

# Job Description and Person Specification

**Working in partnership**

The Royal Wolverhampton NHS Trust  
Walsall Healthcare NHS Trust



**Care Colleagues  
Collaboration Communities**

## Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

## Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



<b>Care</b>	Excel in the delivery of <b>Care</b>	
<b>Colleagues</b>	Support our <b>Colleagues</b>	
<b>Collaboration</b>	Effective <b>Collaboration</b>	
<b>Communities</b>	Improve the health and wellbeing of our <b>Communities</b>	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

# Job Description

## 1. Job Details

<b>Job Title:</b>	Staff nurse – Developmental band 5
<b>Band:</b>	Band 5
<b>Reports to (Title):</b>	Senior sister
<b>Trust Website:</b>	<a href="http://www.royalwolverhampton.nhs.uk">www.royalwolverhampton.nhs.uk</a>
<b>Directorate:</b>	Ophthalmology – Division 1
<b>Department / Ward:</b>	A34 Emergency Eye Department
<b>JD Number:</b>	4836
<b>DBS Check Required</b>	<ul style="list-style-type: none"><li>Enhanced with Adult's and Children's Barred List</li></ul>

## 2. Job Summary

To commit to the 12-month development programme with the aim of becoming an autonomous Ophthalmic Nurse Practitioner, Working within the Emergency Ophthalmology Department.

To provide high quality nursing care and participate in the assessment, planning, implementation and evaluation of the care needs for the patient group.

To deliver compassionate person-centred care, and treat patients, service users, their families and their carers with consideration, dignity and the respect you would want for yourself or your family.

To provide relevant forms of care with minimal supervision and participate in the supervision and teaching and assessment of unregistered or junior staff and students.

To play an active part in the continuing development of the department and contribute to the maintenance of an environment conducive to the delivery of high standards of patient care, by promoting good communication and relationships between staff, patients, relatives and visitors.

## 3. Main Duties and Responsibilities

### **To ensure safe and effective clinical practice**

- Practice within the NMC Standards of Practice and Behaviour for Nurses and Midwives
- Participate in the assessment of patient care needs, planning, implementing, and evaluating programmes of care in accordance with the agreed policies and procedures of The Royal Wolverhampton NHS Trust.
- Administer prescribed medication and treatment in a timely manner, in accordance with Trust policies and Professional guidelines.
- Take responsibility for groups of patients as required, with minimal supervision from senior staff.
- Deliver evidence-based care, and promote the use of evidence based practice, referring to Nursing Clinical Practices accordingly.
- Liaise effectively with the multi-disciplinary team to ensure timely delivery of care and develop good working relationships.
- Practise within an ethical framework based upon respect for the well-being and safety of patients and clients.
- Maintain accurate and legible records of care and other documentation in accordance with Trust and professional standards.
- Take personal responsibility for actions and omissions and recognise personal accountability.
- Report on treatment, care, and any concerns, promptly and effectively to senior staff to maintain effective communication channels.
- Report incidents and near misses promptly and appropriately and take effective action to minimise future risk.
- Practice in such a way that ensures efficient and effective use of resources



- Critically appraise and synthesise the outcomes of relevant research, evaluations and audits and apply the information when seeking to improve practice.

### **To enhance the patients experience**

- Communicate effectively with patients and relatives to promote patient/carer involvement, so that they can make informed choices and understand their treatment and planned care.
- Maintain a clean and safe environment for staff, patients and visitors ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection prevention, clinical governance, including risk management and critical incident reporting and root cause analysis.
- Act as a positive health educator at all times and enable people to maintain the maximum level of independence, choice and control.
- Work within defined boundaries of practice.
- Ensure that everyone within the sphere of care is treated with dignity and humanity, understanding individual needs, showing compassion and sensitivity, and provide care in a way that respects all people equally. Assist people to maintain confidence and a positive self-esteem

### **To manage and develop the performance of the team and self**

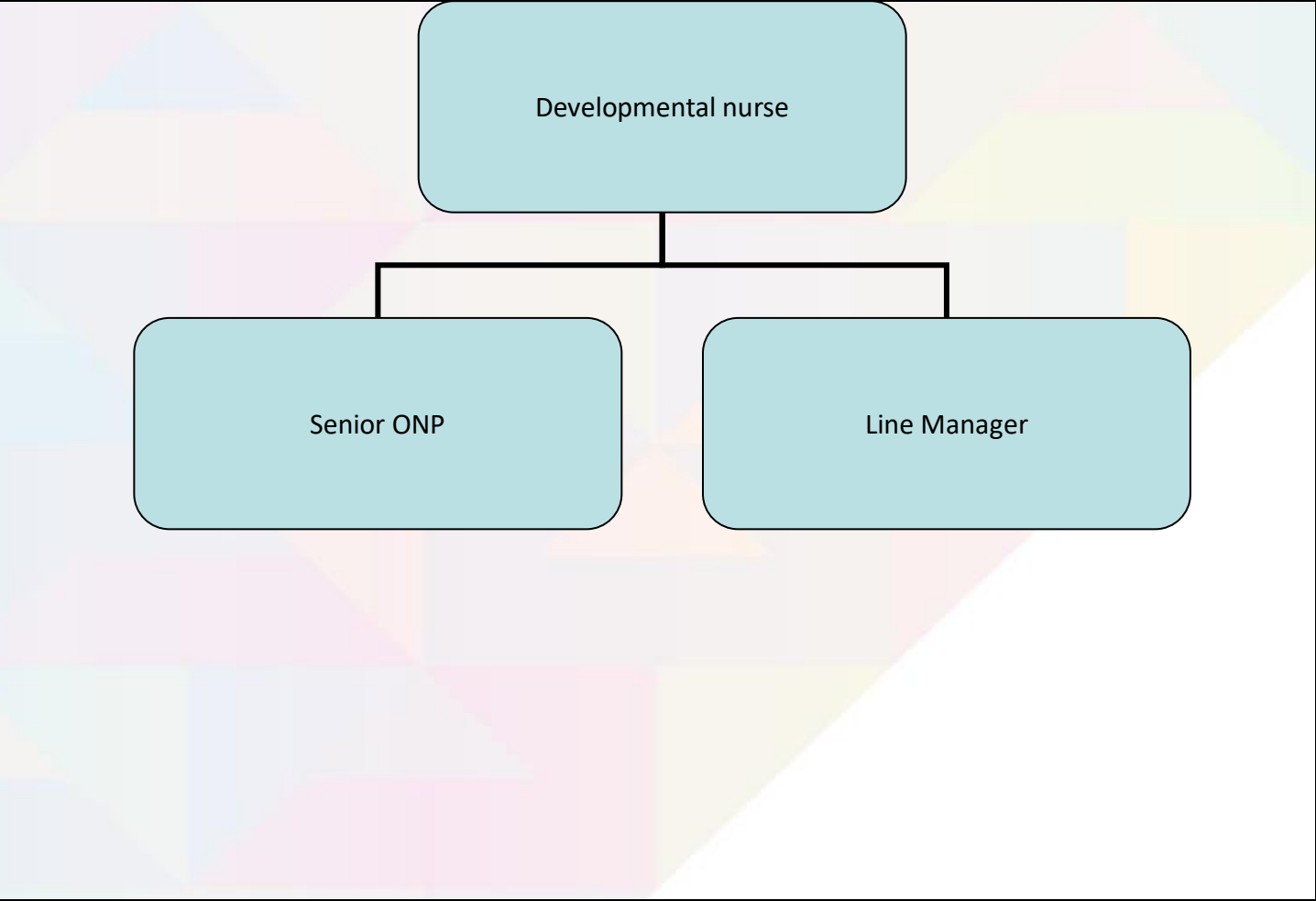
- Undertake Trust and local competencies as required.
- Attend such courses and training as required by the post including mandatory updates.
- Support the Senior Sister/ Charge Nurse with E-rostering, ensuring compliance with key performance indicators.
- Prioritise work and manage time effectively, recognising and seeking assistance as/when required.
- Recognise personal limitations and contribute to own personal and professional development.
- Support junior members of staff, unregistered staff and students.
- Delegate effectively and appropriately.
- Assist in the induction of new staff.
- Actively participate in own appraisal, to ensure on-going personal development to meet the requirements of professional revalidation.
- Act as a positive role model adhering to the expected standards of behaviour.
- Contribute to the creation and maintenance of a positive learning environment that ensures effective learning opportunities for staff and students including appropriate orientation and induction programmes, a range of clinical support strategies (mentoring, coaching, clinical supervision, action learning and peer review).

### **To ensure effective contribution to the delivery of the organisation's objectives**

- Adhere to and promote Trust and Directorate policies, procedures and guidelines.
- Participate in audits as required by the ward or department.
- Assist senior staff to monitor standards of care and contribute to maintaining quality.
- Undertake any other duties as may be requested to meet the needs of the service within the limitations of the grade.
- Within clinical areas, ensure knowledge and implementation of the organisation's quality and safety agenda.
- Demonstrate by self and through designated service areas, compliance to the pledges of the NHS Constitution 2012 and local professional strategies.
- Promote a positive image of nursing internally and externally to the Trust.



4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

### **Infection Prevention**

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

### **Equal Opportunities Policy**

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

### **Data Protection**

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

### **Customer Care**

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.



## **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

## **Smoking Policy**

The Trust provides a smoke-free work environment.

## **Confidentiality**

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

## **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

## **NHS Constitution**

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

## **Criminal Records**

DBS required:

This role is an 'exempt position'. This means it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When appointing to an exempt position we are legally permitted to obtain a standard or enhanced check through the Disclosure and Barring Service (known as a DBS check). Any request for such a check must comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Exceptions Order) and/or the Police Act 1997 (as amended). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

DBS not required:

This role is a non-exempt position. This means it is covered by the provisions outlined in the Rehabilitation of Offenders Act 1974. In such cases, we are only permitted to obtain a basic disclosure through the Disclosure and Barring Service (DBS). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

## **Sustainability and Net Zero**

The Royal Wolverhampton NHS Trust is committed to sustainability and to reducing the environmental impact of its operational activities whilst supporting the NHS aim to sustainable healthcare delivery and becoming a Net Zero Carbon organisation. As a public funded organisation, we have an obligation to operate in a way that impacts the communities we serve in a positive manner. The Trust is committed to ensuring effective and efficient use of resources to support building healthy and resilient communities. All employees are expected to support the Trust sustainability commitment, the

implementation of the Trust Green Plan and other initiatives to reduce its carbon emissions to achieve net zero by 2045.

**Think twice before printing!**

# AfC Person Specification

*This document describes the qualities required for a post-holder that are not captured by the JD.*

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
<b>Qualifications</b> <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i>	<ul style="list-style-type: none"> <li>NMC registration nurse</li> <li>12 months Ophthalmic experience desirable</li> </ul>		
<b>Experience / Skills</b> <i>(Type and level of experience required to fulfil duties).</i>	<ul style="list-style-type: none"> <li>Ophthalmology experience required.</li> <li>Has held RN for greater than 1 year and has had experience within an acute care setting</li> <li>Basic numerical skills</li> <li>Ability to work well in a team</li> <li>Motivated and ability to motivate others</li> <li>Desire for knowledge and awareness of own limitations</li> <li>Ability to work safely under pressure and prioritise workload</li> <li>Positive approach to problem solving</li> <li>Suitability to work with adults &amp; children at risk of abuse</li> <li>Data input, collection, analysis. Use of databases</li> <li>Standard keyboard skills and knowledge of a number of IT packages</li> </ul>		

	such as Word, PAS, E-rostering and MSS		
<b>Communication Skills</b> <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> <li>• Ability to communicate with all members of the multidisciplinary team, relatives and patients is essential.</li> <li>• Ability to communicate empathetically with patients, relatives and or carers when discussing/explaining clinical conditions and potentially distressing and sensitive information such as breaking bad news</li> <li>• Good written and non-verbal skills</li> <li>• Good mediating skills</li> <li>• Evidence of good interpersonal skills</li> <li>• Understanding the ability to manage change.</li> <li>• Ability to be role model/demonstrate leadership skills</li> </ul>		
<b>Flexibility</b> <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently).</i>	<ul style="list-style-type: none"> <li>• Shift work required</li> <li>• Flexible approach to work, Bank Holidays, including Christmas 'out of hours' and weekend working to meet the needs of the service</li> <li>• Time management to meet the requirements of the Preceptorship programme (as appropriate)</li> </ul>		
<b>Other</b> <i>(Any other key issues not recorded)</i>	<ul style="list-style-type: none"> <li>• Contact with bodily fluids when carrying</li> </ul>		



<i>elsewhere in JD or person spec).</i>	<p>out interventions and or treatments</p> <ul style="list-style-type: none"> <li>• Manual handling of patients for clinical interventions / personal care.</li> <li>• The ability to remain calm when under pressure.</li> </ul>		
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I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

