



**NHS**

**University Hospitals  
of North Midlands**

NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

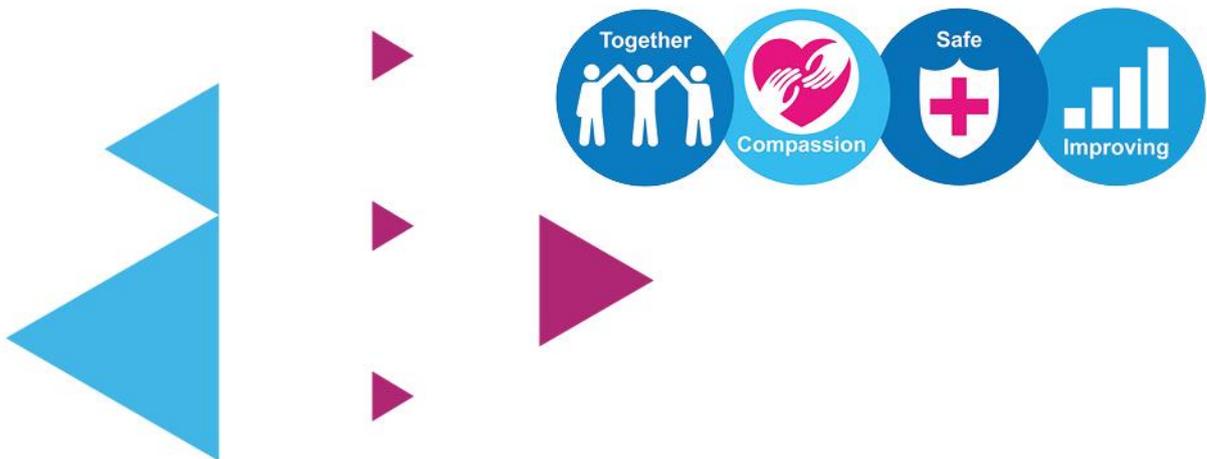
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



## Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



## Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

**Division:** Specialised Surgery

**Job Title:** Clinical Nurse Specialist – Medical Retina

**Band:** 6

**Location:** Ophthalmology Unit

**Hours:** 15.6

**Managerially accountable to:** Ophthalmology Unit Manager

**Professionally accountable to:** Matron for Specialised Surgery

### **Role Summary**

This post will provide a comprehensive specialist service to clients within the medical retina service including assessment, monitoring, treatment by injection, scheduling and audit.

They will act as an expert and resource for members of the multi-disciplinary team

The post holder will provide clinical leadership within this area of care. They will act as a key worker and will liaise with other healthcare professionals to provide the best possible specialist care for their patients.

The post holder will coordinate the management of a group of patients to demonstrate and ensure their care is both timely and of high quality.

They will have a role in the development of ophthalmology services within the Trust ensuring this relates to the needs of patients and is in-line with strategic, operational and National objectives

### **Key Areas/Tasks**

The post holder will work alongside the medical retina team to provide direct specialist care for patients with medical retina diseases

The post holder will work autonomously managing their own caseload as needed

They will be responsible for the assessment and diagnosis of medical retina conditions and will be able to discuss the relevant treatment plan for each patient following an agreed treatment protocol and will obtain written consent as part of this process

They will be able to demonstrate relevant assessment skills necessary for the management of these patients using appropriate equipment such as slit lamp; volk lens; tonometry and imaging equipment

Able to interpret various diagnostic investigations and communicate these with the patients as part of their ongoing treatment and management of their condition

Be able to demonstrate competency in performing intravitreal treatment injection clinics as a lone clinician and alongside another clinic as necessary

They will be able to communicate relevant and sometimes complex information in a timely and sensitive manner to patients, relatives providing empathy and reassurance, some information may at times be distressing for the patient and relative

Assist to provide clinical supervision and training to other clinical staff including students

Support the team in the ongoing management of the medical retina service including supplies of equipment

Have key relations with other multidisciplinary staff such as orthoptists; pharmacy; Eye clinic Liaison Officer; General practitioner

Provide support to the team to ensure the ongoing effectiveness of the service and the wider clinic

Be able to seek senior opinion for more complex conditions that require senior clinician support

### **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

### **Health and Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

### **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

### **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

## **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

## **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health

professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

## Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Job Title**

**Person Specification**

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse on active NMC register</li> <li>• Educated to degree level.</li> <li>• Ophthalmic qualification or equivalent with at least 2 yrs experience working in ophthalmology</li> <li>• Portfolio of certified/accredited professional development activity undertaken in relevant areas</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	
<b>Knowledge, Skills, Training and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years post registration experience.</li> <li>• Evidence of sound knowledge of medical retina conditions</li> <li>• Ability to prioritise workload in response to service need</li> <li>• Ability to work autonomously and be accountable for own actions</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

	<ul style="list-style-type: none"> <li>• Ability to motivate and support others to achieve goals</li> <li>• Able to utilise initiative to solve problems and develop the service</li> <li>• Ability to work as part of the wider team</li> <li>• Excellent written and communication skills</li> <li>• Ability to maintain confidentiality and deal with situations in a sensitive manner</li> <li>• Ability to follow complex instructions and make the complex simple</li> <li>• Ability to apply evaluative and reflective techniques to personal practice, events and activities</li> <li>• Ability to understand, interpret and critically analyse data and information</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Positive mindset in respect of supporting organisational change; learning, and continuous improvement.</li> <li>• Effective interpersonal and intrapersonal skills including high degree of self-awareness and self-regulation</li> <li>• Consistently professional, collaborative and compassionate in their approach.</li> <li>• Works with patients and people at the fore – operates to a customer service ethos</li> <li>• Acts to support and enable effective teamwork</li> <li>• Delivers work of consistent and predictable high quality</li> <li>• There is a frequent requirement for prolonged</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		

	<p>concentration when facilitating</p> <ul style="list-style-type: none"><li>• Emotional effort; the post holder will at times be exposed to distressing and emotional circumstances</li><li>• Ability to travel to and work across multiple sites</li></ul>	<p>✓</p> <p>✓</p>		
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