

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
JOB DESCRIPTION**

JOB TITLE:	Deputy Sister / Deputy Charge Nurse Outpatients
DEPARTMENT:	Division of Surgery
BAND:	Band 6
ORGANISATIONAL RELATIONSHIPS:	Directly reports to Department Sister / Charge Nurse
ACCOUNTABLE TO:	Senior Nurse

SCOPE OF PRACTICE

- To ensure provision of effective, efficient and appropriate high quality patient care within the Ophthalmology departments across the Health Board.
- To carry continuing responsibility for the assessment, planning, implementation and evaluation of patient care needs and quality assurance.
- To be actively engaged in the scheduling of patients and management of OPD, maximise experience/ utilisation and efficiency.
- To engage with the Divisional Management Team, delivering resources within allocated budget.
- To promote evidence based practice and act as an accountable role model.
- To act as the patients advocate throughout their journey.

PRINCIPLE ACTIVITIES

Clinical

- To deliver safe, efficient high standards of patient care.
- To comply with and promote best practice.
- To undertake clinical responsibilities within your designated area of expertise.
- To be aware of and demonstrate practice based on current advances in nursing.
- To successfully complete (and ensure departmental compliance) in a locally approved orientation programme, mandatory and statutory training programme, EWS and annual PADR.
- To support an environment that is patient and public focused.
- To develop an environment that supports professional practice.
- To provide expert clinical advice to team members.
- To monitor the work of the nursing team in the delivery of patient care.
- To co-ordinate, participate and promote audit activity.
- To promote the understanding and implementation of evidence based practice.

- To ensure the physical, social, psychological and spiritual needs of patients (and significant others) are met.
- To ensure that all patients have individualised care records.
- To ensure to promotion and maintenance of health and prevention of illness.

Managerial

- To assist in the development and delivery of local policies and protocols.
- To take responsibility for the selection, appointment and retention of ophthalmology nursing team.
- To foster positive, educational relationships with members of the multidisciplinary team.
- To ensure the safety of patients, staff and hospital visitors.
- To ensure all staff practice within the framework provided by ABUHB policies, procedures and guidelines and those directed by relevant regulatory bodies.
- To maintain up to date records of staff's attendance at work, training and development.
- To take responsibility for ensuring that all equipment used is in full working order and that staff are conversant with and competent in its use.
- To ensure safe and effective staffing levels, planning duty rotas appropriately based on agreed staffing levels and highlight areas of concern.
- To identify, analyse and manage risk.
- To establish and maintain a free- flow of information / communication with staff ensuring the availability of recorded minutes.
- To ensure the sister / charge nurse is kept abreast of affairs and progress developments within individual area of practice.
- To manage sickness and absence in accordance with Trust policy.

Educational Research and Development

- To demonstrate continuous attainment of educational, research, clinical, IT and leadership skills.
- To ensure colleagues commitment to Ophthalmology educational pathway.
- To promote Improving Quality Together training and research standards in line with organisational policy.
- To liaise with staff and co-ordinate an annual training needs analysis according to service need.
- To assist in the evaluation of study leave, ensuring transference of new skills to practice.
- To ensure new appointees are appropriately supported and inducted.
- To ensure effective mentorship of students and create a positive learning environment.
- To support and participate in preceptorship and clinical supervision.
- To contribute to the development of educational programmes and participate in their delivery.
- To share knowledge/ skills and expertise with peers.

Speciality Specific Activities

- To deliver flexible workforce that promotes safer delivery of care and maximises service delivery as outlined in ophthalmology workforce plan.
- To ensure the implementation of 1000 lives plus initiative and Transforming Outpatients.
- To lead on service improvement initiatives within directorate.
- To promote best practice.

HEALTH AND SAFETY AT WORK

All staff are reminded of their responsibilities as employees to take reasonable care of their own health and safety at work and of other persons who may be affected by their acts or omissions at work.

You are reminded that under the Fire Precautions Act of 1971, you are required to attend at least one fire lecture per year or complete ONLINE WITH LEARNING fire questionnaires annually.

PERSON IDENTIFIABLE ACCESS LEVEL

- a) Systems accessed
- b) Justification for access
- c) Level of access
- d) Safe haven access

This job framework is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet changes in the organisation's requirements.