



Position Description

Position Title:	<i>Eye Specialists Clinic / Theatre Nurse</i>
Reports to:	<i>Manager, Eye Specialist in Partnership with Auckland Eye</i>
Service/Group:	<i>Nursing Working Group</i>
Date:	
Place of work:	<i>Eye Specialists, 19 Kamo Rd, Whangarei</i>
Hours of work:	<i>4 days per week, working up to full time to cover leave etc</i>

Purpose of Position

The primary role of this position is to provide, in accordance with professional standards and within the bounds of Eye Specialists in Partnership with Auckland Eye Ltd's policies and protocols, Nursing duties and care to ensure effective delivery of care within the Eye Specialists setting.

This will be provided with the highest level of professionalism and integrity. This means concentrating on dealing efficiently and courteously with all required nursing and ophthalmic assistant duties, with a continuously high level of quality.

The Clinic / Theatre Nurse is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties within their experience and capabilities as may be reasonably be required from time to time by the Manager.

Functional Relationships

Internal:	<i>Eye Specialists Manager</i> <i>Other practice staff eg Technicians, Administrative and Reception</i> <i>Nursing staff</i> <i>Surgeons</i>
External:	<i>Patients and family / whanau</i> <i>Referring agencies</i> <i>General practice staff</i> <i>Kensington Hospital staff</i> <i>Northland DHB Eye Clinic staff</i> <i>Software support</i> <i>Members of the public</i>



Expected Outcome or Key Performance Indicator:	Key Responsibilities:
<p>The provision of high quality nursing care to Theatre patients, in accordance with professional standards and Eye Specialists policies and protocols</p>	<ul style="list-style-type: none"> • Operating lists are organised efficiently and effectively • Ensure patient understands procedure prior to it taking place • Ensure all Theatre documentation filled in accurately and signed by patient and surgeon appropriately • Prepare surgical instruments and equipment for use in operations • Provide efficient nursing support, including scrubbing and circulating duties, in theatre during procedures • Liaise with CSD personal on cleaning instruments post-surgery • Provision of with pre and post-operative nursing tasks and care as and when required • Assist in any medical emergency as and when required • Contribute to other areas of theatre operations as and when required • Assist in the management of the rooms, physical equipment, consumables and other stores for the Theatre to ensure it is adequately resourced to meet operating needs • Ensure correct Infection Control and cleaning procedures are understood and carried out as required • Support in ensuring service schedules of Theatre equipment are carried out • Ensure clinical practice is delivered to high professional standards, within accepted Standards, codes, policies and relevant legislation

<p>The provision of high quality nursing care to Clinic patients, in accordance with professional standards and Eye Specialists policies and protocols</p>	<ul style="list-style-type: none"> • Provide excellent nursing and ophthalmic assistance to clinicians • Ensure all technical tests carried out to the highest quality • Assist patients attending clinics, providing clear information and explanations of procedures undertaken • Ensure eye medications and drops are instilled accurately • Clinical records are updated and maintained in accordance with professional and organisational standards and legal requirements • Ensure the physical environment is organised in the most efficient and effective manner to support the flow of patients through clinic • Assist in any medical emergency as and when required • Contribute to other areas of clinic operations as and when required • Assist in the management of the physical equipment eg servicing schedules etc, consumables and other stores required for effective clinic functioning • To ensure correct Infection Control and cleaning procedures are understood and carried out as required • Contribute to all areas of clinic operations
<p>Ongoing professional development, upskilling and education are undertaken and professional standards are understood and maintained</p>	<ul style="list-style-type: none"> • Professional registration is kept up to date • Certification such as CPR, ACLS are kept up to date and accurate • Undertake research and audit activities as may be assigned from time to time • Training in technical aspects of practicing in an Ophthalmology practice are sought out and undertaken eg. AAO Ophthalmic Study Course



	<ul style="list-style-type: none"> • Staff training is participated in as appropriate • Opportunities for further professional development are sought out and undertaken • Practice meetings are participated in as appropriate
Information is kept confidential	<ul style="list-style-type: none"> • Patient medical information is kept confidential and within the practice only • Patient confidentiality is preserved • Practice financial information is kept confidential and within the practice only • Practice management information is kept confidential and within the practice only • Any other information gained while working at Eye Specialists is kept confidential and within the practice only
Eye Specialists is a safe and non-hazardous working environment	<ul style="list-style-type: none"> • Any hazards, accidents or near misses are reported • All safety standards and processes are adhered to • Health and Safety: Health and Safety activities and processes are advanced and maintained through development, facilitation and delegation, ensuring Eye Specialists is meeting H&S requirements under the Act • Infection Control: infection control processes are advanced and maintained through development, facilitation and delegation, ensuring Eye Specialists meets its requirements under EQulP7 standards and legislative requirements



Person Specification

Knowledge and Skills

- Professional level understanding of nursing practice and a good understanding of Eye Specialists 2014 surgical practice
- Practical understanding of ophthalmology and a good understanding of Eye Specialists 2014 clinical practice
- Clear spoken English, including the ability to communicate effectively with a wide range of patients and clinicians in a variety of settings

Effective Communication

- Ability to build and maintain effective working relationships with a wide range of people
- Ability to be flexible and adapt behaviour to reflect needs of patients and other staff members
- Able to deal positively with difficult situations and people
- Exhibits well-developed communication skills that enable clear, relevant and appropriate sharing of information, shaping actions and reactions in a manner that reflects an understanding of others
- Produces written communication that is clear, concise, logical, and of a high standard that is easily understood by the reader
- Effectively and accurately uses technology to assist communication

Problem Solving

- Able to manage problems and make well-reasoned decisions, based on reliable information, research, common sense and past experience, while knowing when to refer to others for assistance
- Recognises the need, for and is able to make, appropriate recommendations for improvement
- Recognises and escalates appropriately

Self-Management/ Planning Skills

- Ability to identify opportunities and take responsibility for making things happen



- Ability to plan and organise work on a detailed level
- Effectively manage time and workload
- Openness to the assessment of own skill levels
- Demonstrate an awareness of own limits, self-control in behaviour and interactions with others

Teamwork

- Committed to teamwork and collaboration, participating willingly in helping the entire practice to perform well
- Makes suggestions for achieving goals and improving service delivery
- Ability to effectively pass on knowledge and benefit of experience to others, respecting their views, perspectives and concerns

Supporting Organisational Values

- Endorse and support Eye Specialists 2014 core values and actively work to achieve them, behaving with the highest levels of professionalism and integrity at all times
- Demonstrates commitment to continuous quality improvement in service delivery

Qualifications and Experience:

This position requires the skills and abilities to:

- Work within a demanding operational environment
- Manage multiple tasks within defined performance criteria

Specific requirements follow:

	Essential	Preferred
Education / Professional	<ul style="list-style-type: none"> • Registered Nurse 	<ul style="list-style-type: none"> • •
Experience	<ul style="list-style-type: none"> • 2 years post grad nursing experience 	<ul style="list-style-type: none"> • Operating theatre experience • Background in Ophthalmology nursing
Specific skills	<ul style="list-style-type: none"> • 2 years post grad nursing experience 	<ul style="list-style-type: none"> • Scrub nursing • Circulating experience



		<ul style="list-style-type: none"> • Recovery nursing • Infection control accreditation • Health and Safety
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Date:	Staff member name:	Staff member signature:	Manager name:	Manager signature: