#### **JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** | |
| Job Title: Ophthalmology Specialist Nurse  Responsible to: Senior Charge Nurse Ophthalmology  Department(s): Ophthalmology Department  Directorate: Planned Care Directorate  Operating Division: Fife Acute Hospitals  Job Reference:  No of Job Holders 4  Last Update: December 2023 | |
| **2. JOB PURPOSE** |
| * The Ophthalmology Specialist Nurse is an integral member of the Ophthalmology team with a key role at senior level providing specialist advice, support, and education to patients, carers, nurses and other members of the multi-disciplinary team. * Specialist nurse to support the Senior Charge Nurse and specialist ophthalmic nurses in the leadership of the ophthalmology department which comprises the cataract unit and Ophthalmology OPD, across both sites. * Specialist nurse will also undertake IVTs and learn specialist skills such as performing intra-vitreal injections for age related macular degeneration and diabetic macular oedema. |

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| **3. JOB DIMENSIONS** |
| * The post holder will support the Senior Charge Nurse and specialist nurses of the ophthalmology department which comprises the cataract unit and Ophthalmology OPD, across both sites. * Perform specialist assessment interventions and measurements of the eye (IOL calculations, OCT interpretation of scans) and be able to manage own patient case load on patients attending specialists’ clinics. Screener for COeRU session per week. * Support the Senior Charge Nurse in maintaining the TTG for minor ops dry eye and macular clinics including Intravitreal Treatment (IVT) |
| **4. ORGANISATIONAL POSITION** |
| Clinical Director    Directorate Manager     **HON**  Service Manager Clinical nurse manager    Senior Charge Nurse    Band 6 Clinical Specialist Nurse |
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| **5. ROLE OF OPHTHALMIC DEPARTMENT** |
| * The ophthalmology department consists of a Cataract assessment and treatment unit and out patient clinics at Queen Margaret Hospital, Dunfermline, Victoria Hospital, Kirkcaldy and Adamson Hospital in Cupar. * Over 2000 operations are performed within the cataract unit annually. 86% of operations are cataract surgery and approximately 14% are glaucoma and occuloplastic surgery * The macular service for patients referred with Wet Age related macular degeneration is run within the cataract unit and the OPD department at the Victoria Hospital Kirkcaldy (clean room).This comprises macular clinic on Tuesday p.m. and nurse led macular clinics on most days. On both sites i.e. QMH and VHK. There is a laser suite allocated within the cataract unit where Argon and YAG laser clinics are held twice weekly. * Outpatient clinics in Dunfermline and Kirkcaldy see about 16,000 + patients per year. There are nurse led specialist clinics in dry eyes, glaucoma, minor operations, lacrimal and cataract assessment clinics. * In-patients are a small percentage of the workload and are nursed within multi-specialty DSU. Low vision clinics are held at See- scape in Kirkcaldy. | |
| **6. KEY RESULT AREAS** | |
| PROFESSIONAL   * Work within Divisional policies and procedures to ensure maintenance of safe working practice for patients and colleagues. * Adhere to unit procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources. * Work with Senior Charge Nurse and nursing staff to maintain stock levels of specialised equipment and disposables. * Maintain specialised equipment and report in line with unit protocols. * Participate in personal career development plan to maintain skills and develop personal growth through training and education. * Maintain patient confidentiality at all times. * Adhere to unit procedures and policies regarding the control of infection. * Maintain audit records. * To participate in specific areas of ophthalmic department development and responsibility. * To work as an experienced and senior clinical nurse and have extensive and current knowledge of current ophthalmology theory and practice. * Maintain proper aseptic technique to minimise infection risk to patient while performing intravitreal injections. * Follow Standard Operating Procedure for Administration of Intravitreal Therapy in Out-Patient Clean Treatment Room/Intravitreal suite. | |

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| **7a. EQUIPMENT AND MACHINERY** **GENERIC**  Beds, Fridge, Wheelchairs, walking aids, Beds, Trolleys, Oxygen Equipment, Urinary catheter equipment, Laboratory specimen containers, Vacutainer systems, Sharps boxes, commodes/toilet- aids, Resuscitation equipment, Patients hoists, suction equipment, Office equipment, Photocopier & Fax, Pressure relieving equipment, fire equipment.   SPECIALISED  * Slit-lamp – for the microscopic examination of the eye, along with lenses for microscopic magnification * Keratometer – for measuring the corneal curvature. * IOL 700/ lenstar/ Pentacam – biometry equipment for the measurement of the eye. * Auto refractor/ Keratometer - hand- held device for the measurement of the eye in patients who cannot be measured at machines because of frailty or incapacity. * Visual fields equipment – Humphries and Goldman for monitoring loss of visual fields.      * Tonometers – slit lamp mounted and tonopen/I care for the measurement of the pressure in the eye      * Ophthalmic instruments for the examination of patients such as ophthalmoscopes direct and indirect, Snellens test types. LogMar Vision. * OCT- Optical Coherence Tomography * Fine ophthalmic instruments. * IVT injector |

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| **7b. SYSTEMS** | |
| Maintenance of patient documentation.  Ordering of specialised information leaflets and specialised request forms  Equipment control.  Trackcare  Training records.  Datix reporting | |
| **8. ASSIGNMENT AND REVIEW OF WORK** | |
| Assignment of work will be by the Senior Charge Nurse for Ophthalmology. The Senior Charge Nurse will carry out work review and formal appraisal of performance. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| Planning and prioritising order of work.  Assessment of complex decision making including patient diagnosis planning of care and response to treatment.  Developing appropriate protocols and guidelines in line with evidence based care  Acknowledging changes in patient’s conditions and reporting.  Maintain a safe working environment.  Monitoring hygiene standards and deal with appropriately.  To undertake an extended role which will include treatment of age-related macular degeneration or diabetic macular oedema (intravitreal injecting), or other ophthalmic related clinical activities. The Nurse will carry out intravitreal injections in a Consultant and Nurse -led clinic on a pre-determined group of patients following a competency-based programme of training.  Maintain proper aseptic technique to minimise infection risk to patient while performing intravitreal injections.  Follow Standard Operating Procedure for Administration of Intravitreal Therapy in Out-Patient Clean Treatment Room/Intravitreal suite. | |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** | | |
| * Managing and completing tasks on time. * Assessment and diagnosis of ophthalmic conditions, managing and initiating treatments and recognising where referral to consultant is appropriate. * Assessment of medical co-morbidity, including further investigation and referral to medical staff, including medical registrar or general practitioner where appropriate.   In conjunction with the Senior Charge Nurse lead, facilitate and support change within the ophthalmology service to provide continuous improvement to the management of Ophthalmology patients.   * Ensuring patient safety at all times. * Liaising with relatives and visitors. * Dealing with this elderly group of patients who are visually impaired and may be frail and have other disabilities. * To perform IVT sessions after completion of training and gaining competencies * Critically review and consolidate knowledge, skills and information gathered through ophthalmic examination and history taking to provide a rationale for decision-making in patients presenting medical retina conditions * Demonstrate expertise in diagnostic and surgical procedure skills including intra-vitreal injections through advanced theoretical and practical experience. * Demonstrate ability to work autonomously managing episode of consultation, investigation, treatment, monitoring and discharge. | | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | | | |
| The post holder will be expected to communicate and liaise with –  **Internal:**  The patient, their relatives and the multidisciplinary team involved in the provision of care. Using teaching packages & tools and continuous education to overcome barriers to understanding and promote patient concordance  Working in partnership with senior medical staff in ophthalmology and consultants within other specialties to diagnose and treat related eye conditions.    Offers support and specialist advice to members of junior medical staff in relation to treatment of patients within specified groups.  Junior nursing staff –as a specialist ophthalmic resource, patient care, allocation of work, workload issues.  Nurse Managers and Co-ordinators.  Other relevant departments within the Division e.g. Estates, Supplies, Human Resources, Fire Officer, Infection Control.  Staff Organisations  Bed Manager and other related workers.  **External:**  Social Services – regarding patient discharge  Other relevant external agencies – regarding patient care  The post holder will be expected to communicate with- **Internal** The patient, their relatives and multidisciplinary team involved in the provision of care.  Members of other teams within the hospital.  Other relevant departments within hospital, e.g. Pharmacy, transport services, Estates, Supplies, Human Resources, Fire Officer. **External** Relevant external agencies as appropriate.  GP surgeries  Optometrists | | | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF**  **THE JOB** | | | |
| **Physical Skills:**  The ability to operate selective machinery and equipment on a regular basis including:-Snellen and Logmar test types; Humphrey & Goldman field analysers and those as listed in No 7. Generic equipment.  Knowledge of the working of and maintenance of these machines and equipment as listed in (No 7. Specialised) on a regular basis.  Skills to safely manoeuvre wheelchairs, trolleys and other test equipment  Ability to carry clinical skills on a regular basis including:- recording vital signs and patient observations, testing visual acuity, instillation of eye drops, venepuncture, canulation & visual field testing.  Collection of specimens.  Accompany patients to treatment areas and act as hand holder during procedures.  Preparation of treatment area prior to and following procedures.  Hand eye coordination to perform IVTs minor ops.      **Physical Demands:**  Patient movement with/without use of mechanical aides, manoeuvre patients on a daily basis.  Dealing with patients with visual impairment on a daily basis.  Push trolleys, wheelchairs and beds on a daily basis.  Stand/walking for the majority of shift.  Replacement of essential parts of specialist equipment on a regular basis.  Cleaning equipment within clinical area on a daily basis.  Housekeeping duties prior to and following clinic sessions.  Occasionally dealing with challenging behaviour in patients.  Disposal of waste appropriately.  **Mental Demands:**  Concentration required when undertaking visual assessments  Concentration required when undertaking patient observations.  Concentration required when maintaining computerised records/databases.  The assessment and implementation of the needs of this mainly elderly group of patients with marked visual impairment and other disabilities on a daily basis.  Care of the blind and partially sighted patients attending clinics on a daily basis.  Basic numeracy regarding filing out of charts.  Effective communication and good retention skills  Ensuring safe transfer of patients between departments.  Time management skills/ ability to prioritise workload  Concentration when participating in IVT sessions.  **Emotional Demands:**  Communicating with distressed/anxious/worried/disabled patients/relatives  Caring for patients following receipt of bad news  Caring for patients with visual impairment including those registered blind or partially sighted.  Dealing with patients with severely challenging behaviour  Dealing with emergency situations  **Working Conditions:**  Exposure to verbal aggression  Exposure to physically aggressive behaviour  Exposure to a demanding and stressful environment  Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags  Unpredictable work load | | | |
| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** | | |
| First level Registered Nurse with substantial post registration experience  * Significant post registration experience within the relevant area demonstrating clinical and professional practice developed through experience and theoretical knowledge in specialty. * Educated to degree level. * Completion Levels 1 and 2 Ophthalmic Competencies at level 9 * The use of highly specialist ophthalmic knowledge and skills * Evidence of further education/continuous professional development, e.g. short courses. * Evidence of team working skills with ability to work using own initiative. * The post holder will be required to demonstrate excellent team working skills, with proven change management experience and the ability to use own initiative * Effective listening and interpersonal skills. * Time management skills. * Good computer and word processing skills * Ability to work with people and as part of a multidisciplinary team * Effective written and verbal communication skills * Knowledge or willing to train in the handling of visually impaired and disabled patients. * Ability to carry out assigned tasks effectively in a busy environment * Willingness to work across sites VHK and QMH & Adamson | | |
| **14. JOB DESCRIPTION AGREEMENT** | | | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: | | |