

## Golden Jubilee Foundation

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**Golden Jubilee  
Foundation**

Patients at the heart of progress

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

Recruitment line: 0800 0283 666

Dear Candidate

**POST: Registered Nurse**  
**HOURS: 37.50 per week**  
**CLOSING DATE: 23 August 2019**

The Golden Jubilee Foundation 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

Recruitment Assistant



**Golden Jubilee  
Foundation**

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Golden Jubilee Foundation

Information Pack

For the post of

Registered Nurse

Ophthalmology Nurse Development Programme

37.50 Hours Per Week

Reference Number: SHOW/3311

Closing Date: 23 August 2019



**i:value**

Valuing dignity and respect  
**A** can do attitude  
**L**eading commitment to quality  
**U**nderstanding our responsibilities  
**E**ffectively working together

## 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 to 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**

£24,670 to £30,742 per annum

**3. Grade**

This post is offered at Band 5.

**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**

37.50 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.

Golden Jubilee Foundation

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](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis GOLDEN JUBILEE NATIONAL HOSPITAL

## JOB DESCRIPTION –

### 1. JOB IDENTIFICATION

**Job Title:** Registered Nurse Band 5

**Department(s):** Eye Centre (rotational post between clinic, pre-operative/post-operative and theatre)

**Job Holder Reference:**

**No of Job Holders:**

### 2. JOB PURPOSE

To work within the nursing and multi-professional team to ensure a high standard of care to a defined patient group. Competently perform the necessary technical/invasive/physical aspects of care for this defined patient group.

Carries continuing responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards.

Acting as the patient's advocate throughout their journey within the Eye Centre, 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.

### 3. ORGANISATIONAL POSITION

Clinical Nurse Manager

Senior Charge Nurse

Charge Nurse

**This post**

Band 4 Assistant Practitioner

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.
- Participate in the setting, implementation and evaluation of standards of nursing practice.
- Supervise all staff within remit.

- Provide clinical leadership to more junior nursing staff.
- Flexibility in working which may include weekend and evening clinics

## **5. MAIN DUTIES/RESPONSIBILITIES**

### **Clinical**

- Provide clinical leadership for the assessment of patient needs, implementation and evaluation of programmes of care, which are evidence based, utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.
- Provide clinical care to patients undergoing assessment, treatment or surgery for patients with ophthalmic conditions. This will include, with training, enhanced ophthalmic skills
- Maintain patient records in line with NMC guidelines for records and record keeping.
- Triage of emergency phone calls and Ophthalmology helpline, discussing plan of care with multidisciplinary team.

### **Professional**

- Practice within the Legal & Ethical framework as established by Nursing Midwifery Council (NMC) and national & local legislation to ensure patient interests and well-being are met.
- Be fully compliant with the NMC Code of professional Conduct and other relevant guidance documents, which support and maintain standards of professional practice.
- Work within the National Health Service (NHS), NHS Golden Jubilee National Hospital and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.
- Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner thereby ensuring patients have the relevant information to participate in decisions about their care.
- Promote and support innovation in clinical practice.
- Comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff comply with policy.

### **Leadership and Management**

- Ensure maintenance of Personal Development Plans as reviewer of assigned staff for the Knowledge and Skills Framework.
- Demonstrate own professional development via PDP/KSF.
- Organise own time and that of staff within remit.
- Support the Senior Charge Nurse in the effective management of resources including staffing resource taking into account skill mix, special Lens orders, stores supplies, pharmacy and maintenance of equipment.
- Support the development of a flexible and skilled nursing workforce.
- Participate in managerial responsibilities as delegated, to support the SCN and for self-development.
- Participate in managerial responsibilities as delegated, this includes but is not limited to co-ordinating clinics/theatres and pre/post – op areas, to ensure good

staffing resource/skill mix and good patient flow through these areas.

- Contribute to the wider corporate agenda
- Recognise the importance of resolving complaints timeously and effectively at local level and escalate as appropriate

### **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.

### **Education and Research/Audit**

- Undertake education and training specific to the clinical area.
- Ensure the provision of an appropriate learning environment in line with NES Quality Placement Standards.
- Undertake teaching and mentoring of registered and non-registered nursing staff.
- Participate in research/clinical audit plan for the ward/department.
- Identify and participate in Service Improvement projects.
- Provide guidance, supervision and support for staff undertaking research, audit or teaching activities
- 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
- 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

### **Specialised**

### **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.
- 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
- 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 of 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 respond 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**

- 1<sup>st</sup> Level registered Nurse
- Ability to participate and complete core hospital competencies and ophthalmology nurse development competencies within 9 months of appointment
- Ability to fulfil criteria outlined in the job description

## 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

	<b>Essential</b>	<b>Desirable</b>
Qualifications/Training	1. 1 <sup>st</sup> Level RN/ODP	6.
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  Numerical skills  Ability to work on own initiative  Willingness to undertake further education if required	8.  Evidence of continuing professional development  Resuscitation skills
Additional job requirements Eg. car driver, unsocial hours	4. Demonstrate flexibility and adaptability in working hours and environmental changes within the Eye Centre	9.
Any other additional information	5. Demonstrate behaviour in line with GJNH vision and values.	10.

