# BENENDEN HOSPITAL TRUST JOB DESCRIPTION

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| **Job Title and Band: Staff Nurse** Band 3 - Ophthalmology |
| **Job Holder:** | **Date:** |

**Key Responsibilities**

* Plan and implement high standards of Peri-operative care, following hospital guidelines and protocols, promoting a patient-focused approach to care
* Where necessary, and appropriate to the particular department, prepare and facilitate theatre lists including entering patient information on IT systems
* Ensure patient care areas are safe, fit for purpose and effectively maintained
* Ensure patient information data is correctly recorded in the appropriate IT systems
* General supervision of junior members of the team, including providing clinical supervision/act as a mentor

# Where does role fit in organisation?

Reports to the Ophthalmology Sister.

Member of the clinical team within Ophthalmology with strong links to the Patient Administration Service Department, Theatres, Wards, and occasionally Outpatients.

# Boundaries of role

* The post holder will follow standard policies and procedures of work however they are expected to use their knowledge and initiative to make decisions regarding assessing and monitoring patient care in order to deliver the role effectively.
* Undertake a wide range of work procedures using complex or sensitive information which will require the use of initiative and analysis. For instance; planning and implementing Peri-operative care of patients within the department; assessing and monitoring patients whilst within the procedure room, assisting as scrub nurse and recovery; positioning of patients; assembling/disassembling and safely using essential equipment; assisting in the post-operative care of patients; ensuring data is correctly recorded on Oasis or other electronic software/paper notes
* Act as the patient’s advocate, maintaining their dignity at all times
* This post will include Ophthalmic investigations such as biometry, OCT and topography but other duties will include undertaking tests(if occasionally required to cross work with other departments) such as; phlebotomy, ECG, breath tests, peak flows, bladder scans and flow rates, pulse, temperature, respiratory rate, height, weight and BMI calculations, etc. Be able to interpret results and raise awareness of abnormal results. Analysis of tests is the responsibility of the relevant medical practitioner in the case
* Other routine duties will include helping use procedure rooms and equipment in a safe way at all times, acting as a link nurse in one aspect of clinical care, arranging for bodily fluid spillages to be cleared away immediately, and all waste to be disposed of in accordance with local Policy. Demonstrate compliance with the hospital’s policies for maintaining a safe environment, i.e. Infection Control, Hand Washing, Medicines Management
* To assist in Ophthalmic theatre procedures as scrub nurse or recovery nurse
* General supervision of junior members of the team, including allocating day to day work, appraisals and (where necessary) training development, absence monitoring, providing clinical supervision/acting as a mentor where required
* Maintain professional development particularly through the national professional body, for instance by participating in audits especially for monitoring quality, demonstrating an awareness of research, proposing changes to working practices or procedures for the department, and recommending and implementing changes
* Contribute to budgetary management by exercising care and economy in the ordering and use of equipment and consumables
* Basic supporting activities such as undertaking administrative duties to support the department when required.
* To contribute to audit within the eye unit and the compilation of supporting written documentation
* Communicate with patients and their carers verbally and in writing as and when required, using tact, reassurance, discretion and maintaining confidentiality at all times
* Communicate with other staff members and stakeholders (i.e. external consultants, GPs, phlebotomy, other departments internal and external), verbally and in writing as and when required, concerning sometimes complex information, such as patient history and clinical procedures
* There will be a frequent requirement for standing in a restricted position, sometimes with a need for occasional intense exertion for short periods, for instance, assisting with moving patients using the tools provided
* The role is likely to have predictable work patterns with occasional periods of prolonged concentration (i.e. procedures may be prolonged). Work may sometimes be distressing, and frequently highly unpleasant.
* The post holder will perform other duties appropriate to the post as may be required from time to time by the Sister or Service Manager –Ophthalmology or their deputies.

**SPECIFIC ROLE REQUIREMENTS**

The post holder will participate in the department’s shift pattern and may be required to work shifts, nights, weekends and bank holidays.

The post holder will be expected to be a member of the Nursing & Midwifery Council/Health and Care Professionals Council and will be expected to abide by the relevant Code of Conduct and any supporting policies/procedures for clinical staff within Benenden hospital.

# Proven Knowledge, Training and Experience

* Registered Nurse (with supporting revalidation evidence)
* ALRT/Immediate Life Support training or a willingness to undertake training
* Good IT skills
* Proven ability to undertake multiple tasks under pressure
* Mentorship experience or willingness to undertake training

**Desirable but not essential**

* Basic phlebotomy, drug administration (IV and sub-cutaneous) and ECG monitoring experience or a willingness to undertake training

# Skills & Competencies

* Effective verbal communication using tact and diplomacy
* Excellent written skills
* Strong prioritisation skills
* Strong patient-centered approach

# Personal Attributes

* Methodical in approach and pays attention to detail
* Organised
* Flexible and adaptable
* Work well in a pressurised environment
* Uses initiative

# Measuring Performance

The post holder is expected to be familiar with, and work in line with, the hospital’s Values.

Performance will be measured against the specific objectives and targets as identified and agreed within the Performance & Development Review (PDR) process.

# STANDARD ROLE REQUIREMENTS

**Mandatory Training Requirements**

The post holder is required to achieve 100% compliance with mandatory training, to include a regular update on fire safety, infection control, manual handling, information security, risk awareness and, where necessary, life support.

# Health & Safety

The post holder will be required to observe the hospital's safety policies, made under the Health & Safety at Work Act 1974. He/she will take due care at work and report any accidents or untoward occurrences and co-operate with the hospital in relation to Health & Safety issues.

The hospital operates a "No Smoking" Policy.

Benenden hospital and its Management Board are committed to having a safe and clean hospital and preventing infection wherever possible. The post holder has a personal obligation to act to reduce ‘healthcare-associated infections’ (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the hospital’s Infection Control Policies and support initiatives to meet the Hygiene Code. This includes particularly those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps. The post holder will report any known infections to the Governance Team and any incidents through the hospital’s Incident Reporting Policy.

# Confidentiality

The post holder will be exposed to sensitive personal data as part of their role and must at all times ensure that all data is kept confidential and that it is only made available to those people who are authorised to access it. There are hospital policies relating to information security, confidentiality and data protection which define responsibilities. It is the potholder’s responsibility to ensure that they read all appropriate policies and are aware of their responsibilities. Any data breach will be subject to the disciplinary process which may result in dismissal.

# Safeguarding Vulnerable Groups

Employees who come in to contact with vulnerable adults or children and their parents during the course of their normal duties will be aware of their responsibility to safeguard and promote the welfare of children, young adults and vulnerable adults.

# Equality and Diversity

It is the responsibility of every staff member to understand the hospital’s equality and diversity commitments and statutory obligations under the current equality legislation including the Equality Act 2010. The post holder will value people as individuals and treat everyone with dignity and respect, in line with the hospital’s Values. The post holder will be familiar with the Equality and Diversity Policy, and will report behaviour that undermines equality within the hospital.

# Legislation

The post holder will be required to observe current legislation including for example Data Protection Act, Human Rights Act, Friendly Societies’ Act, Equal Opportunities, Freedom of Information Act, Bribery Act etc.

# Fraud

The hospital requires honesty and integrity from staff and Officers. Hospital staff are expected to abide by the Benenden society's Fraud Policy, as stated in Section 20 of the Standing Financial Instructions. This Policy clearly states the Society's position regarding fraud, theft and corruption. Furthermore the Society's Whistleblowing Policy sets out guidance regarding the reporting of suspected malpractice.

# Business Risk Awareness

The post-holder will be required to identify and assess risks to the achievement of individual, departmental and organisational business objectives. He/she will report, control and monitor these risks at a level appropriate to the role.

**Acceptance**

I hereby understand, acknowledge and accept the content of this job description I also understand that this document forms part of the terms and conditions of my employment with the hospital.

**Job Holder:**

**Date:**

**Manager:**

**Date:**