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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Optometrist |
| **Reports to** | Head Optometrist |
| **Band** | 6 |
| **Department/Directorate** | Specialist Surgery |

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| **JOB PURPOSE** | | |
| To work closely with the Head of Optometry to deliver a comprehensive range of core clinical Optometric services to the highest standards of quality and care  To work as an autonomous practitioner in accordance with professional and regulatory body guidelines and codes of practice and statutory Trust requirements  To follow departmental guidelines protocols and group decisions  To undertake administrative duties as agreed with the Head of Optometry ensuring effective service delivery  To undertake clinical supervision of pre-registration and less experienced optometrists, students and non-registered staff  To apply knowledge and skills in specialist optometric clinics/extended roles as the service demands and develops | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| **Directorate**: Directorate Manager Specialist Surgery  Clinical Services Manager Ophthalmology/Lead Clinician  **Clinical** **area**: Principal Optometrist/Head of Optometry, Specialist Optometrists, Optometrists, Pre-Registration Optometrists, Orthoptists, Ophthalmic medical and nursing staff, Technical support staff.  **Multi**-**disciplinary**: All functional managers, professions allied to medicine  Support services e.g. ROVIs/ROVICs  Primary care sector e.g.Health visitors and primary care optometrists  Devon LOC | | |
| **ORGANISATIONAL CHART** | | |
| *Solid line denotes line management*  *Dashed line denotes clinical supervision* | | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| 1. To work unsupervised as an autonomous practitioner to provide a range of core optometry services. | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| 1. To communicate effectively with patients and carers to ensure understanding of their condition and gaining informed consent for assessment and recommended treatment 2. To communicate effectively with healthcare and other professionals involved with caring for the patient, to ensure their understanding of the nature of any ocular disorder and how it will impact upon their other healthcare needs and daily life 3. To refer on to Eye Clinic Liaison Officer for patient support and know when registration as sight impaired/severely sight impaired is appropriate 4. To communicate effectively with visiting students. To provide them with teaching, advice and reassurance throughout the training programme | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| 1. To make patient-centred judgements on management in the presence of uncertainty (e.g. Patients unable to co-operate fully in clinical assessments) 2. Clinical examinations will be comprehensive, acting within guidance from national recommendations to aid in the management of cases 3. To analyse, interpret and act upon patient-related information, in order to determine the most appropriate action (decision could have impact upon the patients sight, lifestyle, and well-being) | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| To contribute to the collection, recording and storage and dissemination of informationTo maintain accurate clinical records, document findings and report findings to General Practitioner when appropriate  1. Maintain ongoing professional development with objectives and development planning determined by the appraisal system 2. Maintain GOC registration and CET requirements and provide evidence 3. To practice within agreed protocols for the optometry department | | |
| **PHYSICAL SKILLS** | | |
| 1. Patient examination regularly requires uncomfortable working positions, e.g. leaning forward, kneeling, and working whilst maintaining awkward posture, especially with babies and disabled patients and whilst manipulating equipment 2. Manual handling is regularly required to transfer patients from wheelchair to examination chair, pushing patients in wheelchairs and movement of equipment such as visual field machines 3. Occasional exposure to patients with poor hygiene, exposure to chemicals and examination of children with head lice 4. Working at speed will be important in certain clinical situations (e.g. Refracting children) | | |
| **PATIENT/CLIENT CARE** | | |
| 1. Routine and complex refraction and fundus and media examination in outpatient clinics 2. Assessment for and dispensing of low vision aids and spectacles for adults 3. Contact lens assessment, fitting and aftercare management, including more complex lenses such as keratoconus, post graft fittings and bandage 4. Imaging techniques including corneal topography and OCT 5. Goldman and Humphrey visual field testing 6. Colour vision testing (including use of 100 hue, D15) 7. Routine and complex spectacle and contact lens dispensing 8. To work unsupervised at one or more of a number of peripheral clinics, providing core optometric services. The post holder will be required to demonstrate flexibility and the ability to re-organise multifunction clinic rooms for this activity 9. To prioritise own activity to meet immediate demands, performing under pressure with unpredictable interruptions. (e.g. requests from senior medical staff to perform refractions under anaesthetic) 10. To supervise and instruct patients and patient carers in the implementation of specific care programmes 11. To show a flexible and team working approach to the changing work load of the Optometry Department 12. Clinical work requires continual concentration and mental effort to ensure correct investigation and precise measurements. Working conditions may be unpleasant with exposure to bodily fluids, infectious illness and MRSA 13. To observe safe working practises and equipment procedures, complying with the requirements under health and Safety regulations. | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| 1. To participate in regular departmental meetings and contribute to service development 2. To actively participate in the development of protocols and pathways using evidence based practice, professional, statutory body and trust guidelines 3. Maintain ongoing professional development with objectives and development plan determined by the appraisal system. Provide documentary evidence of Continuing Professional Development and registration with the General Optical Council | | |
| **FINANCIAL/PHYSICAL RESOURCES** | | |
| 1. Ordering and maintenance of equipment and stock in the optometry department | | |
| **HUMAN RESOURCES** | | |
| 1. To undertake clinical supervision of pre-registration, less experienced optometrists and students 2. To contribute to the development of professional knowledge and skills of other staff within the team | | |
| **INFORMATION RESOURCES** | | |
| 1. To maintain a high standard of clinical record keeping. To be conversant and comply with the Data Protection Act, Access to Health Records Act and all Trust Policies relating to confidential data. 2. To respect patient and staff confidentiality at all times. 3. Knowledge of ocular imaging and psychophysical tests such as OCT and visual fields to assess and manage optometric patients 4. To maintain optometric patient database records (e.g. Low Vision loans, Contact Lens patient information) | | |
| **RESEARCH AND DEVELOPMENT** | | |
| 1. To compile data for audit and research when requested 2. To undertake clinical trials and equipment testing 3. To be proactive in initiating research ideas/projects in conjunction with Head of service and other members of the team 4. To personally participate in continuing professional education and training (CET) as required by the General Optical Council | | |
| **FREEDOM TO ACT** | | |
| 1. To work unsupervised as an autonomous practitioner to provide a range of core optometry services 2. To communicate with Head Optometrist to manage clinical workload 3. To follow departmental protocols and pathways | | |
| **OTHER RESPONSIBILITIES** | | |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. | | |
| **APPLICABLE TO MANAGERS ONLY** | | |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.  Proportion of line managers whose job descriptions include supporting employee health and wellbeing.  This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. | | |
| **THE TRUST- VISION AND VALUES** | | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | | |
| **GENERAL** | | |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | | |
| **POST** | Optometrist | |
| **BAND** | 6 | |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BSc (Hons) Optometry  Full Registration with General Optical Council | E  E |  |
| **KNOWLEDGE/SKILLS**  Knowledge/understanding of the Optometry Profession  Knowledge/experience of an NHS Hospital Optometry department | E | D |
| **EXPERIENCE**  Post Registration experience  Hospital Eye Service experience |  | D  D |
| **PERSONAL ATTRIBUTES**  Ability to demonstrate empathy and professionalism when delivering complex or distressing information  Ability to liaise with multi-disciplinary team  Empathy with children/visual impaired patients  Well motivated and enthusiastic  Excellent Communication skills  Flexible approach to working patterns (occasional weekend working) | E  E  E  E  E  E |  |
| **OTHER REQUIRMENTS**  Need to travel to other sites as required  Weekend working | D  D |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  | F |
| Exposure Prone Procedures | Y | R |  |  |  |
| Blood/body fluids | Y |  |  |  | F |
|  |  |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  | O |  |  |
| Animals | Y |  | O |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | Y |  | O |  |  |
| Driving | Y |  |  | M |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | M |  |
| Mental Effort | Y |  |  |  | F |
| Emotional Effort | Y |  |  |  | F |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | O |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🞏 |
|  | Group 2 | | 🗹 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🗹 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🗹 | Mental Capacity/DOL’s | 🞏 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🗹 |  |  |
| Fire | | Annual | 🗹 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | 🗹 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🗹 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🗹 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |