

JOB DESCRIPTION :

1. JOB IDENTIFICATION	
Job Title:	Cosmetic Oculoplastic Practice Nurse
Band/Grade:	6.5
Hours of Work:	37.5
Accountable to:	Outpatient Clinical Manager
Responsible:	Chief Nursing Officer
Department:	OPD Nursing
Job Reference:	
Last Update (insert Date):	October 2025
Disclosure and Barring (DB) Check Required (Check guidance):	Yes Level Enhanced

2. JOB PURPOSE
<p>To provide specialist nursing care, support, and education for patients undergoing oculoplastic and cosmetic surgical procedures. The post holder will work with Mr Nick Koutroumanos, supporting all aspects of the patient journey, from initial consultation through recovery and follow-up. The role combines advanced clinical responsibilities with patient advocacy, continuity of care, service development, and social media engagement to promote the practice and activity at the Hospital.</p>

3. ORGANISATIONAL STRUCTURE
<p>Working closely with the primary consultants on a day to day basis this role is professionally accountable to the OPD Sister and ultimately the CNO.</p>

4. ROLE OF DEPARTMENT
<p>To provide expert clinical nursing support and pathway co-ordination for the primary consultant s and his cohort of dermatology/plastics patients.</p>

5. RESPONSIBILITIES OF THE POST
<p>Key Tasks</p> <p>Professional</p> <ul style="list-style-type: none"> To work closely with all OPD staff, Ward Managers, Pre-assessment, Duty Managers and Specialist Nurses to support them in delivering a high quality care for the designated patient cohort. To make decisions based upon knowledge and experience and be accountable for those decisions. Maintain patient confidentiality and adhere to NMC and hospital codes of conduct. Document care accurately and in accordance with hospital policies.

- Participate in appraisal, professional development, and mandatory training.
- To maintain own professional registration
- To ensure all required competencies are completed for job roles and responsibilities and this can be evidenced

Clinical

- To assist in the planning and delivery of safe, individualised, effective, evidence based care
- To ensure the provision of a welcoming, caring and safe environment for patients and their families
- Licensed & competent to remove sutures, administer injections, and undertake wound care within personal competencies .
- Provide patient education and counselling before and after surgery, ensuring informed decision-making.
- Guide patients through recovery, acting as a key contact for questions and reassurance, including postoperative calls and follow-up.
- Attend theatres and pre-operative wards to provide continuity and a familiar presence for patients.
- Assist with minor surgical procedures in clinic and minor procedure room
- Develop competence in slit lamp use
- Maintain stock of consumables and drugs required for oculoplastic practice within Outpatient setting to ensure all consumables are available when required .
- To chaperone with procedures and assist nursing colleagues where required
- To undertake risk assessments in accordance with Hospital policies, procedures and standards and national regulations

Patient Pathway & Experience

- Ensure patients are provided with clear written and verbal information throughout their journey.
- Support patients in considering all their options in terms of proposed procedures.
- Provide follow-up contact and support postoperatively.

Educational & Developmental

- Attend relevant courses in cosmetic and surgical nursing where appropriate
- Keep knowledge up to date in oculoplastic and cosmetic care.
- Share knowledge with the wider nursing team.
- To ensure all mandatory training is up to date at all times
- To participate in personal development planning and training as appropriate or deemed as a requirement for the role.

Social Media & Promotion

- Play an active role in creating content for social media platforms, including filming and editing reels, capturing patient experiences (with consent), and supporting online patient education and promotion.
- Work closely with Mr Koutroumanos to maintain a consistent digital presence for the practice and Hospital.
- To work closely with the Commercial and Marketing team to promote services at the Hospital to audiences on our social media platforms

Administration

- Dedicated time will be allocated for administrative duties, including follow-up calls, record keeping, and social media coordination.

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679 . A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Safeguarding :

At HJE we are committed to safeguarding and work with relevant agencies in protecting all adults and or Children and promoting their welfare, as outlined in the HJE Disclosure and Barring Service (DBS) Policy and Procedure reference No HJE.HR.13.006.

All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 years. This may include compliance with relevant agencies we may work with for example local safeguarding boards for child protection procedures and hospital safeguarding procedures and recognise the importance of listening to children.

Vulnerable Adults

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with HJE DBS policy in this regard.

In addition we are implementing robust safer recruitment practices during our selection process and pre-employment checks will be undertaken in accordance with the government guidance outlined in <https://www.gov.uk/government/publications/dbs-code-of-practice>, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment then please see our DBS policy in the first instance or contact a member of our recruitment team.

6.5 Smoke Free Policy

The Hospital provides a smoke free environment.

6.6 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.7 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.8 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.9 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

7.0 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

8. CREATED BY:

SIGNATURE:

PERSON SPECIFICATION

Post Title:

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> Registered Nurse (NMC). Minimum Band 6 experience. Training/licence for suture removal and injections. Interest in cosmetic/plastic surgery nursing. 	✓ ✓ ✓	✓	Interview
Experience	<ul style="list-style-type: none"> Evidence of ongoing training and commitment to personal development Evidence of accumulation of relevant experience/knowledge Evidence of good oral and written communication Prior experience in plastic, cosmetic, or surgical nursing desirable. 	✓ ✓ ✓	✓	
Skills and Knowledge	<ul style="list-style-type: none"> To be patient focused Evidence of ability to maintain effective working relationships with consultants, colleagues, patients and their families Evidence of ability to prioritise and manage time effectively Excellent communication skills Evidence of computer literacy and keyboard skills 	✓ ✓ ✓ ✓ ✓		
Attributes and Qualities	<ul style="list-style-type: none"> Ability to be flexible and adaptable Ability to be motivated and forward thinking Compassionate and caring Able to work independently and confidently. Strong interpersonal skills with an empathetic approach to patients. Interest in patient education, recovery support, and service promotion. Proficient with IT systems and confident with social media platforms. 	✓ ✓ ✓ ✓ ✓ ✓ ✓		