



Moorfields
Eye Hospital
NHS Foundation Trust



Job description and person specification

Pre-registered Optometrist

Job description

JOB TITLE: Pre-registered optometrist

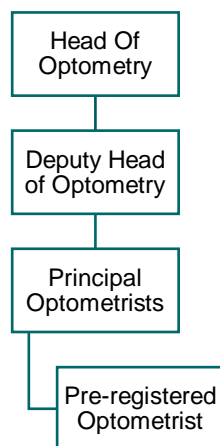
DEPARTMENT: Optometry

GRADE: Band 4

RESPONSIBLE TO: Deputy Head/ Principal Optometrist

ACCOUNTABLE TO: Head of Optometry

Organisational context:



Working relationships:

Internal	External
Optometrists, Dispensing Optometrists, Ophthalmic technicians, administrative/clerical team.	Community practice

THE POST

To assist in the delivery of a broad range of core optometric services to the highest standards of quality and care under the constant supervision of a qualified optometrist. This experience will facilitate the trainee's successful completion of the College of Optometrists Scheme for

Registration.

MAIN RESPONSIBILITIES

CLINICAL

1. To participate in optometric services which include (under direct supervision):
 - a) Diagnostic, pre and post op, and non-tolerance refractions
 - b) Medical/ clinically necessary contact lens management
 - c) Low vision assessment
 - d) Spectacle dispensing
 - e) Visual fields/ "Virtual" glaucoma clinics
 - f) VDU staff eye examinations
2. To 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.
3. To carry out one additional weekly lunch time and evening session in spectacle dispensing.
4. To observe in extended role clinics under the supervision of a Senior Consultant. These include Glaucoma, Medical Retina, Primary Care and A&E.

TEACHING PROGRAMME

5. To attend timetabled pre-registered optometrist tutorials held either in the evenings or during lunch time. These tutorials will form the base for induction to hospital optometry and revision for the College of Optometrist Scheme for registration.
6. To attend department teaching sessions.
7. To submit continuous Case Records as and when required by the Supervisor.
8. To maintain a record of all patients seen during the training year.
9. To be assessed for core competencies as required by the relevant professional bodies.
10. Any other duties which may be required by the Head of Optometry Department or Clinical Supervisor.

GENERAL DUTIES

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. To comply at all times with the Trusts Information Governance Policy. The policy sets out the accountability and reporting arrangements for Information Governance in the trust and

how assurance is provided that the Trust continues to meet at least the minimum standards of information governance compliance required by the NHS Information Governance Toolkit.

3. Disclosure and Barring Service (DBS) (formerly CRB) checks are now a mandatory part of the NHS Six Recruitment Check Standards for all staff whom, in the course of their normal duties, may have regular access to patients and children and/or vulnerable adults. Moorfields Eye Hospital NHS Foundation Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant and an unspent conviction will not necessarily bar applicants from being considered for employment. Moorfields Eye Hospital is exempt under the Rehabilitation of Offenders Act which outlines that convictions never become 'spent' for work which involves access to patients. Failure to disclose any 'unspent' convictions may result in the offer of employment being withdrawn or if appointed could lead to dismissal. The Disclosure Barring Service (DBS) has published a Code of Practice for organisations undertaking DBS checks and the trust has developed its own DBS policy in line with the guidance
4. The trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the trust and its service are as secure as possible.
5. It is the responsibility of all trust employees to fully comply with the safeguarding policies and procedures of the trust. As a Moorfields employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
6. The trust is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.
7. The trust operates a no-smoking policy.
8. You should familiarise yourself with the requirements of the trust's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.
9. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
10. All appointments within the National Health Service are subject to pre-employment health screening.
11. It is the responsibility of all employees to ensure that they comply with the trust infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the trust's infection control manual, this includes the 'bare below the elbow policy'. Employees must ensure compliance with their annual infection control training.

12. You are responsible for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.

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

Please note: The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

Person Specification

POST: Pre-registered Optometrist

Requirements	Essential / Desirable	How Tested
<u>Education / Qualifications</u> <ul style="list-style-type: none"> • Registration with the GOC as student optometrist • 3 Science A levels or equivalent. • Expected to get BSc (Hons) Optometry • Expected 2.1 or higher degree • Prizes in clinical/ hospital related subjects • Health care related qualifications/ training • Academic interest 	E E D D D	Application form Academic references Interview
<u>Knowledge & Experience</u> <ul style="list-style-type: none"> • Voluntary or employed work in hospital, • Health care/ community optometry/ youth work 	D D	Application form References Interview
<u>Skills/abilities</u> <ul style="list-style-type: none"> • Logical approach to clinical work. • Good interpersonal verbal & written communication skills • Excellent communication skills. 	E E D	Application form Interview

<u>Personal qualities</u> <ul style="list-style-type: none"> • Enthusiasm, Responsible, reliable, flexible, empathic & well presented. • Works well in a team. • Affinity for young & elderly • Able to work on own initiative • Commitment to Hospital Eye Service 	E E E E D D	Application form References Interview
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Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)

