



ST. JOHN EYE HOSPITAL – JERUSALEM

JOB DESCRIPTION

Title	STAFF NURSE
Department	Nursing
Section	Outpatients / (Inpatients) / Theatre/ Outreach
Reports to	Coordinator / Junior Sister / Charge Nurse
Accountable to	Head of Nursing Department
Hours	40 per week incl of breaks
Date formulated	2012, was updated in 2018 and 2022
Last updated	December 2022

General Statement of Duties:

To assist the Ward/Departmental Sister in their responsibility to maintain the optimum standard of clinical care and management of the Ward/Department.

To plan, implement and evaluate the care of all patients, based on physiological, social and psychological needs.

To “act up” for the Ward/Departmental Sister in their absence.

Main Responsibilities:

To demonstrate competency and perform clinical skills according to the Nursing Competency Framework.

Clinical:

1. To plan, implement and evaluate nursing care to a variety of ophthalmic patients.
2. To administer ophthalmic and general treatments according to laid down standards and protocols.
3. To act as a Team Leader to the Nursing Team, when necessary, in the various wards & departments of the hospital and to monitor the level of care.
4. To maintain care and attention of unit equipment.
5. To maintain inter-personal relationships in a professional manner - particularly with other members of the health care team.
6. To perform nursing skills according to own scope of practice which should include making informed decisions about patient care.
7. To discuss with the senior colleagues the development and changes, both nursing and medical, which affect patients directly and indirectly
8. To take appropriate action to ensure the safety of patients, at all times. To report any accidents/incidents as appropriate.

Education:

1. To develop own knowledge and skills and contribute to the development of others.
2. To supervise the training of qualified and unqualified staff, and assist junior staff to develop clinical skills in accordance with their level of competence.

3. To act as a preceptor/mentor for junior staff and students.
4. To maintain a wide knowledge of current nursing practices by reading relevant journals and attending study days where appropriate. Promoting the implementation of research based practice.
5. To participate in teaching programmes and attend mandatory training days

Management:

1. To maintain the custody of controlled drugs according to statutory procedure, ordering replacements, checking and administering all drugs according to hospital policy as appropriate.
2. To order and maintain adequate stocks of supplies and provisions within the Ward/Department under the supervision of the Ward/Department Sister.
3. To inform and discuss with the Ward/Department Sister any problems regarding nurse/staff management and/or patient.
4. To maintain accurate records at all times, ensuring appropriate reporting mechanisms are used.
5. To assist in other Wards and/or Departments of the Hospital if the clinical situation or staffing levels demand. To help any other Department if that Department is unable to remain self-contained because of its own demands.
6. To maintain good relations and communication with other Departments and multi-disciplinary teams.

General Responsibilities:

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
6. All staff are expected to comply at all times with the requirements of Health and Safety regulations 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.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers 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 Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, 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. The job description gives a general outline of the duties of the position 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 member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

Essential Requirements for the Post:

- Registered nurse qualification.
- Ophthalmic nurse training/certificate
- One year of ophthalmic nursing experience
- Competent performing a range of ophthalmic nursing skills according to the Nursing Competency Framework.

Desirable

- Mentoring training/ certificate

Name:

Signature: -----

Date:



ST JOHN EYE HOSPITAL - JERUSALEM
Nursing Department
Competency Framework (Matrix)

Skill	ON	LPN	SN	CN Sr	NP	Coordinator
1. History Taking. G	X	X	X	X	X	X
2. VA testing. G	X	X	X	X	X	X
3. Syringing and Schirmer's test. C,OR	X	X	X	X	X	X
4. Eye irrigation. C,W,OR	X	X	X	X	X	X
5. Epilation and lid hygiene. C, W, OR	X	X	X	X	X	X
6. Removal of corneal and conj FB. G	X	X	X	X	X	X
7. Eye dressing and topical treatment instillation. G	X	X	X	X	X	X
8. Care of ocular prosthesis. G	X	X	X	X	X	X
9. Care of contact lenses. G	X	X	X	X	X	X
10. Basic eye exam using a slitlamp. G	X	X	X	X	X	X
11. Use of direct ophthalmoscope. G	X	X	X	X	X	X
12. Administration of Sub-conjunctival injection. G	X	X	X	X	X	X
13. Taking conjunctival swab. G	X	X	X	X	X	X
14. Use of Autorefractometer. C					X	
15. Administration of oral, S/C, IM and rectal medications. G		X	X	X	X	X
16. Assisting in the administration of oral, S/C, IM and rectal medications. G	X	X	X	X	X	X
16. Performing LAMBDA test. C,OR	X	X	X	X	X	X
17. Receiving patient in theatre, and discharging patients to the wards. W		X	X	X	X	X
18. Care of patients in theatre. T	X	X	X	X	X	X
19. Care of patients in the recovery. T		X	X	X	X	X
20. Setting up trolleys for Oph surgery. T	X	X	X	X	X	X
21. Scrubbing, gloving and gowning. T	X	X	X	X	X	X
22. Handling micro-surgical instruments. T	X	X	X	X	X	X
23. Assisting with surgical procedures. T	X	X	X	X	X	X
24. Admission and discharge of patients. W	X	X	X	X	X	X
25. Written and verbal communication. W	X	X	X	X	X	X
26. Preparing patients for theatre. W	X	X	X	X	X	X
27. Receiving patient form theatre (LA). W	X	X	X	X	X	X
28. Receiving patient form theatre (GA). W		X	X	X	X	X
29. Post operative care of patients. W	X	X	X	X	X	X
30. Discharging patients from Hospital. W	X	X	X	X	X	X
31. Applanation tonometry. G				X	X	X
32. A and B scan. C &W					X	

Skill	ON	LPN	SN	CN Sr	NP	Coordinator
33. I&C of Chalazion. C					X	
34. Removal of Corneal sutures (ECCE). G					X	
35. Comprehensive eye exam (anterior and posterior segment). C, W, OR				X	X	X
36. Pupil examination. RAPD G			X	X	X	X
37. Administration of IV medication. G			X	X	X	X
38. Ocular movement. C, W, OR					X	
39. Cover and uncover test. C, W, OR					X	
40. Break Up Time (BUT). C, W, OR					X	
Key:						
G: general skill applies to all clinical areas.						
W: skill performed usually on the ward areas.						
C: skill performed usually in the clinics.						
T: skill usually performed in theatre						
OR: skill usually performed in the outreach						

Name:
(Please print)

Signature:

Date: December 2022