

## ROLE BRIEF

|                        |   |
|------------------------|---|
| <b>Department:</b>     | Clinical Services   |
| <b>Job Title:</b>      | <b>Ophthalmic Clinical Lead</b>   |
| <b>Responsible To:</b> | Theatre Manager   |
| <b>Location:</b>       | Theatres and outpatient Department  |
| <b>Key Duties:</b>     | <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Professionally accountable and responsible for the provision of high standards of care and a safe environment for patients, and all health care professionals and administration staff within the delegated clinical areas.</li> <li>• To lead, co-ordinate and establish clinical teams taking continuous responsibility for the management and organization of the clinical area in a courteous and patient focused manner.</li> <li>• Work as an autonomous practitioner within the development and expansion of the ophthalmic service.</li> <li>• Lead the development, management and promotion of the service ensuring the delivery of high quality and cost-effective care.</li> <li>• Management of resources, stock control and consignment to align with HHC financial strategy.</li> <li>• Promote the philosophy of person-centered care.</li> <li>• To assist the Theatre Manager and deputise in their absence reviewing resource management/bed management/equipment/supplies ordering (within set limits)/safe staffing levels.</li> <li>• Collate and record quantitative and qualitative data to provide evidence of productivity and patient outcomes through audit and research, providing appropriate timely reports for Clinical Governance and Informatics.</li> <li>• Participate in Service Reviews in order to drive service improvement.</li> <li>• Lead on the implementation and monitoring of adherence to relevant clinical guidelines.</li> <li>• Take personal responsibility for ensuring effective communication between all departments and service providers.</li> <li>• Actively participate in multi-professional meetings, acting as patient advocate and representing clinical views.</li> </ul> |

- Promotes a culture that supports self-management and rapid recovery.
- Act as an agent of change in achieving a culture that is flexible and responds positively to the needs of the service and our patients.
- Actively encourages positive team working within all departments with the provision of expertise and experience to support the ophthalmic pathway.
- Acts as a role model for excellent advanced communication skills and expertise.
- Demonstrates skills in conflict resolution and competent negotiation skills when dealing with difficult or challenging situations.
- Development and implementation of Ophthalmic Nursing Guidelines/Policies to ensure best practice and evidenced based care.
- Development of patient pathways and patient information leaflets.
- Engagement in pre – admission, admission and discharge of elective ophthalmic procedures.
- Actively trouble shoots in the event of challenging clinical issues associated to ophthalmic care pathways..

## **Innovation**

- Develops new skills in response to emerging knowledge and techniques.
- Works across professional boundaries using creative reasoning and problem-solving
- Instigates and manages change within a complex environment.
- Promotes patient and public experience feedback through local initiatives to drive innovation and change.

## **Education and Training**

- Provides specialist education and training to other professionals involved in patient care.
- Collaboration with external training facilities to promote post-graduate training opportunities.
- Inform on best practice through guidelines and patient information leaflets and changes in practice.

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• Delivery of educational sessions internally and externally to widen the scope of Ophthalmology to both patient and clinical groups</li> <li>• Education and training of new nursing staff, therapy staff and resident medical officers on specific aspects of Ophthalmic care.</li> <li>• Remain up to date on new developments of Ophthalmic by extensive reading and attendance at national ophthalmic conferences.</li> <li>• Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework (or equivalent) and actively engages with learning and development opportunities offered by Horder Healthcare.</li> </ul>   |
| <b>Key Accountabilities:</b> | <b>Leadership:</b> <ul style="list-style-type: none"> <li>• Professionally accountable and responsible for the provision of high standards of care and a safe environment for patients, and all health care professionals and administration staff within the delegated clinical areas.</li> <li>• To lead, co-ordinate and establish clinical teams taking continuous responsibility for the management and organization of the clinical area in a courteous and patient focused manner.</li> <li>• Work as an autonomous practitioner within the development and expansion of the ophthalmic service.</li> <li>• Lead the development, management and promotion of the service ensuring the delivery of high quality and cost-effective care.</li> <li>• Management of resources, stock control and consignment to align with HHC financial strategy.</li> <li>• Promote the philosophy of person-centered care.</li> <li>• Collate and record quantitative and qualitative data to provide evidence of productivity and patient outcomes through audit and research, providing appropriate timely reports for Clinical Governance and Informatics.</li> <li>• Participate in Service Reviews in order to drive service improvement.</li> <li>• Lead on the implementation and monitoring of adherence to relevant clinical guidelines.</li> <li>• Take personal responsibility for ensuring effective communication between all departments and service providers.</li> <li>• Actively participate in multi-professional meetings, acting as patient advocate and representing clinical views.</li> </ul> |

- Promotes a culture that supports self-management and rapid recovery.
- Act as an agent of change in achieving a culture that is flexible and responds positively to the needs of the service and our patients.
- Actively encourages positive team working within all departments with the provision of expertise and experience to support the ophthalmic pathway.
- Acts as a role model for excellent advanced communication skills and expertise.
- Demonstrates skills in conflict resolution and competent negotiation skills when dealing with difficult or challenging situations.
- Development and implementation of Ophthalmic Nursing Guidelines/Policies to ensure best practice and evidenced based care.
- Development of patient pathways and patient information leaflets.
- Engagement in pre – admission, admission and discharge of elective ophthalmic procedures.
- Actively troubleshoots in the event of challenging clinical issues associated to ophthalmic care pathways..

## **Innovation**

- Develops new skills in response to emerging knowledge and techniques.
- Works across professional boundaries using creative reasoning and problem-solving
- Instigates and manages change within a complex environment.
- Promotes patient and public experience feedback through local initiatives to drive innovation and change.

## **Education and Training**

- Provides specialist education and training to other professionals involved in patient care.
- Collaboration with external training facilities to promote post-graduate training opportunities.
- Inform on best practice through guidelines and patient information leaflets and changes in practice.
- Delivery of educational sessions internally and externally to widen the

|  |   |
|--|---|
|  | <p>scope of Ophthalmology to both patient and clinical groups</p> <ul style="list-style-type: none"> <li>• Education and training of new nursing staff, therapy staff and resident medical officers on specific aspects of Ophthalmic care.</li> <li>• Remain up to date on new developments of Ophthalmic by extensive reading and attendance at national ophthalmic conferences.</li> <li>• Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework (or equivalent) and actively engages with learning and development opportunities offered by Horder Healthcare.</li> </ul>  |
| <b>Key Knowledge, Skills and Experience:</b> | <p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse Qualification (Nursing and Midwifery Council) or Registered Operating Department Practitioner (Healthcare Professions Council)</li> <li>• Minimum 2 years theatre experience</li> <li>• Minimum 2 years' experience at a senior level working within the ophthalmology in both theatre and an out-patient setting.</li> <li>• Evidence of training/professional development specific to ophthalmology</li> <li>• Good IT skills or a willingness to undertake training.</li> <li>• Ability to work within the strategic plan for the organisation to develop and implement change across the ophthalmology service.</li> <li>• Demonstrates compassion in practice</li> <li>• Able to problem solve and initiate change within a multidisciplinary workforce.</li> <li>• Negotiation skills</li> <li>• A flexible approach to work</li> <li>• Understanding of clinical risk and quality issues</li> <li>• Excellent communication and listening skills</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• Degree educated or relevant experience specific to ophthalmology</li> <li>• Mentorship/clinical supervision qualification</li> </ul> |
| <b>Health and Safety:</b>                    | <p><b>The Health Act 2008</b><br/>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> </ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>the use of personal protective equipment</li> <li>safe procedures for using aseptic techniques</li> <li>safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>   |
| <b>Equal Opportunities</b>             | Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable. |
| <b>Confidentiality</b>                 | You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.  |
| <b>Safeguarding</b>                    | You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.  |
| <b>People Managers (if applicable)</b> | You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.   |
| <b>Review</b>                          | <p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>  |
| <b>Role Brief Agreement</b>            | <p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>   |

