



OPHTHALMIC NURSE

Type: Full Time

Job Summary: The Ophthalmic Nurse, will work alongside the Surgical team in the operating theatre on surgery days. He/She will also work in an office and clinical setting on non-surgery days, under the guidance of the Surgical Services Manager.

On surgery days, he/she will be responsible for assisting the surgical team in preparing the operating room before and after surgery, assisting the surgeon during surgery, arranging the necessary equipment for procedures and assisting with the maintenance of the surgical equipment and inventory.

On non-surgery days, he/she is jointly responsible for recording, tracking and performing follow-up on all patients scheduled for surgery, before the surgery day. He/She will be present on Clinic days to support with Surgical Services and Clinic services as required. He/She will be prepared to travel to any sites as required, to assist in Surgical or Clinical assignments as per the request of the Surgical Services Manager. The Surgical Aide must be able to respond to both written and oral correspondence regarding changes with surgery, in a timely and accurate manner. He / She must be organized, flexible with workdays and time, and has the ability to multitask and work long hours.

A) Main Duties & Responsibilities:

1. Surgical Services Responsibilities & Patient Care

Theatre:

- Assists with the preparation of the operating room for surgery
- Assist in the design of the day surgery centre.
- Provide technical input for the building of the operating theatre.
- Manage operating theatres once Surgery Centre is in operation.
- Ensures the delivery of agreed quality standards, taking any necessary action to remedy shortcomings in services that contribute to patient care
- Assists the Scrub Technicians and other theatre staff on the day of surgery, in the pre-operative area / post-operative area / as circulating staff etc
- Sterilizes equipment and make sure that there are adequate supplies for surgery
- Scrubs for surgery - assisting surgeons during surgery by passing them instruments and other sterile supplies on surgery days
- Assists in maintaining a sterile environment in the theatre
- To oversee foreign surgical trips and be available for foreign travel.



	<p><u>Inventory:</u></p> <ul style="list-style-type: none">• Jointly maintains the surgical inventory and updates the Surgical Services Manager weekly.• Manages and ensures proper hand over/transfer/inventory protocol with D.D.A. drugs. <p><u>Patient Care/Prep:</u></p> <ul style="list-style-type: none">• Jointly creates appointments for surgery with patients with a pleasant, positive attitude.• Communicates with patients in an uplifting manner.• Provides counselling for patients prior to scheduling surgery.• Provides accurate, detailed information to patients regarding test preparations, time of patients' scheduled arrival, and any other directional needed; takes appropriate action in responding to queries from patients, either via e-mail or otherwise.• Performs Pre-Operative assessments including scans• Calls patients to confirm surgery appointments before the actual appointment (provides a pleasant, positive reminder).• Prepares patients for surgery and provides care information prior to undergoing surgery.• Assists patients with getting in and out of the surgical area on surgery day, when required• Assists with providing/arranging transport for some patients to attend surgery/clinic. Reviews discharge instructions with patients and ensure that proper follow-up appointments are scheduled and maintained.• Works alongside surgical staff, being a team player and accepting guidance from on-site staff where warranted. <p><u>Training:</u></p> <ul style="list-style-type: none">• Studies under the iJCAPHO's Certified Ophthalmic Assistant (COA) program and follows this certification with a subspeciality in Ophthalmic Surgical Assisting (OSA).• Completes CVRS TEH's internal Surgical Technician Certification (STC) course• Agrees to regularly scheduled internal training as provided by CVRS TEH
2.	<p><u>Surgery List Management</u></p> <ul style="list-style-type: none">• Jointly prepares the surgery lists under the guidance of the Surgical Services Manager.



	<ul style="list-style-type: none">• Ensures all Blood test results and ECG for general anaesthetic patients are readily available for the day of surgery.• Liaises with the Surgical Services Manager to ensure that there is the successful scheduling of required staff for surgery.
3.	<p><u>Clinic Aide support</u></p> <ul style="list-style-type: none">• Assist on clinic days where needed, at any location as directed by the Surgical Services Manager, providing support to the pre-operative assessment station (working under the supervision of the Clinic Floor / Office Manager).

B) Technical Knowledge & Competencies:

- Bachelor's Degree or Associate Degree in Nursing Education./BSc Nursing
- Registered with the Nursing School Council of Trinidad and Tobago in General Nursing
- Atleast five (5) years experience
- Experience in an operating theatre will be an asset
- Strong written and oral communication skills.
- Experience with Ms Office Software is required for electronic recording responsibilities.
- Experience working with medical professionals and using medical jargon will be assets.
- Ophthalmic Assistant certification will be an asset
- Knowledge of CPR will be an asset

C) Behavioral Competencies:

- Is empathetic and compassionate.
- Is honest and ethical; able to maintain a high degree of confidentiality and professionalism.
- Is mission-driven, action-oriented and results-oriented.
- Can manage/coordinate multiple tasks/projects simultaneously.
- Is well-organized and pays close attention to details.
- Exudes positivity and enthusiasm.
- Can collaborate and work effectively with diverse groups of people.
- Demonstrates excellent interpersonal skills with the ability to interact with people at all levels and backgrounds, internally and externally.
 - Communicates clearly and compassionately with patients, office employees, medical staff and other stakeholders.



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- Demonstrates resilience. Bounces back from setbacks. Finds ways around obstacles.
- Perseveres. Does not give up when faced with challenging situations or when the going gets difficult.
- MUST be flexible and willing to work long/late hours as required & available for travel
- Is physically fit as long hours on the feet are expected

To Apply:

Submit resume & cover letter via email: cvrs-hr@trinidadeyehospital.org

Please note that only suitable applicants will be acknowledged.