**JOB DESCRIPTION**

**Job title:** Lead Ophthalmic Nurse

**Managerially accountable:** Registered Manager

**Professional accountability:** Outpatient Manager

**About Practice Plus Group**

Practice Plus Group is an independent sector healthcare company with a first class record of high quality patient care, excellent clinical outcomes, innovation and efficiency.

Practice Plus Group works with its local NHS partners to offer NHS patient’s high-quality, rapid access to planned treatments across a range of specialties at their five treatment centres in the South West.

Practice Plus Group employs over 400 clinicians and support staff at all of its locations in the South West and has treated over 45,000 NHS patients to date.

**Delivery at Practice Plus Group**

Practice Plus Group believes in strong team work and partnership amongst its people. This approach is at the heart of everything they do to deliver a high level of patient care.

Significant time and resources are invested in recruitment to ensure that rigorous standards are met and that staff share the same focus on teamwork and delivery. Employing high calibre people in roles that require personal responsibility and close interaction with patients allows everyone the opportunity to make a difference to patients during their treatment and deliver high quality outcomes.

Supporting employees in their careers at Practice Plus Group with great opportunities to learn and develop through training, Practice Plus Group is an organisation that’s continually innovating to raise standards of best practice in healthcare.

Practice Plus Group delivers services to create the best experience for their patients, through best standards of care, clinical excellence and low infection rates. A focus on selected procedures and skills in their delivery means that as a healthcare provider they can consistently improve their performance and in turn benefit their patients.

**Purpose of Role**

To assist in the efficient running of the ophthalmic out-patient department and coordinate the patient’s pre-operative assessment ensuring relevant health information is obtained and the patient’s needs are met.

To organise and undertake pre-admission screening of selected patients ensuring they are fit for surgery at the given site on the date allocated, assisting the lead on developing the pre-assessment process.

Ensuring all patients are fully informed of their proposed treatment plans and all questions are answered. Take appropriate action for those patients who do not meet the inclusion criteria.

**Scope of Role**

The role has Clinical, Education/Professional Development responsibilities:

Technical skills

• demonstrates skill in performing visual acuity and biometry.

• demonstrates an understanding of the needs of patients presenting with a range of ophthalmic conditions following cataract surgery.

**Post-operative assessment**

• understands the principles of, and is able to work as, a member of the team in the post-operative assessment clinic. Able to perform basic investigations such as visual acuity and auto refraction and instil eye drops.

**Assessment of the visually impaired person**

• demonstrates an ability to assess visual function

* demonstrates skill in performing visual acuity, near vision tests, Amsler Chart demonstrates timely preparation of the patient and the environment to enable the skills to be undertaken
* Ensures that the health and safety of patients is paramount.

**Equipment: optical, non-optical and high technical**

• demonstrates knowledge of how the environment may affect patients with a visual impairment

• is able to plan for the provision of care in the community including patient education for self-care, ocular health promotion and the prevention of post-operative complications.

**Legal issues in the outpatient department**

* Demonstrates an understanding of the importance of the use of patient group directives, patient specific directions and the law relating to ophthalmic medications in relation to preparing patients for examination.

**Communication in the outpatient department**

* demonstrates history-taking skills to elicit the patient’s ophthalmic, medical and psychosocial history
* demonstrates effective communication skills to enable patients to understand and consent to any examinations or interventions that may be required
* demonstrates the use of different methods of information giving to assist patient /carers
* their eye condition.

**Management in the outpatient department**

* To work within and support the Outpatient manager in managing the Ophthalmology outpatient clinics and the perioperative area ensuring effective smooth running of all clinics, efficient recovery and discharge of all patients
* To support the development of the Nurse led Pre-admission clinics, using appropriate information systems and ensuring compliance with best practice, within an appropriate frameworks, i.e. NMC scope of Professional Practice
* To act as a resource for the understanding of the care pathway, to ensure completion of accurate information and assessment
* To be responsible for the keeping of accurate and confidential records, for patients and staff
* Have the ability to manage themselves, and their workload, both individually and as a team member
* To provide information/data to the Outpatient Manager that demonstrates the effectiveness and quality of the service
* To assist in the achievements of business objectives through the most efficient use of recourses. Participating in new initiatives and developments in practice
* demonstrates an understanding of the setting up and management of general and specialist ophthalmic clinics
* able to prepare patients for an ophthalmic examinations and interventions utilising holistic principles
* able to monitor patients and recognise complications following specialist investigations or treatment.

**Clinical and professional roll**

* To perform required investigation and tests for the proposed procedure in accordance with NICE clinical guideline 3. The use of routine pre-operative tests for elective surgery and within the NMC Scope of Professional Practice and Practice Plus Group policies and Standard Operating Procedures(SOPs)
* Commence discharge planning and patient education to ensure that the patient / family understand the expected outcomes that are defined in the treatment plan. This may include availability/requirement of Community Services and Appliances if indicated
* To provide verbal and written information and advice to patients pertaining to the planned procedure
* To review tests and investigation results, highlighting those which may require action by Medical Staff. Liaise and discuss outcomes with the Ophthalmologist.
* To work in partnership with the Patient Experience Co-ordinators to manage his/her own case load of patients, from pre-assessment through to discharge, monitoring all aspects of care to ensure optimal clinical care in the most cost-effective setting
* To undertake any clerical duties as are appropriate to patient care
* To continually evaluate the methods used to implement/improve nursing care ensuing delivery of best practice
* To understand and become fully conversant with the Practice Plus Group competency model and its application.
* To take an active role in ensuring that policies and procedures are adhered to in line with the Care Quality Commission (CQC) regulatory standards.
* To advise on and ensure all Unit policies and Standard Operating Procedures (SOPs) are complied with.
* To comply with the NMC code of conduct.

**Educational and professional development**

* To keep up-to-date with issues and trends affecting the nursing profession including Revalidation
* To actively participate in the local orientation/induction programme providing guidance and support and teaching to less experience or junior staff as appropriate
* Be able to act as a mentor to students enabling learning to take place
* To educate patients and carers in health promotion with information and education pre-operatively and post-operatively, ensuring patients are prepared mentally, physically and socially for their procedure
* To adhere at all times to the NMC Code of Professional Conduct, other NMC guidelines and any other professional bodies and associated guidelines
* To maintain an enquiring approach to nursing practice
* To take responsibility for planning self and professional development, identifying personal objectives for discussion at individual performance review
* To be responsible for attending mandatory training sessions and to ensure that all policies and procedures are adhered to
* To understand and become fully conversant with the Practice Plus Group competency model and its application

**Additional information**

In addition the successful candidate will be required to adhere to the following:

**Education and development**

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

**Professional**

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

**Regulatory framework**

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working Practice Plus Group to policies and procedures.

**Infection control**

It is the responsibility of all individuals to comply with infection prevention and control policies and to attend any appropriate training requirements in line with Practice Plus Group’s responsibility to comply with Government Directives and associated codes of practice.

**Conflict of interest**

It is the responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

**Confidentiality**

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**Health and safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**Privacy, dignity and respect and quality of opportunity**

The treatment centre is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

**Vulnerable Adults Abuse**The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

**Raising Concerns**It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

**Equal opportunities**

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised.

Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature Date

Signature of

Head of Department Date

**Practice Plus Group**

**PERSON SPECIFICATION FORM**

**Job title:** Pre-assessment Ophthalmology Nurse.

**Department:** Out-Patients.

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| **Factors** | **Essential** | **Desirable** |
| 1. Physical requirements | * Satisfactory Occupational Health clearance for the role specified. * Good attendance record. * Have a satisfactory DBR clearance |  |
| 1. Education and qualifications | * Registered Nurse with recent Ophthalmology outpatient experience   Including pre-assessment.   * Evidence of continual professional development to meet NMC requirements * To be registered with the appropriate professional body. * Diploma in Health Studies. | * Post basic qualification within ophthalmology * Teaching qualification ENB 998 or Mentorship module. * Basic / Intermediate life support skills * ECG and Venepuncture training |
| 1. Previous experience | * Proven experience in an ophthalmic setting using effective techniques for eye examination and assessment of visual function, including visual acuity and biometry. * Eye drop instillation. | * Leadership skills * Experience of managed care / case management, clinical protocols and care pathways |
| 1. Skills, knowledge and abilities | * Demonstrates an ability to assess visual function using knowledge of abnormal ocular physiology to anticipate effects of the person’s vision * Strong decision making skills * Ability to understand and work within set budgets * Knowledge and experience of clinical supervision * Computer literate * Excellent written and verbal communication skills. * Political and commercial awareness * Ability to work collaboratively in a multidisciplinary team. * Ability to plan and prioritise own workload when under pressure. | * Experience and skills in dealing with post-operative complications following cataract surgery. * Experience/ Knowledge of the theatre pathway for patients undergoing Cataract surgery. |
| 1. Aptitude and personal characteristics | * Assertive and Self-motivated and able to work autonomously or as part o0f a team. * Committed to achieving high standards * High level of work ethic. * Willingness to work in a fast and changing environment * Enthusiasm to succeed * Willingness to accept change. * Be flexible and adaptable and embrace the Practice Plus Group values. |  |