



Golden Jubilee National Hospital

Patients at the heart of progress



Ophthalmology



The Golden Jubilee Foundation is an independent NHS Board, employing over 1,800 people in a variety of jobs across the Golden Jubilee National Hospital, Golden Jubilee Research Institute, Golden Jubilee Innovation Centre and Golden Jubilee Conference Hotel.

The Golden Jubilee Hospital (GJH) is within the Golden Jubilee Foundation (GJF) and is a Special Health Board, providing regional and national services, the hospital supports all Health Boards in Scotland. The GJH's vision is to be a world leader in quality, research and innovation for healthcare. We have a strong track record in the delivery of safe, effective and person-centred health care and work in partnership with all NHS Boards to provide essential services to patients. All services are located on the GJH site, located in Dalmuir, an area on the western side of Clydebank, in West Dunbartonshire.

As a national resource for NHSScotland, the Golden Jubilee National Hospital really stands out from the crowd.

- We have an excellent reputation in providing innovative, high quality, safe, effective and person-centred care.
- Our purpose-built, state-of-the-art hospital is the ideal place to get involved in our clinical innovations and advances in technology.
- We provide the highest standards of clinical skills and nursing care across all of our services.
- We are always reviewing and developing our services to improve the hospital experience for our patients.
- We support our staff to be the best they can be through in-house and external training opportunities.
- We follow a set of values which ensure our patients and colleagues receive the same level of care and support.
- We support our staff and patients in line with the nine protected characteristics established by the Equality Act 2010

The Golden Jubilee National Hospital is in the early stages of an expansion plan which will see the hospital double in size over the next few years, creating varied and exciting opportunities in every area.

The first stage of this expansion is the opening of the new Integrated Ophthalmology Unit in 2020. This is a new and innovative build designed to care for patients requiring

assessment and treatment for cataract surgery. This is a fast paced environment; posts are rotational across clinic, pre and post surgery and theatres allowing for the nursing staff to care for patients at all stages of the cataract pathway and also offering the opportunity for professional development.

The Ophthalmology Development Programme will initially provide training for additional staff that are required ahead of opening in May 2020. Supported by a Clinical Educator; registered and unregistered nursing staff will undergo an accelerated training programme to achieve the necessary skills and experience to care for our cataract patients as well as ongoing educational support for all staff.

Facilities within the Integrated Ophthalmology Unit include:

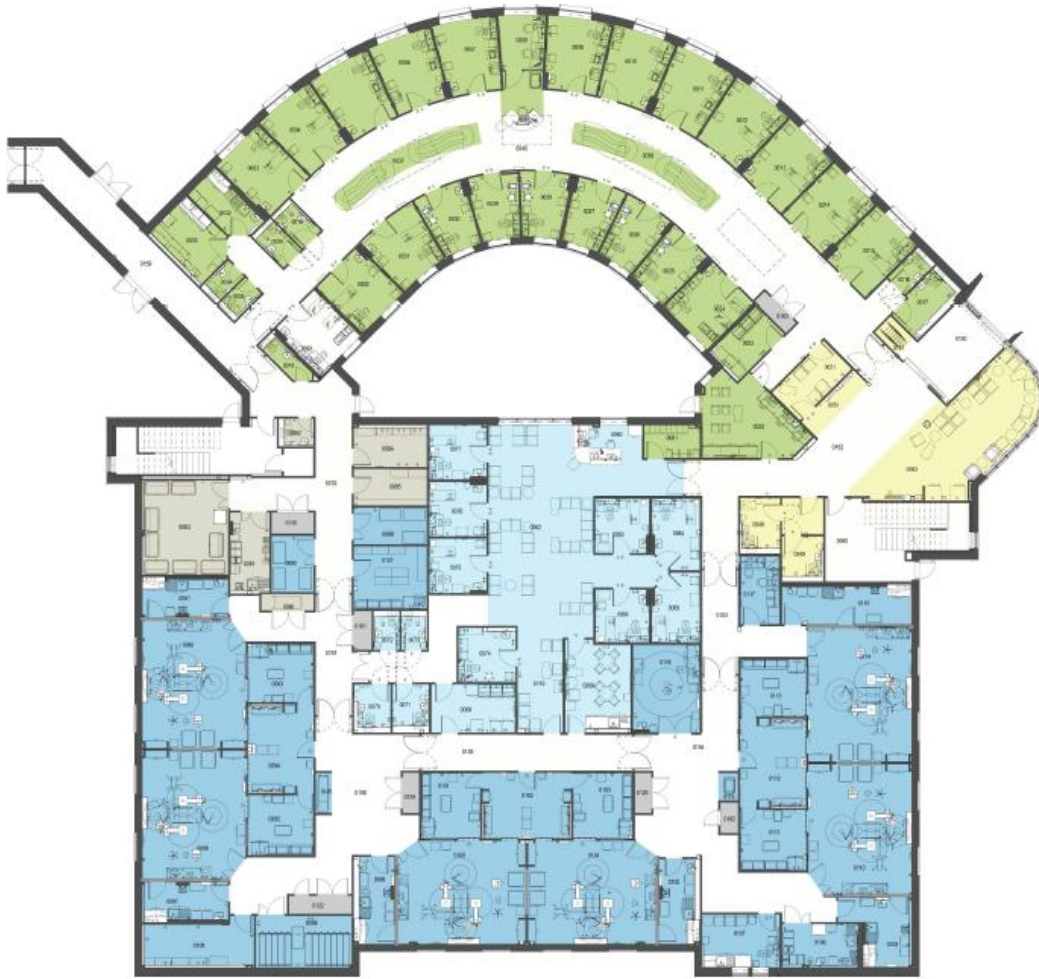
Level 1

Ophthalmology Clinic – this is an innovative model of care which is delivered by a multidisciplinary team including Consultant Ophthalmologist, Optometrists and Band 3, 4, 5 and 6 nursing staff

- Biometry rooms
- Physical measurement rooms
- Consulting rooms
- Special diagnostic rooms
- Patient and staff education room

Theatre (including pre op and post op area) – designed to ensure that patients are close to theatre for improved efficiency. Each theatre team consists of a Consultant Ophthalmologist, Scrub Nurse (band 6, 5 or 4), circulating nurse (band 6, 5 or 4), hand holding nurse (band 3) and Opera nurse (band 2). Pre and post op recovery will be staffed by band 6, 5 and 3 nursing staff.

- 6 x Ophthalmology theatres- twin design
- Individual prep rooms
- Pre and post operative area
- Patient discharge and education room
- Theatre base with live links to microscope



Level 2

Staff Facilities

- Male and Female changing and showering facilities
- Staff rest area

The Integrated Ophthalmology Unit will be managed by a Clinical Nurse Manager supported by a Senior Charge Nurse.

Golden Jubilee Foundation

Beardmore Street, Clydebank G81 4HX
Telephone: 0141 951 5000
www.goldenjubileefoundation.org

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner



Recruitment line: 0800 0283 666

Dear Candidate

POST: Assistant Ophthalmology Practitioner (Band 4)

HOURS: 37.5 per week

CLOSING DATE: 16th May 2019

The National Waiting Times Centre Board welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Sandra Hill
Recruitment Assistant

Golden Jubilee Foundation

Information Pack

For the post of

Assistant Ophthalmology Practitioner (Band 4)

37.5 Hours Per Week

Reference Number: SHOW/3220

Closing Date: 16th May 2019



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£22,152 to £24,258 per annum

3. Grade

This post is offered at Band 4.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

JOB DESCRIPTION –

1. JOB IDENTIFICATION

Job Title: Assistant Ophthalmology Practitioner

Department(s): Integrated Ophthalmology Unit (rotational post between clinic and theatre)

Job Holder Reference:

No of Job Holders:7

2. JOB PURPOSE

To work as part of the multi-disciplinary team to ensure high standards of care to a defined patient group.

The post holder will be expected to function as an independent practitioner whilst carrying out eyesight and visual field testing and whilst scrubbed and using complex equipment with support from registered staff.

The post holder will provide advanced assistance to the registered practitioner in the outpatient area and peri-operative area to ensure that every procedure is risk averse.

Acting as the patient's advocate throughout their journey within the Integrated Ophthalmology Unit, providing safe, dignified and effective care.

Carry out assigned duties to maintain cleanliness, sterility, order and safety within the outpatient and theatre environment, including cleaning tasks not undertaken by housekeeping.

Undertake associated clerical and patient centred duties, under indirect supervision of senior staff.

3. ORGANISATIONAL POSITION

Clinical Nurse Manager

Senior Charge Nurse

Charge Nurse

Registered Nursing staff/ODP

This post

Band 3 Senior Nursing Assistant

Band 2 Nursing assistant

4. SCOPE AND RANGE

- The post holder has no direct budgetary responsibility although they will have a

responsibility for the delivery of cost effective care.

- Post holder will work cohesively with the Optometrists and other members of the multi disciplinary team to provide person centred and holistic care.
- May on occasion oversee work of band 2 and band 3 health care support workers as directed
- Flexibility in working which may include weekend and evening clinics

5. MAIN DUTIES/RESPONSIBILITIES

Clinical

- Following agreed protocols and guidelines participate in the pre-operative and peri-operative care of ophthalmic patients.
- To be confident in own abilities to work autonomously and to assist the nursing team, medical staff and optometrists with the delivery of patient care which at times can be non routine.
- Under the indirect supervision of senior staff, the post holder will deliver a high standard of patient care when carrying out ophthalmology clinic and theatre duties
- Be proficient in: routine baseline clinical observations, MRSA swabbing, visual field testing, circulating and scrub duties
- Participate in all aspects of peri-operative duties, anticipating the requirements of the operating team and alerting them of any changes
- Checking ,recording and opening of all sterile surgical trays/swabs/blades/needles and associated supplies required by the operating team
- Oversee student learners within the unit as required with competency attainment for clinical observations and care of pre and post operative patients
- Identify and report abnormalities in any patient observations and tests completed in a timely manner
- Recognising and respond to clinical emergencies, utilising skills learnt to assist in clinical emergencies.
- Take responsibility for the care, usage, maintenance and cleaning of specialist ophthalmic equipment
- Accurate documentation in line with local and national policies
- To undertake administrative and clerical duties as required. This will include inputting data using computer systems and the hospitals electronic patient record system working at all times within information governance confidentiality standards
- Maintain and manage stock levels of all supplies to support the running of the department area in order to promote the effective and efficient use of resources.
- Rarely redeployed to other nursing units within GJNH
- Assist patient with their mobility in order that tests and examinations can be carried out using appropriate manual handling techniques

Legal and Ethical

- Take all measures to ensure the safety of staff, patients and visitors. Report all accidents, incidents and near misses to the Nurse in Charge. Complete relevant forms and take appropriate preventative action.
- Work within the defined policies, procedures, standards and protocols of the department and directorate to ensure the maintenance and delivery of safe working practises whilst simultaneously providing a high quality service for patients and colleagues
- Maintain patient confidentiality at all times.

Leadership and Management

- Recognise the importance of resolving complaints timeously and effectively at local level and escalate as appropriate
- Participate in specific areas of the Integrated Ophthalmology Unit development e.g. work with the charge nurse and lead Optometrist in assessing new equipment which may be required for the department
- Teaching new staff, students and unregistered staff, helping to guide them through department e.g. demonstrate techniques in relation to instilling eye drops and teach staff to become competent in this
- Participate in teaching new staff, students and healthcare support workers, helping to guide them through development for relevant competency attainment- within the boundaries of the role
- Participate in the departmental clinical education sessions
- Will support and act as a preceptor/role model to junior, new staff and students.
- Develop the roles by using evidence-based practise and continuously improve own knowledge.

Health & Safety

- Duty of care is exercised, responsible for promoting a safe working environment
- Identifies and reports malfunctioning equipment in a timely manner
- Take responsibility for the care, usage, maintenance and cleaning of specialist equipment and be responsible for reporting faults
- Assist with the safe positioning of conscious / unconscious patients, in accordance with the moving and handling policy.
- Utilise appropriate risk assessment tools in order to identify actual and potential risks and implement appropriate interventions and report outcome to the line manager.

Clinical Governance

- Adhere to the Health Care Support Worker Code of Conduct and work within the boundaries of completed competencies as defined by nursing team/optometrists
- Select and implement evidence based nursing interventions to meet the individual needs of patients using National Guidance and Standards as produced by Health Improvement Scotland and in line with the Nursing Strategy
- Participate in clinical audit and research as required
- Be proactive in personal career development plan to maintain skills and develop personal growth via PDR through training and education.
- Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe and effective practice.
- Maintain a record of continuous professional development.
- Assists with investigations and fact collection in adverse incidents
- May be required to take on additional responsibility, for example: trainer for manual handling, expert witness for health care support workers completing SVQ awards
- Take and record messages correctly maintaining effective communication at all times.
- Assist in the continual assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care.
- Maintain effective communication with patients, relatives, carers, and other members of the multidisciplinary team, ensuring any observed changes in the patient's

condition are effectively communicated both verbally and in written documentation

6. SYSTEMS AND EQUIPMENT

- Telephone system.
- The post holder is responsible for inputting information into the clinical information system and also into patient's written medical records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.
- They also have a responsibility to ensure that their subordinates are adhering to the aforementioned policies.
- Ability to access e-mail using outlook express.
- Ability to access Sharepoint for organisational policies and procedures.
- Ability to access Internet for evidence based practice guidelines.
- Ability to use some aspects of the Microsoft Office Suite e.g. Word, Excel, Power Point
- Use of Trakcare and other hospital systems

EQUIPMENT

Very Specialised

- IOL Master 700 - Biometer
- Cirrus Photo 600 - Fundus Camera / OCT
- Topcon Autokeratorefractometer - Autorefractor / Autokeratometer
- iCare tonometer
- logMAR Visual acuity Chart
- Specular Microscope
- Corneal Topographer
- Phaco machine

Generic

- Patient assessment and monitoring equipment, including: Dinamaps, tympanic thermometer, ECG, blood glucose monitors
- Use of manual handling equipment.

7. DECISIONS AND JUDGEMENTS

- Demonstrates a systematic, flexible and innovative approach to problem solving and implement decisions, involving staff, patients and senior management where appropriate to ensure effective provision of service.
- Daily routine will be organised by the charge nurse , however the post holder will be able to organise own workload with regards to assessing patient needs, planning, implementation and evaluation of a programme of care. This will be evidence based utilising all available resources taking into consideration the lifestyle , gender and cultural background and ensure involvement with patient, family carers and significant others
- Demonstrate effective assessment, monitoring and care for the Ophthalmology patient, with the guidance of the charge nurse or the appropriate team member,

- before transferring the patient into the care of the appropriate specialist
- Has access to supervision by the multidisciplinary team on an ongoing basis

8. COMMUNICATIONS AND RELATIONSHIPS

- Post Holder will have an active role in departmental brief
- Maintain good relationships and an empathic approach to patient's, carers and relatives, referring them to qualified staff for any questions that they have on the patients condition, for any suggestions or complaints, that they may wish to raise.
- Support those patients who have barriers to understanding such as learning difficulties, language, hearing difficulties or visual impairment,
- Work closely with all members of the multi-professional team including Ophthalmic consultants, Optometrists, Registered nurses, clinical HCSW and administration staff

9. PHYSICAL/ MENTAL AND EMOTIONAL DEMANDS OF THE JOB

- Be physically able to maintain awkward positions to gain correct anatomical views and best possible images
- Demonstrate considerable manual dexterity, speed and hand-eye coordination in a variety of ophthalmic imaging procedures, to ensure accurate results.
- Use complex imaging equipment to accurately represent the subject, producing images if the highest possible quality
- Care of confused and agitated patients.(on occasion)
- Participating in resuscitation attempts. (on rare occasions)
- Moving and Handling of heavy patients and/or objects in line with Manual Handling Regulations.
- Ability to rapidly response to critical changes in patients condition
- High levels of Concentration required for long periods whilst participating in assessment of patients Communicating with different colleagues within the multidisciplinary team in order to enable effective patient management.
- Occasional exposure to verbal aggression.
- Constant exposure to working in an artificial light environment
- Unpredictable break patterns and shift patterns
- Exposure to blood and body fluids and the application of standard infection control precautions

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Dealing with situations that arise for which you have limited experience /knowledge.
- Working with varying skill mixes in busy periods while supporting core staff
- Working in a changing environment
- Required to rapidly increase knowledge and skills
- Participating in induction of new staff to the unit, demonstrating own duties and skills to less experienced staff
- Ability to adopt common sense approach to undertake infrequently performed clinical activity
- Ability to delegate tasks appropriately

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Extensive experience in an acute hospital setting
- SVQ 3 in healthcare or equivalent level SCQF 7/8 knowledge
- Understands the importance of patient confidentiality
- Experience of communicating effectively with patients and relatives
- Ability to deal with difficult situations appropriately
- Excellent computer skills and problem solving abilities
- Excellent communication and interpersonal skills with strong customer focus
- Attention to detail
- Completion of HCSW Standards within 3 months of appointment
- Completion of additional SVQ 3 theatre modules within 12 months of appointment

12. 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:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification
BAND 4 Senior Ophthalmology Assistant

| | Essential | Desirable |
|---|---|---|
| Qualifications/Training | 1.SVQ3 in Healthcare Support or equivalent or equivalent level SCQF 7 knowledge | 6. HND qualification |
| Experience | 2. Documented progressive experience in acute hospital setting | 7. Progressive experience within an Out Patient and/or theatre environment |
| Skills/Knowledge | 3. Evidence of excellent written and verbal communication skills Computer skills Demonstrated proficiency in taking of routine baseline clinical observations,MRSA swabbing and venepuncture | 8. |
| Additional job requirements Eg. car driver, unsocial hours | 4. Demonstrate flexibility and adaptability in working hours and environmental changes within the Integrated Ophthalmology Unit | 9. |
| Any other additional information | 5. Demonstrate behaviour in line with GJNH vision and values. Willingness to undertake further education if required | 10. |