



DELIVERING  
OUTSTANDING  
CARE AND  
EXPERIENCE



RECRUITING,  
DEVELOPING AND  
RETAINING OUR  
WORKFORCE



AN ANCHOR  
IN OUR  
COMMUNITIES



WORKING TOGETHER  
WITH LOCAL HEALTH  
AND SOCIAL  
CARE PROVIDERS



DELIVERING  
LONG-TERM  
SUSTAINABILITY



Information pack for the post of

OPTOMETRIST

Ophthalmology

Division of Surgery

November 2023



GOOD TO  
OUTSTANDING



## Welcome from Chief Executive Hannah Coffey

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWA AngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink, appearing to read 'Hannah Coffey'. The signature is fluid and cursive.

**Hannah Coffey**  
Chief Executive Officer

## Job Description

|                       |   |
|-----------------------|---|
| <b>JOB TITLE</b>      | Optometrist   |
| <b>GRADE</b>          | Band 7  |
| <b>HOURS OF WORK</b>  | 15 hours  |
| <b>DEPARTMENT</b>     | Ophthalmology   |
| <b>BASE</b>           | Primary base will be Hinchingsbrooke Hospital, but cross site working may be required |
| <b>RESPONSIBLE TO</b> | Senior Optometrist  |
| <b>ACCOUNTABLE TO</b> | Catherine Willshire   |

## Background and Context

An exciting opportunity has arisen for a part time Optometrist within the surgical Division. This role would involve maintaining and improving high standards of care delivery and patient experience.

If you would relish the challenge of this role in a fast paced, challenging but rewarding environment we would like to hear from you.

In return we can offer the potential to further develop your clinical, leadership and management skills with in-house leadership development.

Informal visits are encouraged. For further information please contact:

Catherine Willshire – Senior Optometrist

catherine.willshire@nhs.net

## Job Summary

To be responsible for supporting the hospital optometry service and, in conjunction with the medical staff, to deliver both independent and shared care for ophthalmic conditions.

To be responsible for and personally deliver a range of core optometric services and specialised optometric care extended roles.

## **Main Duties and Responsibilities**

### Professional

1.1 To undertake a range of optometry services at Hinchingsbrooke Hospital. These include but are not limited to supporting the intravitreal service with the medical retina team, conducting pre and post operative cataract assessments and aiding with Glaucoma management clinics. It is anticipated that some of these responsibilities could be carried out remotely to allow for working from home.

1.2 The job will require the ability to carry out clinical examination and understand clinical signs, as well as interpretation of OCT scans and other ophthalmic measurements to arrive at appropriate management decisions, and where suitable assessing a refraction to achieve best corrected visual acuity.

1.3 To take responsibility for clinical decision-making with support from consultants and to provide specialised diagnosis, management, care, and education of patients.

1.4 To provide clinical opinion (or obtain clinical opinion from ophthalmologists) to optometric and non-optometric colleagues on the management of cases within the ophthalmology department.

1.5 To support the optometry service with the triaging of emergency and routine referrals.

### Managerial

2.1 To offer support to nursing staff and healthcare assistants in the ophthalmology department, actively contributing to their training, education, and continuing feedback.

### Organisational

3.1 To work to protocols set for each role. May be required to comment on / implement policies or propose policy changes to own areas of work.

3.2 To ensure contemporaneous records are kept for all patients seen in clinic and letters of communication are sent to other healthcare professionals where appropriate.

3.3 To be able to use appropriate IT, including Open Eyes or equivalent electronic patient records for benchmarking, audit and clinical uses.

3.4 Responsibility, in conjunction with ophthalmology colleagues, for the systematic and critical analysis of the quality of work carried by optometrists in the shared care services, including initiation and participation in clinical audit.

Educational

- 4.1 To personally participate in continuing professional education and development (as required by the General Optical Council).
- 4.2 To contribute to the delivery of optometric teaching and supervision to other ophthalmic professionals.
- 4.3 To support and contribute to clinical research or assessment programs if required.
- 4.4 To present audit/research findings at relevant scientific meetings if required.
- 4.5 Contribute to publishing research/audit findings in peer-reviewed journals if required

Other

- To comply with the roles and responsibilities as defined in the Trust’s Health & Safety Policy and the KSF outline for this post.
- To be responsible for safeguarding and promoting the welfare of children and adults by undertaking the appropriate level of training in accordance with the safeguarding policy training strategy and being aware of and working within the Trust’s safeguarding policies.
- Ensure all data collection and processing undertaken is consistently accurate and timely and complies with the Trust Data Quality Policy and local procedures.
- Undertake any other similar duties in line with the key purpose of the job.

Review

This job description is intended to be a fair and representative summary of the main duties and responsibilities of the role. As such it is not exhaustive. It will be subject to regular review between the postholder and manager and may be amended to reflect the needs of the service, in line with the reasonable requirements of the job profile/grade and KSF outline for the post, in consultation with the postholder.

Proposed Job Plan

The following provides scheduling details of the clinical activity and clinically related activity components of the job plan which occur at regular times in the week.

|    | Monday | Tuesday                   | Wednesday       | Thursday                       | Friday          |
|----|--------|---------------------------|-----------------|--------------------------------|-----------------|
| AM |        | AMD intra-vitreous clinic | Glaucoma clinic | Vascular intra-vitreous clinic | Glaucoma clinic |

|    |  |                           |  |                                |                 |
|----|--|---------------------------|--|--------------------------------|-----------------|
| PM |  | AMD intra-vitreous clinic |  | Vascular intra-vitreous clinic | Glaucoma clinic |
|----|--|---------------------------|--|--------------------------------|-----------------|

This job plan is for illustration only and subject to change and negotiation. Various working patterns will be considered from two days (0.4 wte) to full time.

## Working at our Trust

### A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



## **B. Divisional Structure**

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery
- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

## **C. Your responsibilities to the Trust, our patients and staff**

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

### **Equality and Diversity Policy**

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

### **Health & Safety**

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

### **Data Protection**

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

### **Data Quality**

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

### **Customer Care**

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

### **Values**

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

### **Infection Control**

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

## **Smoking Policy**

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

## **Confidentiality**

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## **Safeguarding the welfare of children and vulnerable adults**

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

## **Mandatory Training**

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

## **Raising issues of Concern**

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.