4. To ensure that all equipment is in good working order and read for immediate use. Report and defective equipment or provision of supplies to the appropriate department.
5. To lead and contribute to research and development programmes within the ward/department.
6. To take an active role in the development and implementation of nursing practice guidelines, standards and policies.
7. To ensure the maintenance of a safe environment and identification of potential risks for all personnel, patients and visitors, taking appropriate action and advice where necessary.

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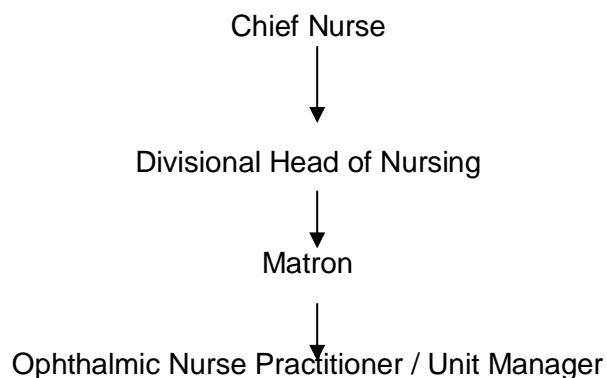
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Ophthalmic Specific Responsibilities

1. Undertake Ophthalmic skills after being deemed competent using the Key Skills Framework. These will include:
 - a. Visual Acuity
 - b. Drop and ointment instillation
 - c. Caring for a patient with a visual impairment
 - d. Admission of an Ophthalmic patient
 - e. Lid taping
 - f. Communication skills for assessment
 - g. Discharge criteria for Ophthalmic surgical patient
 - h. Slit Lamp examination
 - i. Applanation Tonometry
 - j. Nursing post-operative assessment of the eye
 - k. Relative afferent pupil defect
 - l. Biometry and Keratometry
2. Lead in the Development of the Ophthalmic Nurse Practitioner.
3. Lead in the implementation of key skills for all staff.
4. Triage within Ophthalmic A&E.
5. Undertake lacrimal sac syringing and sub conjunctival injections.
6. Develop autonomous role in Nurse-led Follow-up clinics for Urgent booked clinics.
7. undertaking intravitreal injections.

ORGANISATION CHART



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ADDITIONAL INFORMATION

Trust Values

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Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

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The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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