

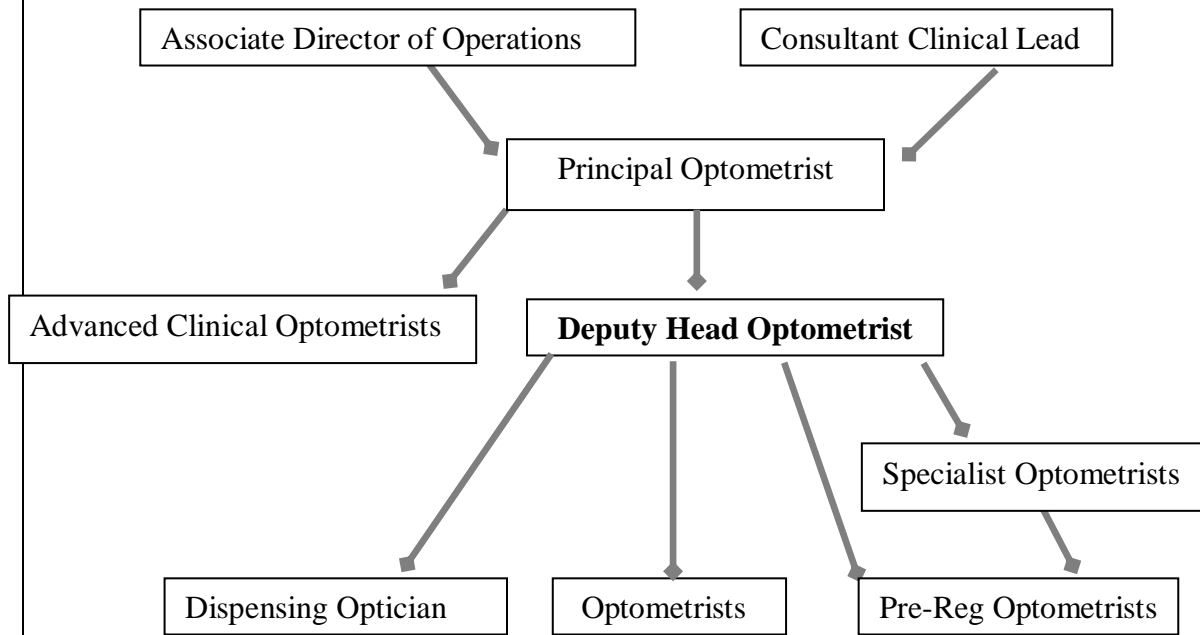
Job Description

Job Ref:	19-082
Job Title:	Pre- Registration Optometrist
AfC Pay Band:	Band 4
Number of hours:	37.5 Full Time
Clinical Unit / Division	DAS
Department:	Ophthalmology
Location:	East Sussex Healthcare: Conquest Hospital Hastings, Eastbourne District General Hospital, Bexhill Hospital, Community Clinics
Accountable to:	Principal Optometrist
Reports to:	Principal Optometrist

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	(please specify) Budget / Delegated Budget managed : £ nil Authorised signatory for: £nil Other financial responsibility: Careful use of resources
Staff	Staff (wte):nil
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems: PAS/OASIS, eSearcher, SystmOne

Job purpose	To assist in the delivery of a range of core optometry services within East Sussex Healthcare Trust to the highest standards of quality and care, to ophthalmology patients and to patients from other specialities, under the constant supervision of a qualified optometrist. This experience will allow the trainee to complete the College of Optometrists Scheme for Registration.
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Department Structure



Communications and Working Relationships

List people with whom the postholder interacts on a regular basis.

With Whom:	Frequency	Purpose
Patients	Daily	To examine, treat, provide care plans etc.
Manager / Supervisor	as required	Management supervision, work planning, advice and support.
Professional Colleagues	Daily/ as required	Inter professional dialogue to enhance patient care, shared care.
Consultant Ophthalmologists	Weekly/ as required	Referral for consultant treatment. Provide specialist Optometric opinions
Receptionist	Daily	Appointments etc.
General Medical Practitioners	As required	To inform about their patients
Medical Secretaries	Daily/ As required	Clerical support
Suppliers	As required	Ordering patient appliances
Social Services / local patient Support groups / voluntary organisations	As required	Cross-referral of patients for enhanced holistic care

Key duties and responsibilities

Clinical

To participate in optometric services which include (under direct supervision):

1. Refraction - diagnostic and therapeutic refraction of adults, children and infants. Prescription of appropriate optical aids to maximise vision, and advice on their use.
2. Medical Contact Lenses – managing the assessment, fitting and aftercare of patients with complex corneal and refractive pathologies. Assessment and correction of contact lens related problems and pathology. Organising the efficient ordering and delivery of contact lenses for patients.
3. Visual Impairment Rehabilitation – assessment, prescription and dispensing of low vision magnifying, telescopic and non-optical aids to support vision. To provide guidance on illumination and advice on visual impairment registration. County-wide liaison with Social Services and voluntary groups for cross-referral.
4. Orthoptic/Optomery Shared Care Clinic – for babies and children to provide full co-managed care using cycloplegic and non-cycloplegic refraction and ocular/fundus examination.
5. Co-managed Ophthalmology / Optometry clinics, - to observe services which will include AMD, Glaucoma and post operative clinics in liaison with the Consultant Ophthalmologists and the Principal Optometrist.
6. Spectacle Dispensing - dispensing of optical aids for adults and children including repairs and adjustments. Ordering, checking and advising of prescription optical appliances.
7. Visual Fields – carrying out automated and non-automated visual field assessment

The Pre-Registration optometrist will be expected to attend departmental teaching/tutorials which may be held at lunchtimes or evenings.

They will be expected to maintain and submit continuous case records as required by the scheme of registration under the direction of the supervisor and be assessed for core competencies during the scheme of registration programme.

The Pre-Registration optometrist will attend a community practice once a fortnight to carry out routine eye examinations, contact lens fitting and aftercares and spectacle dispensing under the supervision of a registered Pre-Registration Supervisor.

Any other duties as designated by your manager and which are commensurate with the grade.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Working Environment:

Pressurised clinical situations requiring prolonged and frequent concentration and dexterity, often working in restricted position/posture. Working in semi-darkness. Constant use of expensive, highly specialised equipment. Very close contact with patients, some with poor hygiene. Contact with patient's tear film, which may be infected. Examining young children with head lice, childhood illnesses etc. Use of certain harmful chemicals: e.g. sodium hyperchlorite, hydrogen peroxide. Handling and moving of wheelchair bound patients.

Driving	X	Lifting		Verbal aggression	X
Use of PC/VDU	X	Physical support of patients	X	Physical aggression	
Bending/kneeling		Outdoor working		Breaking unwelcome news to others	X
Pushing/pulling		Lone working		Providing professional emotional support	X
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	
Repetitive movement		Contact with bodily fluids	X	Involvement with abuse cases	
Prolonged walking/running		Infectious materials	X	Care of the terminally ill	
Controlled restraint		Noise/smells		Care of mentally ill & challenging patients	X
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	

Food handling		Night working		Working in confined spaces (eg roof spaces)	
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Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.



Person Specification

Job Title: Pre-registration Optometrist		Grade: Band 4	
Department: Optometry/Ophthalmology		Date: March 2019	
*Assessed by: A= Application I= Interview R= References T= Testing C = ertificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications			
Registration with GOC as student optometrist	A	Expected 2.1 or higher degree	I
3 Science A levels or equivalent	A	Prizes in clinical/hospital related subjects	A
Expected to get BSc(Hons) Optometry	A/I	Healthcare related qualifications/ training/academic interest	A
Experience			
		Experience of voluntary work in hospital / healthcare / community optometry / youth work.	A
		Experience working with children and adults with complex requirements	A/I
Skills / Knowledge / Abilities			
Excellent interpersonal skills/team player.	A/I	Previous experience of observing hospital optometric clinics	A
Good organisational skills	A/I		
Willing to seek advice from colleagues	A/I	IT skills, Microsoft Office, Excel	A
Ability to adapt and work flexibly to suit the needs of the service	A/I	Experience of working with databases, electronic records	A

Ability to express information in a clear, concise and understandable way both verbally and in writing.	A/I		
Enthusiastic professional manner.	A/I		
Responsible, reliable, flexible, empathetic and well presented.	A/I		
Other Reliable work record DBS clearance Evidence that personal behaviour reflects Trust Values Ability to travel cross site as required in post	AI T AIR I		

Managers Signature

Date

Postholder's signature

Date