

# INFORMATION PACK

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Specialty Doctor in Ophthalmology

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Specialty Doctor post in Ophthalmology, based at North Devon District Hospital, is available. Details of the post and descriptions of the department & Trust are included in this information pack as follows:

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## APPLICATION & INTERVIEW

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We welcome enquiries for further information and encourage informal visits to the hospital and department. A list of contacts at the Trust is detailed in the final section of this information pack. However, please note that canvassing of any member of the Interview Panel will disqualify the applicant from appointment (Statutory Instrument 1982 No 276 paragraph 8.1.b).

The post is offered on a whole-time basis (10-12 PAs) but suitably-qualified applicants who are unable to work full-time for personal reasons will be considered. The Trust is committed to flexible working arrangements, including job sharing. Such arrangements will be discussed with any shortlisted candidates on a personal basis.

Applications are though the NHS Jobs online service at [www.jobs.nhs.net](http://www.jobs.nhs.net). Please apply using the standard online application form at this site. In the interests of equal opportunities, applications or supplementary information submitted by CV will not be accepted. A minimum of three recent references are required, including a satisfactory reference from your current employer or the Responsible Officer at your current Designated Body.

## **1. INTRODUCTION**

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The post is based at North Devon District Hospital, part of the Royal Devon University Healthcare NHS Foundation Trust, with some clinical sessions provided at local community sites. NDDH, our Northern site is part of a unique organisation with integrated acute and community services across North Devon. The acute hospital provides a full complement of secondary care services for the local population, including emergency care, cancer services, and maternity and paediatric services. It is a designated Eye, Trauma and Cancer Unit.

We are growing our Ophthalmology services and this post will be in addition to the compliment of staff already in the team (see page 5).

## **2. JOB DESCRIPTION**

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### **2.1. Post Title**

Specialty Doctor in Ophthalmology

### **2.2. Clinical Commitments**

Clinical activity includes outpatient clinics and on-call. The clinics will mainly be face-to-face with some virtual clinics (mainly glaucoma reviews).

#### **Outpatients**

There are regular outpatient clinics at North Devon District Hospital and peripheral clinics may also be scheduled. Outpatients are seen in the Ophthalmology Department, Level 2.

The post-holder must be capable of managing most ophthalmic problems independently, after an appropriate period of senior supervision initially. He or She will have their own list of patients, but will work closely with a senior grade doctor for support as necessary.

#### **Operating Lists**

The post-holder will have at least one theatre session a week.

#### **Non-clinical PAs:**

The post-holder will have 1.5 generic SPA PAs. It is expected that the post-holder will participate in departmental audit and to maintain their CPD with the support of senior colleagues. They will actively participate in the local teaching programme and attend regional and sub-regional teaching sessions.

#### **On Call Rota**

The post-holder will provide out-of-hours on-call cover, to be shared with our 6 other doctors, on a 1:7 basis (non-resident) with prospective cover. A consultant is also on-call at all times.

#### **Clinical Administration**

You will undertake administrative work associated with your clinical and other professional work. Adequate time and facilities for clinical administration, access to a personal computer, software & internet access, will be available.

### **2.3. Supporting Professional Activities**

You will be expected to participate in a variety of professional activities (SPA) to support your personal clinical practice and the overall work of the department and Trust. All specialty

grades receive 1.5 SPA sessions for generic non-clinical work. This includes, but is not limited to:

- Appraisal, job planning & revalidation
- Personal & professional development, including service development
- Professional administration, including related correspondence
- Clinical supervision of junior staff and other educational activities
- Governance and quality improvement activities
- Departmental, divisional meetings and other clinical or managerial meetings

Further details are published in the job planning policy.

## **2.4. Relationships**

You will work closely with other medical staff, allied health professionals and non-clinical colleagues both within the department and in other specialties. In particular, you will be expected to develop working relationships with clinical colleagues within surgery, radiology, theatres and anaesthetics.

### 3. OUTLINE JOB PLAN

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A provisional outline job plan is below but is subject to modification.

The individual job plan and detailed timetable will be discussed with the successful candidate.

It is expected that the initial job plan will be agreed within three months of the start date and will be reviewed annually or earlier, if necessary.

#### 3.1. Sample Timetable

<b>Week</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat/Sun</b>
<b>1</b>	Clinic Clinic	Theatre SPA	Clinic SPA	Clinic Clinic	Clinic Teaching	
<b>2</b>	Theatre Clinic	Clinic Theatre	Clinic SPA	Clinic - SPA ON-CALL	Clinic Teaching	
<b>3</b>	Clinic Clinic	Theatre SPA	Clinic SPA	Clinic Clinic	Clinic Teaching	
<b>4</b>	Clinic Clinic	Theatre SPA	Clinic Theatre	Clinic SPA	Clinic Teaching ON-CALL	ON-CALL

## 4. PERSON SPECIFICATION

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Applicants must demonstrate on the application form that they fulfill all essential criteria to be considered for shortlisting.

Appointment is subject to pre-employment checks, including occupational health, police checks and a minimum of three satisfactory references, including one from your current Responsible Officer.

Requirement	Essential Attributes	Desirable Attributes
<b>Qualifications &amp; Training</b>		
<b>Professional Qualifications</b>	Primary Medical Qualification (MBBS or equivalent).	Distinctions, Prizes, Scholarships.  Additional postgraduate qualifications.
<b>Professional Training &amp; Memberships</b>	Full GMC registration & license to practice.	
<b>Clinical Experience</b>		
<b>Employment</b>	Evidence of completion of a comprehensive broad-based core training and previous experience of General Ophthalmology surgery at minimum ST3+ level.  Career progression consistent with personal circumstances.	
<b>Clinical Knowledge and Skills</b>	Demonstrates ability to fulfill comprehensive ophthalmic duties at specialty grade level. Able to assist the team with the management and clinical care of patients and provide a clinical opinion on a range of problems.  Demonstrates a clear, logical approach to clinical problems and an appropriate level of clinical knowledge.  Able to prioritise clinical need.  Caring approach to patients.	Demonstrates awareness of breadth of clinical issues.  Clinical feedback from colleagues and patients.

Requirement	Essential Attributes	Desirable Attributes
<b>Non-Clinical Skills</b>		
<b>Teaching</b>	Evidence of previous teaching & training experience.  Willingness & ability to contribute to departmental & Trust teaching programmes.	Defined educational roles or qualifications.  Evidence of teaching of undergraduates, junior doctors and multi-professional groups.
<b>Management of Change &amp; Quality Improvement</b>	Demonstrates clear understanding of quality improvement and clinical governance within the NHS.  Demonstrates willingness to implement evidence-based practice.  Evidence of effective personal contributions to clinical audit, governance and risk reduction.	Evidence of innovative development & implementation of guidance.  Evidence of involving patients in practice.
<b>Innovation, Research, Publications &amp; Presentations</b>	Understanding of the principles of scientific method and interpretation of medical literature. Demonstrates a critical and enquiring approach to knowledge acquisition.  Demonstrates understanding of the research governance framework.	Recent evidence of relevant research, presentations or publications.
<b>Management &amp; Leadership Experience</b>	Demonstrates familiarity with and understanding of NHS structures, management and current political issues, including an awareness of national strategic plans and constraints.	Experience of formal leadership roles or training.
<b>Communication &amp; Personal Skills</b>	Good spoken & written English language skills.  Communicates effectively with patients, relatives, colleagues, GPs, nurses, AHPs and outside agencies.  Ability to work with multi-professional teams and to establish good professional relationships.	Evidence of patient & colleague feedback.  Excellent presentation skills; engaging audience.  Information technology skills.
<b>Other Requirements</b>		
<b>Motivation &amp; management of personal practice</b>	Punctual & reliable.  Good personal organisational & prioritisation skills. Achieves deadlines.  Takes responsibility for personal practice and is able to cope well with stressful situations.  Commitment to continuing medical education.  Flexible & adaptable attitude.	Demonstrates initiative in personal practice.  Willingness to undertake additional professional responsibilities at local, regional or national levels.
<b>Commitment to post</b>	Demonstrates enthusiasm for North Devon as a place to live and work.	



## 5. THE OPHTHALMOLOGY DEPARTMENT

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### **The appointee will join the consultants:**

Mr. Muhammad Razzaq –Regional SAS Tutor  
Mr. Caspar Gibbon, special interest: paediatric ophthalmology and ocular motility  
Mr. Achim Nestel, special interest: macular degeneration and medical retina  
Mr. Karl Whittaker, special interest in & glaucoma and oculoplastic/lacrimal surgery  
Mr. Conor Ramsden, special interest: vitreoretinal  
Mrs. Morag Ashdown, Lead Clinician and special interest: oculoplastic  
Mr. Salman Asghar, medical retina and uveitis

### **The consultants are supported by:**

Dr. Antony Socrates – Associate Specialist  
Dr. Abieyuwa Adediji – Specialty Doctor  
Dr. Waleed Elsayed – Specialty Doctor  
Dr. Swati Kiran – Specialty Doctor  
Dr. Malgorzata Woronkowicz – Specialty Doctor  
Dr. Angus Jefferies - GPwsi  
Dr. Deepun Gosrani – Gpws  
Dr. Deborah Afolayan – Specialty Doctor  
Dr. Mobolade Akinde – Specialty Doctor  
Dr. Mohammad Jawad – Specialty Doctor  
ST3 trainee from the Health Education South West Ophthalmology rotation

### **Supporting the medical staff are:**

5 Optometrists and a team of skilled imagers  
6 Orthoptists and a team of skilled assistants  
3 Ophthalmic Nurse Specialists and a team of ophthalmic trained nurses and HCAs

The Department maintains strong links with the other units in the South West, referring for the sub-specialty expertise of neighboring colleagues as necessary.

### **The outpatient Department is equipped with:**

Nurse-led ED referral triage  
532nm, YAG, cyclodiode, and SLT laser machines  
Optos  
OCTA  
3 anterior and posterior OCT  
Digital fundus camera and fluorescein angiogram facility  
Digital A+B Ultrasound scanner  
Pentacam corneal analysis  
Humphrey visual field analysers and HRT

Medisoft Electronic Records

Pre-operative Assessment Unit

Peripheral out-patient clinics are also run at community hospitals in Bideford and South Molton.

All Ophthalmic day surgery patients are accommodated in the Vanguard Unit which is linked to the main hospital site. The unit is very well recognised for junior SAS doctor support for surgical training.

Adult female in-patients for ophthalmic surgery and medical ophthalmic problems are accommodated on King George 5th Ward which is the female surgical ward, accommodating all surgical specialties.

Adult male in-patients for ophthalmic surgery and medical ophthalmic problems are accommodated on Fortescue ward which is the male surgical ward, accommodating all surgical specialties.

Paediatric in-patients are accommodated on Caroline Thorpe paediatric ward.

## **6. MAIN CONDITIONS OF SERVICE**

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Appointment is to the NHS Specialty Doctor contract (2008) under the current Terms & Conditions of Service for Hospital Medical & Dental Staff (England & Wales) and the Conditions of Service determined by the General Whitley Council for the Health Services (Great Britain). These are nationally agreed and may be amended or modified from time to time by either national agreement or local negotiation with the BMA local negotiating committee.

The employer is Royal Devon University Healthcare NHS Foundation Trust. The appointee will be professionally accountable to the Medical Director and managerially accountable to the Chief Executive.

The post-holder is required to have full registration with a license to practice with the General Medical Council and to ensure that such registration is maintained for the duration of the appointment.

### **Salary Scale**

This is as described in the Medical & Dental Terms and Conditions, in line with the Specialty Doctor contract 2008. The current scale is from £45,124 to £77,519, with three thresholds.

### **Leave**

Annual leave entitlement is as described in the Terms and Conditions of Service Specialty Grade Doctors (England) 2008. Study leave entitlement is 30 days over a fixed three year period.

Further details are available in the Senior Medical Staff Leave Policy.

Locum cover for leave will not normally be provided. It is expected that consultants within the department will coordinate leave to ensure that an appropriate level of service (emergency, urgent & routine) is maintained.

### **Indemnity**

The post-holder is not contractually obliged to subscribe to a professional defense organisation but should ensure that they have adequate defense cover for non-NHS work.

### **Professional Performance**

The Trust expects all surgeons to work within the guidelines of the GMC Guide to Good Medical Practice and the Royal College of Surgeons Good Surgical Practice. You will work with clinical & managerial colleagues to deliver high quality clinical care, within the management structure of the Trust and are expected to follow Trust policies and procedures, both statutory and local, including participation in the WHO surgical checklist.

You will be expected to take part in personal clinical audit, training, quality assessment and other professional activities, including continuing medical education, annual appraisal, job planning and revalidation. It is expected that you will participate in multi-source feedback from both colleagues and patients. You will undertake administrative work associated with management of your clinical and professional practice.

You will also participate in activities that contribute to the performance of the department and the Trust as a whole, including clinical and academic meetings, supervision of junior staff, departmental management, service development and educational activities. Service developments that require additional resources must have prior agreement from the Trust.

### **Reporting Concerns**

The Trust is committed to providing safe and effective care for patients. There is an agreed procedure that enables staff to report “quickly and confidentially, concerns about the conduct, performance or health of medical colleagues”, as recommended by the Chief Medical Officer (December 1996). All medical staff practicing in the Trust must ensure that they are familiar with the procedure and apply it if necessary.

### **Serious Untoward Incidents**

It is expected that you will report all risks, incidents and near misses in accordance with the Trust governance structure. You will be required, on occasion, to lead or assist with investigation of incidents and implementation of risk reducing measures to safeguard patients, visitors and staff. You must comply with the Duty of Candour legislation.

### **Research & Audit**

Research within the Trust is managed in accordance with the requirements of the Research Governance Framework. You must observe all reporting requirement systems and duties of action put in place by the Trust to deliver research governance.

### **Safeguarding Children & Vulnerable Adults**

The Trust is committed to safeguarding children and vulnerable adults and you will be required to act at all times to protect patients.

The appointees may have substantial access to children under the provisions of Joint Circular No HC (88) 9 HOC 8.88 WHC (88) 10. Therefore, applicants are advised that, in the event that your appointment is recommended, you will be asked to complete a form disclosing any convictions, bind-over orders or cautions and to give permission in writing for a police check to be carried out. Refusal to do so could prevent further consideration of the application.

### **Rehabilitation of Offenders**

Attention is drawn to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, which allow convictions that are spent to be disclosed for this purpose by the police and to be taken into account in deciding whether to engage an applicant.

This post is not protected by the Rehabilitation of Offenders Act, 1974. You must disclose all information about all convictions (if any) in a Court of Law, no matter when they occurred. This information will be treated in the strictest confidence.

### **Health & Safety**

Employees are required to take reasonable care to avoid injury or accident while carrying out their duties, in compliance with the Health & Safety at Work Act 1974, various statutory regulations, Trust & departmental guidelines, policies and procedures. This will be supported by provision of appropriate training and specialist advice.

### **Infection Prevention & Control**

The Trust is committed to reducing hospital-acquired infections. All staff are expected to ensure that infection risks are minimised in line with national and Trust policies and best practice. They are supported in this by the Infection Prevention and Control team.

## **7. ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST**

The Trust operates acute & community services across our Northern site, including the urban areas of Barnstaple & Bideford and a more rural population throughout the region. We also care for patients from neighbouring areas in Cornwall and Somerset and there is a significant increase in activity in the summer months, as visitors to the area access emergency services.

### **The Acute Hospital**

North Devon District Hospital serves the local population of around 160,000. It is estimated that the population will rise to 186,000 by 2030.

The hospital has approximately 250 inpatient beds, intensive care and cardiac care facilities.

We employ more than 70 consultants, in all major specialties. In addition, we work closely with other local Trusts to provide combined services in smaller specialties and robust clinical networks for cancer, vascular and neonatal services. There are nine operating theatres, an accredited endoscopy suite and a new chemotherapy unit, with plans for further development.

### **7.1. The Trust's Vision**

We will work together to promote health, wellbeing and independence.

### **7.2. Management Structure**

The Trust Board is led by the Chair, Mr. James Brent with a team of five non-executive directors, five executive directors and two associate directors. The executive team is led by the Chief Executive, Suzanne Tracey. Ophthalmology services sit within the Surgical Division. The Divisional Director is Ms Karen Donaldson and the Associate Medical Director is Mr Gareth Moncaster.

### **7.3. Academic Facilities**

The Medical Education Centre is independently funded by the Peninsula Institute and its primary purpose is the provision of facilities, equipment and financial support to enable a wide range of medical professionals to continue their education and training.

There is a 70-seat lecture theatre, a clinical skills centre and several classrooms. Recently a new simulation suite has opened, creating a facility for multi-professional training.

Dual-flat screen, video-conference facilities linked to other units in the region are available for clinical meetings, including regional MDTs, as well as training events.

The comprehensive healthcare library is accessible to registered users 24 hours a day. The library is staffed between 8.30 and 17.30 Monday to Friday. Services include book and journal loan, interlibrary loans, PC access, literature searching, information skills training, printing and photocopying.

Local, regional and national electronic library resources are made available across the Trust and for staff to access from home.

#### **7.4. Medical School Links**

There have been recent changes to the Medical School provision in the South West. We currently take students from the Peninsula Medical School and as the changes are implemented over the next five years, we will take students from the newly created Exeter Medical School. Student numbers continue to rise year on year and there are many opportunities for involvement with teaching programmes.

## 8. NORTH DEVON

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North Devon offers 50 miles of spectacular coastline from Lynton to Bude and, with most of the remaining 500,000 acres of land being rural, the area is arguable the most attractive and unspoilt in Devon. There are many small market towns, villages and hamlets, including a number of coastal resorts.

The combination of spectacular Atlantic coastline, tidal estuaries and upland moors provides a wonderful environment in which to live and work.

Recreation facilities are excellent with a wide variety of sporting activities available, including superb surfing beaches, sailing, shore & salmon fishing, an indoor tennis centre and outstanding golf courses. There are stunning walking & cycling routes, with over 200 miles of cycle and coastal paths, including the South West Coastal Path and the Tarka Trail.

Lundy Island Marine Reserve and Dartmoor & Exmoor National Parks are on the doorstep. The local dune system has been awarded UNESCO World Biosphere Status and is a Site of Special Scientific Interest (SSSI). Several areas of the coast have been designated as Areas of Outstanding Natural Beauty (AONB) and are nationally protected to preserve the beauty of the landscape. Covering a total of 171km<sup>2</sup> from Marsland Mouth on the Cornish border to Combe Martin on the edge of Exmoor, these areas include the Hartland Heritage Coast, North Devon Heritage Coast and Braunton Burrows.

Local theatres attract national and international performances and the annual local festival of sports & arts is nationally acclaimed.

Educational facilities are good with many excellent schools in both public and private sectors.

Agriculture and tourism form the main areas of employment, along with local government, the military bases at Chivenor & Instow and the Trust itself. North Devon also remains a popular retirement area.

Commuter links are good, both by road and rail. There are regular trains to Exeter and direct services to London and across the country from Tiverton. There are easily-accessible airports at Exeter and Bristol.



## 9. CONTACTS

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The Trust welcomes informal enquiries; contact names are detailed below:

Chief Executive	Suzanne Tracey	(01271) 311349
Medical Director	Karen Davies	(01271) 314109
Lead Clinician	Morag Ashdown	(01271) 322577
Deputy Medical Director for Surgery	Gareth Moncaster	(01271) 322577
Divisional Director for Surgery	Nicola Du'Gay	(01271) 322407
General Manager for Surgery	Gillian Taylor	(01271) 322681
Service Manager for Surgery	Lauren Oke	(01271) 311569
HR Manager for Medical Staffing	Tina Squire	(01271) 349111

Postal address:

North Devon District Hospital  
Raleigh Park  
Barnstaple  
EX31 4JB