



**Moorfields
Eye Hospital**
NHS Foundation Trust



Job description and person specification

Senior Staff Nurse, Band 6, Moorfields
Bedford



Job description

Job title: Senior Staff Nurse

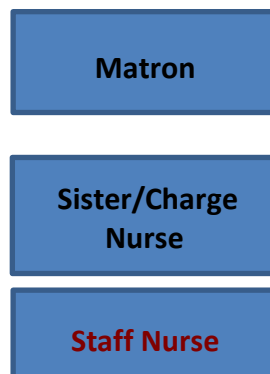
Department: Bedford OPD and Day Care

Grade: Band 6

Responsible to: Matron, Moorfields Bedford

Accountable to: Nurse Manager, Moorfields Bedford

Organisational context



Working relationships:

Internal	External
Nurse Manager, Director of Nursing and Allied Health Professionals, Chief Operating Officer, General Manager, Deputy General Manager, Ophthalmic Consultants and Junior Medical Staff, Nursing Staff, Allied Health Professionals, HR Manager, Administrative and Clerical Support Staff, Professional and Technical staff.	Staff from Bedford, Nursing, Domestic, Clerical, General Manager, Deputy General Manager, Medical staff Allied Health Professionals

THE POST

The post holder will assist with the delivery of the ophthalmic services at Moorfields based in Bedford. The post holder will facilitate the provision of excellent nursing care and work collaboratively with the multidisciplinary team. They will assist in ensuring the effective running of the service which consists of out-patients and AMD treatments whilst ensuring the safety and wellbeing of patients and always working in a manner that promotes dignity and human rights through the adoption of person centred care principles.

MAIN RESPONSIBILITIES

Clinical and Patient Care

- To assist the service as an expert ophthalmic clinical practitioner and ensure staff have the appropriate skills necessary to care for the designated patient group.
- Demonstrate appropriate practice and specialist advice in the admission, planning, implementation and discharge of patients. This includes history taking and the requesting of agreed diagnostic procedures/clinical investigations.
- Assist in the provision of evidence based nursing practice in other ophthalmic services as required.
- To assist with the assessment of care needs, development, implementation and evaluation of high standards of nursing care.
- Be conversant with Trust Policies and guidelines and ensure compliance.
- Assist in the investigation of complaints within the service. Report information and findings back to the Senior Nurse.

Quality

- Facilitate a high quality, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust.
- Participate in key developments relating to the ophthalmic speciality so that high quality patient focused services are promoted.
- Attend and participate in multi-professional team meetings.



Education and Leadership

- To help ensure that the learning environment and specialist training is provided for the benefit of all staff and that evidence based practice is incorporated and utilised in the teaching environment.
- To ensure mandatory training is kept up to date.
- To assist with the development of nurses and others during their allocation to the service.
- To act as an advisor to junior staff.
- Support and participate in education and training programmes and assist in developing training programmes as required.
- To assist the Nurse Manager, Matron and Sister/Charge Nurse in developing a culture that is challenging, stimulating, rewarding and supportive.
- 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.
- To assist in undertaking annual appraisals for staff and ensure own appraisal and PDP is current.

Research and Development

- Promote and participate in nursing research updating own knowledge to promote excellence in clinical practice.
- To work with the Practice Development Team in the development and implementing of evidence-based practice.
- Utilise research findings in the delivery of specialist patient care, developing new ways of working and to disseminate relevant information to staff.
- To assist in the development and implementation of nursing practice guidelines, standards and policies.
- Participate and contribute to audit and research within the speciality in collaboration with colleagues.



Management and Leadership

- Be a role model and demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.
- Develop the role according to patients changing needs and research findings, within the resources available.
- Contribute to the business planning process and budget management for the area.
- Assist in providing specialist education to members of the clinical team, which facilitates learning and individual personal development.
- Assist in the co-ordination of the day to day management of the service, delegate duties and care appropriately.
- Assist in ensuring the staffing and skill mix is maintained, at all times, to a level that does not compromise patient safety.
- To be involved in the development, assessment and implementation of guidelines, protocols and pathways.

Compliance and Governance

- Maintain clear and legible patient records in accordance with both Trust and professional standards for record keeping.
- Take an active role in risk assessment, supporting implementation of strategies to minimise risk. Ensuring incidents and near misses are reported, through promoting a no blame culture.
- Ensure staff act in accordance with local, hospital and statutory guidelines and policies including health & safety initiatives.
- Will work in accordance with corporate objectives and ensure that all staff are aware.
- Take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk.

Communication

- To create an environment that fosters good communication between patient and health care professionals, that meets individual's needs.

Be an effective communicator and be a role model in liaising with other members of the health care team.

- Provide support mechanisms for sharing good practice within the department and Trust wide.

GENERAL DUTIES

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. To comply at all times with the Trusts Information Governance Policy. The policy sets out the accountability and reporting arrangements for Information Governance in the trust and how assurance is provided that the Trust continues to meet at least the minimum standards of information governance compliance required by the NHS Information Governance Toolkit.
3. Disclosure and Barring Service (DBS) (formerly CRB) checks are now a mandatory part of the NHS Six Recruitment Check Standards for all staff whom, in the course of their normal duties, may have regular access to patients and children and/or vulnerable adults. Moorfields Eye Hospital NHS Foundation Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant and an unspent conviction will not necessarily bar applicants from being considered for employment. Moorfields Eye Hospital is exempt under the Rehabilitation of Offenders Act which outlines that convictions never become 'spent' for work which involves access to patients. Failure to disclose any 'unspent' convictions may result in the offer of employment being withdrawn or if appointed could lead to dismissal. The Disclosure Barring Service (DBS) has published a Code of Practice for organisations undertaking DBS checks and the trust has developed its own DBS policy in line with the guidance.



4. The trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the trust and its service are as secure as possible.
5. It is the responsibility of all trust employees to fully comply with the safeguarding policies and procedures of the trust. As a Moorfields employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
6. The trust is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.
7. The trust operates a no-smoking policy.
8. You should familiarise yourself with the requirements of the trust's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.
9. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
10. All appointments within the National Health Service are subject to pre-employment health screening.
11. It is the responsibility of all employees to ensure that they comply with the trust infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the trust's infection control manual, this includes the 'bare below the elbow policy'. Employees must ensure compliance with their annual infection control training.
12. You are responsible for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. Any other duties as designated by your manager and which are commensurate with the grade.

Please note: The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.



Person Specification

Requirements	Essential / Desirable	How Tested
<u>Education / Qualifications</u> <ul style="list-style-type: none"> Registered Nurse Level 1 (Adult) Relevant clinical post-registration Ophthalmic qualification/extensive ophthalmic experience Recognised Clinical Teaching Qualification Possession of a Diploma or currently working towards one 	E E D D	AF AF/I AF/I AF/I
<u>Experience</u> <ul style="list-style-type: none"> Relevant recent clinical experience Experience in delivering Evidence Based Practice Demonstrate commitment to act as a preceptor/facilitator Experience teaching others and responding to learning needs Experience of managing resources 	E E E E D	AF/I AF/I AF/I AF/I AF/I
<u>Knowledge</u> <ul style="list-style-type: none"> Demonstrates evidence of ongoing Professional development Understands importance of audit and able to apply process to improve nursing practice 	E E	AF/I AF/I



<ul style="list-style-type: none"> • Demonstrates an understanding of quality issues • Knowledge of Clinical Governance • Demonstrates effective budgeting practice and knowledge 	E E D	AF/I I AF/I
<u>Skills/abilities</u> <ul style="list-style-type: none"> • Able to manage a team of staff • Able to take charge and delegate duties • Able to prioritise workload and that of others • Able to work under own initiative 	E E E E	AF/I I I I
<u>Personal qualities</u> <ul style="list-style-type: none"> • Able to communicate effectively both verbally and written • Flexible approach to working • Able to articulate reasons for desire to work in this clinical area • Understanding of equal opportunities 	E E E E	AF/I AF/I AF/I I

Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)