1. JOB DETAILS

Job Title: Senior Staff Nurse, Band 6
Responsible to: Senior Charge Nurse
Department & Base: Borders Eye Centre
Date this JD written/updated: 2nd February 2014 (updated)
Job Reference Number: NM1807

2. JOB PURPOSE

- Leads and develops Nurse Led Service
- Assists the senior sister/charge nurse in delivering high quality, patient focussed care for individuals with varying degrees of visual dysfunction.
- Responsible for the assessment of patient care needs, and the planning, implementation and evaluation of care in the ward/department, working as part of a multi-disciplinary team.
- Regularly deputises for the sister/charge nurse when she/he has responsibility for the effective deployment of staff, resource management and the maintenance of a safe working environment.

3. ORGANISATIONAL POSITION

```
   Consultant Ophthalmologists
       ↓
   General Manager
        ↓
   Service Manager
        ↓
   Operational Manager
        ↓
   Senior Charge Nurse
        ↓
   Charge Nurse
        ↓
   Senior Staff Nurse (this post)
        ↓
   Staff Nurses
        ↓
   Registered Nurses
        ↓
   Non Registered Nurses
   Associate Director of Nursing / Lead Nurse Acute Services
```
4. SCOPE AND RANGE

The Borders Eye Centre is a specialist unit which provides ophthalmic care to the Borders population. The Department treats approximately 11,000 patients per annum, 20% of whom undergo cataract surgery.

Regularly deputises for the sister/charge nurse when she/he has responsibility for the effective operation of the ward/department. Participates in the Surgery/Orthopaedic Unit bleep rota, providing advice and support for surgical Wards 7 & Planned Surgical Admissions Unit, Orthopaedic Ward 9, A&E and the Outpatient Dept. The post-holder may be required to work in other wards and departments within NHS Borders.

5. MAIN DUTIES/RESPONSIBILITIES

5.1 Management of health and illness

- Undertakes the assessment of patient care needs, and the planning, implementation and evaluation of care without supervision. Provides expertise in the speciality and engages patients and carers in the management of health problems and exploring actions to improve health.
- Ensures safe and effective care, for patients undergoing intra and extra ocular surgery, at all stages of the care process, including admission, pre, peri and post operative care and discharge.
- Ensures the safe administration, storage and ordering of drugs in the ward/department.

5.2 Communication

- Communicates sensitively and effectively with patients, carers and members of the multi-disciplinary team, in styles appropriate to people and situations, minimising and resolving conflict and complaint.
- Understands the roles and responsibilities of team members and agencies and liaises appropriately with due regard to patient confidentiality.
- Ensures accurate record keeping in accord with NMC and local standards, to aid communication within the care team, detect problems or changes, and promote continuity of care.

5.3 Quality improvement

- Identifies opportunities to improve services for individual patients and client groups, participating in audit and using research evidence.
- Contributes to the assessment and management of risk, maintenance of hygiene standards and the control of infection, ensuring the safety of the work environment and work processes, for patients, visitors and staff.

5.4 Learning, teaching and personal development

- Uses appraisal to identify personal development needs and maintains competence in line with NMC and service requirements.
- Supports the development of junior members of the nursing team and students through mentorship, preceptorship and the delivery of educational programmes in the clinical setting.
- Educates patients in the requirements of aftercare and medical therapies for ophthalmic conditions and assesses compliance with therapy.
- Educates patients attending Nurse Led clinics regarding treatments and management of condition.
5.5 Clinical leadership and teamwork
- Supports the Sister/Charge Nurse in creating a sense of common purpose and developing the team’s ability to achieve objectives and maintain and improve service quality.
- Manages own workload, allocates and supervises the work of junior staff, and undertakes delegated unit and hospital management responsibilities, ensuring effective communication and the appropriate use of resources. Manages delegated outpatient clinics to ensure an effective service where waiting times are minimised.
- Lead, run & develop Nurse Led Clinics.

5.6 Professional responsibilities and accountability for practice.
- Accountable as a registered nurse for all aspects of personal practice.
- Manages self and others according to the NMC Code of Professional Conduct and current NMC Guidance.

Speciality and role specific responsibilities - Ophthalmology
- The post-holder will routinely perform ophthalmic tests using specialised equipment and undertake nurse-led pre-assessment of patients listed for cataract surgery to determine the category of care required and fitness for surgery. Assess visual acuity prior to patient consultation with Ophthalmologist and assist with minor surgery and fluorescein angiography as required.
- Undertakes assessment, educates and evaluates continuing care of the patient with glaucoma.
- Performs telephone assessment of emergency referrals from GPs to determine urgency of condition/injury.

6. SYSTEMS AND EQUIPMENT
The post-holder will develop & maintain expertise in the use of the following equipment:
- Moving and handling equipment, including hoists, patient slides.
- Patient assessment and monitoring equipment, including: Blood glucose meters, tympanic thermometers, height, weighing and BMI scales.
- Ophthalmic equipment: Visual Fields analyser (records any loss of visual field), A scan Ultrasonographer (measures length and volume of eye), Keratometer (measures corneal curvature), Topographer (maps corneal curvature), Tonopen (measures intraocular pressure), Goldmann applanation tonometer (measures intraocular pressure) Lenstar (measures intraocular lens Dioptre), Optical Coherence Tomography (= CT of the eye) Binocular slit lamp microscope (eye examination).
- Intravenous infusion devices and syringe drivers.
- Resuscitation equipment.
- Other equipment: oxygen humidifiers, portable and piped gases and suction.

The post-holder will develop & maintain expertise in the use of the following systems:
- Work to NHS Borders and Departmental policies, procedures and protocols.
- Systems for risk identification, reporting and management, and for managing complaints.
- Procedures for child protection and the protection of vulnerable adults.
- Patient administration system, laboratory and radiology results systems.
- Borders NHS intranet, internet and email.

7. DECISIONS AND JUDGEMENTS
The post holder will be expected to make the necessary clinical and managerial decisions to support the day-to-day management of the ward/department, using initiative and seeking advice to ensure effective service delivery. He/she will recognise situations that require assistance and support from her line manager and members of the senior management team.
The post holder is accountable for her/his nursing care and for the standards of care delivered by junior staff in the ward/department. She/he will recognise own ability and limitations and identify these to the line manager, making use of daily informal contacts, formal meetings and hospital bleep system etc.

### 8. COMMUNICATIONS AND RELATIONSHIPS

- Communicates effectively with patients, carers, members of the multi-disciplinary and management teams, and external agencies, in styles appropriate to people and situations.
- Maintain patient and staff confidentiality at all times.
- Promotes good relationships with patients, public and staff.
- Contribute to informal and formal teaching programmes.
- Meet the emotional demands of caring for visually impaired patients and their carers, and manage the effect of stressful situations on patients and staff.
- Report complaints, clinical, non-clinical incidents and contribute to risk assessments, verbally and in writing.

### 9. PHYSICAL DEMANDS OF THE JOB

- The post holder will be mobile for most of each shift.
- Will occasionally use a Video Display Unit and keyboard.
- Will assist with moving and transporting of patients, furniture and equipment while ensuring compliance with moving and handling guidelines.
- Be able to respond speedily and accurately to emergency or unplanned situations.
- Potential for involvement in the control and restraint of aggressive patients.
- Precision manual skill and dexterity required undertaking ophthalmic procedures.

### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Prioritising and meeting competing demands from patients, relatives and members of the multi-disciplinary team.
- Developing the specialist clinical and management skills and knowledge necessary to deliver and enhance the Nurse Led Service.
- Communication in difficult situations, assisting when the clinical team is breaking bad news.
- Challenge of nursing patients with varying degrees of visual dysfunction and supporting relatives & carers.

This job description is not definitive and may be subject to future amendments following negotiation and consultation.
### PERSON SPECIFICATION

For the post of Senior Charge Nurse, Borders Eye Centre

#### 11. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>First level Registration.</td>
<td>Leadership or management qualification.</td>
</tr>
<tr>
<td></td>
<td>Diploma or degree in nursing studies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ophthalmic Nurse Diploma or relevant Ophthalmic modules.</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Relevant post registration experience in Ophthalmology.</td>
<td>Experience in patient group management.</td>
</tr>
<tr>
<td></td>
<td>Experience of teaching and supporting students.</td>
<td></td>
</tr>
<tr>
<td><strong>Skills</strong></td>
<td>An effective communicator.</td>
<td>IV Venepuncture and cannulation. IT skills.</td>
</tr>
<tr>
<td></td>
<td>Specific clinical skills relevant to the speciality.</td>
<td>Skills in using Slit Lamp Microscope and Goldmann Tonometer.</td>
</tr>
<tr>
<td><strong>Personal qualities</strong></td>
<td>Well organised.</td>
<td>Evidence of ability to manage complex care situations.</td>
</tr>
<tr>
<td></td>
<td>Self motivated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A team worker – demonstrates a collaborative approach to multi-disciplinary teamwork.</td>
<td></td>
</tr>
<tr>
<td><strong>Research and training</strong></td>
<td>Evidence of continued professional development.</td>
<td>Research awareness.</td>
</tr>
<tr>
<td></td>
<td>Evidence of teaching ability</td>
<td>Evidence of teaching ability.</td>
</tr>
</tbody>
</table>
TERMS AND CONDITIONS

Grade and salary: Band 6: £26,041 - £34,876 per annum pro rata

Hours of work: Permanent
30 hours per week

Annual leave: 27 days pro rata per annum
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.

Public Holidays: 8 days pro rata per annum on dates designated by NHS Borders
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.

Superannuation: The post-holder is entitled to join the NHS superannuation pension scheme.

If Unsuccessful:
If you have NOT heard from us within 4 WEEKS of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

Equal Opportunities:
In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

Disclosure checks:
We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

Tobacco policy:
We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.
**Hepatitis B:**
We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

**If your work involves exposure-prone procedures,** you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

**Health and Safety at Work:**
You must take look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders’ Health & Safety Adviser.

**The closing date for completed application forms is:**  5pm on Wednesday 30 July 2014