



**Moorfields
Eye Hospital**
NHS Foundation Trust



Job description and person specification

Sister / Charge Nurse - Band 7

Site: Moorfields @ Bedford



Job description

Job title: Sister / Charge Nurse

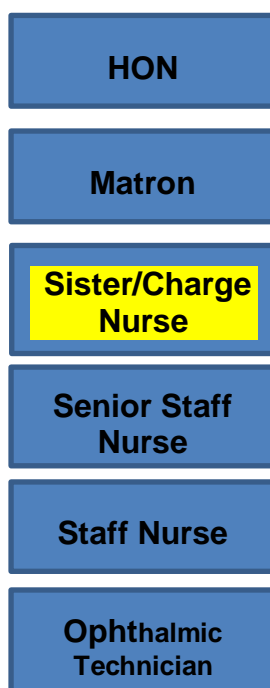
Department: Moorfields North, Bedford

Grade: Band 7

Responsible to: Matron, Moorfields North

Accountable to: Head of Nursing, Moorfields North Division

Organisational context



Working relationships:

Internal	External
Nurse Manager, Director of Nursing and Allied Health Professionals, Chief Operating Officer, General Manager, Deputy General Manager, Ophthalmic Consultants and Junior Medical Staff, Nursing Staff, Allied Health Professionals, HR Manager, Administrative and Clerical Support Staff, Professional and Technical staff.	Staff from Bedford and other Moorfields sites, Nursing, Domestic, Clerical, General Manager, Deputy General Manager, Medical staff Allied Health Professionals



JOB SUMMARY:

The post holder will be responsible for the organization and management of the Bedford site outpatients and day care. The post holder will be accountable for the overall provision of excellent nursing care and work collaboratively with the multidisciplinary teams in both clinical areas. The post holder should hold or work towards in leading in advance skills e.g IVT, chalazion/ minor ops, cross linking, MR reviews etc. The charge nurse/ sister will be the lead in ensuring the effective running of the department which consists of OPD ensuring the safety and well-being of patients and always working in a manner that promotes dignity and human rights through the adoption of person-centred care principles.

MAIN RESPONSIBILITIES:

Duties and Responsibilities

Clinical and Patient care

- To lead the department as an expert ophthalmic clinical practitioner, ensuring that staffs have the appropriate skills necessary to care for the designated patient group.
- Demonstrate appropriate practice and specialist advice in the assessment, planning, implementation, evaluation, and discharge of patient care. This includes history taking, physical examination, and the requesting of agreed diagnostic procedures/clinical investigations.
- Lead on the provision of evidence-based nursing practice and contribute to the Medical Retina service by training as a nurse injector, undertake MR review clinics and other subspecialties as required.
- Be responsible for the assessment of care needs, development, implementation, and evaluation of high standards of nursing care.
- Be conversant with Trust Policies and guidelines and ensure compliance.
- Investigate and respond to complaints both written and verbal. Report information and findings back to Matron.
- You will be working clinically and providing management support as required providing clinical expertise to facilitate the safe and effective delivery of care and maintaining your own clinical practice.

Quality

- Facilitate a high-quality, cost-effective specialist service through monitoring and audit and other quality initiatives agreed upon by the Trust.
- Lead on and participate in key developments relating to the ophthalmic specialty so that high-quality patient-focused services are promoted.
- Attend and participate in multi-professional team meetings.
- Carry out audits, and present and share their results locally and nationally.
- Manage local budget, staffing, E-roster, and staff management appropriate to the level.



Education and Leadership

- To ensure that the learning environment and specialist training are provided for the benefit of all staff and that evidence-based practice is incorporated and utilized in the teaching environment.
- To ensure that staff mandatory training is kept up to date.
- To take overall responsibility for the development of student nurses and others during their allocation to the service.
- To act as an advisor to junior staff in their roles as mentors, assessors and preceptors.
- Support and participate in education and training programs and develop training programs as required.
- To assist the Matron in developing a culture that is challenging, stimulating, rewarding, and supportive.
- To be responsible for developing and sustaining own knowledge, clinical skills, and professional awareness in accordance with nursing revalidation requirements and to maintain a professional profile.
- To undertake annual appraisals for staff and ensure own appraisal and PDP is current.
- Take an active role in performance management of staff when necessary.

Research and Development

- Promote and undertake nursing research updating own knowledge to promote excellence in clinical practice.
- To work with the Practice Development Team in the development and implementation of evidence-based practice.
- Utilise research findings in the delivery of specialist patient care, developing new ways of working and disseminating relevant information to staff.
- To assist in the development and implementation of nursing practice guidelines, standards, and policies.
- Participate and contribute to audit and research within the specialty in collaboration with colleagues.

Management and Leadership

- Provide a leadership role model and demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.
- Develop the role according to patients changing needs and research findings, within the resources available.
- Contribute to the business planning process and budget management for the department.
- Provide specialist education to members of the clinical team, which facilitates learning and individual personal development.

- Ensure management of staff is consistent with the Trust's HR policies for the achievement of equality, equity, and optimum performance.



- Coordinating the day-to-day management of the clinical area, delegating duties and care appropriately whilst maintaining overall responsibility.
- Ensures the staffing and skill mix is maintained, at all times, to a level that does not compromise patient safety.
- To be involved in the development, assessment, and implementation of guidelines, protocols, and pathways.
- Effectively manage staff and support with appraisals, HR related matters, recruitment and retention of staff.

Compliance and Governance

- Maintain clear and legible patient records in accordance with both Trust and professional standards for record keeping.
- Take an active role in risk assessment, supporting the implementation of strategies to minimize risk. Ensuring incidents and near misses are reported, through promoting a no-blame culture.
- Ensure all staff acts in accordance with local, hospital, and statutory guidelines and policies including health & safety initiatives.
- Will work in accordance with corporate objectives and ensure that all staff is aware.
- Take all possible precautions to safeguard the welfare and safety of staff, service users, visitors, and the public, by implementing all policies related to health, safety, security, and risk.
- Be able to investigate incidents and complaints, respond to patients' questions and concerns, share findings, and act on them to prevent re-occurrence.

Communication

- To create an environment that fosters good communication between patients and health care professionals, that meets individual needs.
- Be an effective communicator and be a role model in liaising with the community and other members of the health care team.
- Provide support mechanisms for sharing good practices within the department at the Moorfields Eye Unit at Stratford and Barking and Trust-wide.
- Be able to actively organize and structure team meetings and patient participation groups.

GENERAL DUTIES

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. To comply at all times with the Trusts Data Security Policy. Also to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
3. Disclosure Barring (DBS) (formerly CRB) checks are now a mandatory part of the NHS Recruitment process for staff, which, in the course of their normal duties have access to patients. Moorfields Eye Hospital NHS Foundation Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence and the position you have applied for. Moorfields Eye Hospital is exempt under the Rehabilitation of Offenders Act. This means the convictions never become “spent” for work which involves access to patients. Failure to disclose any “unspent” convictions may result in the offer of employment being withdrawn or if appointed could lead to dismissal. The Disclosure Barring Service (DBS) has published a Code of Practice for organisations undertaking DBS checks and a copy is available on request.
4. The Trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Trust and its service are as secure as possible.
5. It is the responsibility of all trust employees to fully comply with the safeguarding policies and procedures of the trust. As a Moorfields employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
6. The Trust is committed to a policy of equal opportunities. A copy of our policy is available from the Personnel Department.
7. The Trust operates a no-smoking policy.

8. You should familiarise yourself with the requirements of the Trust's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.
9. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
10. All appointments within the National Health Service are subject to pre-employment health screening.
11. It is the responsibility of all employees to ensure that they comply with the trust infection control practices, as outlined in the health Act 2008 and staff must be familiar with the policies in the trusts infection control manual, this includes the "bare below the elbow policy". Employees must ensure compliance with their annual infection control training.
12. You are responsible for ensuring that all equipment used by patients is clean / decontaminated as instructed by manufacturers and in line with the infection control / guidelines protocol and policy.
13. It is the responsibility of all employees to ensure compliance with the Health and Social Care Act, 2008, in preventing risk of infections to patients, visitors and other staff within the trust.
14. All staffs are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the trust intranet.
15. It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training.
16. All staffs are responsible for ensuring that equipment used in the patient environment is cleaned, decontaminated and maintained in line with trust policy.
17. Any other duties as designated by your manager and which are commensurate with the grade.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

PERSON SPECIFICATION:**JOB TITLE: Sister / Charge Nurse Band 7 (Moorfields at Bedford)**

	ESSENTIAL	DESIRABLE	METHODS TO TEST FIT TO THESE CRITERIA
Education & Qualifications	Registered Nurse Part 1		Application Form.
Further Training and Knowledge	<p>Recent relevant clinical experience</p> <p>Recognized clinical teaching qualification/mentorship or equivalent</p> <p>Relevant ophthalmic Post-registration qualification.</p> <p>Extensive ophthalmic nursing experience</p> <p>Possession of Degree/Master level education or evidence of currently working towards one</p>	<p>Management/leadership qualification or working towards one.</p> <p>Practice as Ophthalmic Independent Nurse Injector</p>	Application Form Interview
Experience	<p>Demonstrates evidence of leading and managing nursing practice.</p> <ul style="list-style-type: none"> At least 2 years as band 6 in ophthalmology with experience of managing a ward or department Good knowledge of various ophthalmic procedures, machineries and types of equipment Leading Audit Participating in research Lead the compliance of mandatory training 	<p>Previous experience in Management (Band 7).</p> <p>Nurse Injector or willing to undertake the required training.</p>	Application Form. Interview
Aptitudes and Skills	<p>Able to prioritize own workload and that of others as appropriate.</p> <p>Able to work under own initiative within boundaries of the role.</p> <p>Demonstrates evidence of leading evidence-based practice and clinical audits.</p>		<p>Application Form</p> <p>Application Form and Interview.</p> <p>Application Form and Interview.</p>

	<p>Demonstrate understanding of budget management and engagement with quality issues.</p> <p>Demonstrate evidence of developing staff and team building</p>		
Personality and Personal Attributes	<p>Demonstrates ability to develop and lead the clinical team</p> <p>Flexible approach to shift patterns.</p> <p>Evidence of an understanding of equal opportunities.</p> <p>Articulate reasons for the desire to work in this clinical area.</p> <p>Ability to work on established hospital Information systems</p>		<p>Application Form and Interview</p> <p>Application Form and Interview</p>

Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)

