

## Job Description

**Role/Title:** Head of Optometry and Orthoptic Department

**Band/Grade:** Band 8a (Subject to Agenda for Change)

**Accountable to:** Clinical Director

**Key working relationships:** Consultants and all medical staff  
Optometrists  
Orthoptists  
Ophthalmic Technicians  
Ophthalmic imagers/photographers  
Nurses  
Administrative staff  
Management  
Suppliers

**Work Environment:** Outpatient Clinics

The Trust has invested in a new department which opened in June 2017. The Eye Department within The Copthorne Building, Royal Shrewsbury Hospital has modern facilities in which to deliver excellent ophthalmic care for our patients. The facility has new furniture and equipment that supports staff and patients.

### Job Summary:

The post holder is an autonomous practitioner who will be responsible for the clinical optometry services and Orthoptic Department. To provide clinical leadership to the Optometrists and Orthoptic team by providing an extensive range of essential and sub specialty services to the highest standard of quality and care.

Responsible for clinical development of qualified and non-qualified optometrists and Orthoptics.

To manage referrals into optometry unit, triaging referrals into the ophthalmology department and directing them to the relevant clinic.

Responsible for the development & implementation of sub-speciality clinical services supporting ophthalmology department.

As a senior clinician, the post holder is expected to be capable of managing complex cases independently and to provide clinical advice and expert opinion to colleagues as necessary.

Procedures involve the use of specialist ophthalmic instrumentation to a high degree of accuracy. Analysis and interpretation of specialist test results will be necessary in order to prescribe the appropriate optical appliances and plan or revise individual programmes of patient care.

### **Main Duties and Responsibilities:**

- Overall responsibility for clinical management of patients attending the optometry unit.
- Responsibility for the delivery of a range of sub speciality clinics eg paediatric combined care, glaucoma combined care, keratoconus & cornea clinics, medical retinal clinics and diabetic slit lamp clinics and an extensive commitment to developing these services.
- Provision of general and specialist optical advice to patients, parents and carers and issue prescriptions for spectacles where necessary, giving appropriate detailed instruction and making complex judgements regarding patients' treatment and needs.
- Administration of ophthalmic drugs available to optometrists (as specified in current regulations). The post holder will decide on clinical appropriateness of the drugs used.
- Low Visual Aid assessment and rehabilitation of patients with various degrees of visual impairment and provision of complex magnifying and telescopic aids to best improve quality of life. To provide guidance and advice on the use of aids and illumination and visual impairment registration.
- Provision of comprehensive visual field assessment and analysis with Humphrey and Goldmann perimeters. Informing medical staff and patients of results, as appropriate, to aid in the diagnosis and treatment of patients under both ophthalmology and neurology.
- Use of corneal topographer, OCT, pachymeters, ocular biometry, I-Care and other imaging devices as required.
- Specialist medical contact lens service (both adult and paediatric) for optical and/or therapeutic rehabilitation of a range of ocular abnormalities, including medically and surgically compromised eyes. Highly developed skills in contact lens fitting, examination of anterior ocular complications and giving of detailed instruction and advice to patients. Facilitate use of bandage contact lenses for patients with complex and painful corneal conditions.
- To undertake extended specialist clinical activities in glaucoma shared care clinics alongside consultant ophthalmologists and other medical and nursing staff. The post holder will deliver a broad range of specialised, complex and non-routine optometric work involving skilled diagnostic performance and detailed knowledge of the indications and contra-indications of treatment options in glaucoma. Clinical assessment includes visual field analysis, applanation tonometry, pachymetry, gonioscopy, optic disc assessment and slit lamp anterior segment examination.

A high level of individual responsibility will be required

To assist the Consultants and wider clinical team in ensuring that a high standard of professional care is achieved and maintained at all times. To contribute to departmental policy making, implement optometry policies and support inter-departmental communication. To support colleagues in the implementation of professional development programmes that achieves high quality service delivery.

### **Managerial**

- To manage all the Optometry and Orthoptic department staff.
- To carry out annual appraisals for all the above staff.



- To advertise for, recruit and appoint staff as necessary in conjunction with the Clinical Director and Centre Manager.
- To ensure that all new members of staff have an adequate induction programme.
- To ensure adequate supervision, support and advice for all staff.
- To ensure that all Trust policies are adhered to and that all staff are aware of them.
- To keep accurate records of all staff absences e.g. annual leave, sick leave, study leave.
- To monitor sick leave and take actions in accordance with Trust policy.
- To make any necessary adjustments to optometry/ orthoptic job roles as service development dictates.
- To be actively involved with new initiatives in the Ophthalmology Department.
- To communicate all necessary information to staff.
- To seek, where necessary, the support of the Clinical Director and Centre Manager.
- To provide leadership in the implementation of best practice and the clinical governance framework for the entire optometry/ Orthoptic service.
- Overall responsibility for ensuring clinical staff follow the protocols and guidelines drawn up to ensure the highest possible standard of clinical care.
- Responsible for purchasing and maintenance of all equipment in the Orthoptic Department.
- Responsible for authorising prescription items such as spectacle vouchers, medical contact lenses and low vision aids using the electronic ordering system when appropriate. To maintain stock control of all such items.
- Responsible for purchasing all consumables used within optometry unit such as diagnostic ophthalmic drugs, bandage and trial contact lenses, and contact lens solutions.

### **Communication and Team-working**

- Ensure and demonstrate that effective communication takes place between patients, relatives and staff
- Participate and communicate effectively with the inter-professional team and other agencies as necessary
- Ensure when patients concerns are identified they are addressed where possible and informal complaints dealt with appropriately
- Demonstrates verbal communication through the ability to give basic information and support to individuals
- To listen effectively and modify communication to individual needs
- Demonstrate written communication through the ability to record accurate, succinct, clear and legible reports and documentation
- To maintain harmonious working relationships and efficient communication with all staff throughout the Centre, Trust and outside agencies
- To be aware of The British and Irish Orthoptic society and attend annual heads of service meetings
- To lead the Orthoptic Staff meetings and provide representation at the department Ophthalmology meetings
- To deal with formal and informal complaints according to Trust policy
- To take lead responsibility and liaise with Orthoptic specialist leads for implementation of Orthoptic policies
- To maintain awareness of Orthoptic budget and be involved in how it is used to the development of the department

- To assist in the recruitment and retention of all staff within the department and ensuring that all personnel issues are dealt with in an efficient manner and in accordance with the Trusts policies and procedures
- To ensure that effective clinical protocols and audit systems are developed to promote good practice across the service and take action where necessary to improve agreed standards

### **Teaching and Training**

To participate in continuing education (CET) as required by the General Optical Council, as well as working with the Clinical Director in developing own professional and clinical performance, following appraisal.

To teach and supervise less experienced Optometrists, pre-reg optometrists, visual field technicians, nursing and medical staff where necessary. Teaching may be on-going during clinical sessions or involve planning and providing training for larger groups of staff, including formal presentations.

### **Clinical Governance and Audit**

The post holder will be required to collate information and data for department research and audit and would be expected to be involved in supporting/discussing new initiatives and ideas in research.

Responsible for carrying out optometry/orthoptic audits and assists with any relevant audits being carried out within ophthalmology department

To be actively involved in the department's agenda for effective clinical governance by ensuring professional standards for optometric clinical practice are maintained, and audits are initiated and undertaken monthly.

### **Health & Safety**

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### **Physical and emotional effort**

- The post involves frequently sitting in a restricted position and occasionally assisting immobile patients from wheelchair to examination chair.
- It will be necessary to convey unwelcome/distressing news regarding loss of vision.
- The post holder will frequently be required to assess babies and children/adults with severe learning difficulties and challenging behaviour.



## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TPCS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

