



The **ROYAL COLLEGE** of
OPHTHALMOLOGISTS

Checklist for Consultant Ophthalmologist Appointments

To start the review process this form must be completed by the appointing body (employer). **A new blank form must be used for each job description – please do not overwrite an existing one.** Once completed, please email this form and the job description to the professional support assistant- Laurelle.bygraves@rcophth.ac.uk. **The JD and person spec should be submitted in one document.** The form will be reviewed by professional support department and then passed onto your regional representative for approval. Once your regional representative has reviewed the form and given approval, the form will be returned with the final comments/approval.

Employer: Fill in the General Information section and the 'Employer' column in the Checklist Criteria section. Make sure each criterion is cross-referenced to the relevant page in the job description. If a criteria is not addressed, leave the check box blank and explain why in the 'Employer comments' section below the checklist.

RCOphth Office: Check that each criterion is addressed in the job description and tick the corresponding box. If it isn't, leave the box blank and enter a comment in the comments log.

Regional Representative: Confirm that each criterion is addressed in the job description and tick the corresponding box. If it is not addressed leave the box blank and enter a comment in the comments log. After each review round, complete the 'Outcome of review' section at the end of the form.

General Information to be completed by the employer

***These fields must be completed by the employer before the form is submitted**

| | |
|--|---|
| * Post Title Consultant Ophthalmologist | * Job description reference number RCOphth reference 0093GEHN |
| Main hospital base of postholder George Eliot Hospital | * Number of posts being advertised for this JD 2WTE * Reason for posts e.g. New post, replacement New posts * Contract type Substantive * Is the post already advertised? No |
| * DCC 8.5 * SPA 1.5 | |
| * Main specialty Ophthalmology | Date/Time/Location of AAC |
| Sub-specialty(s) | |
| Medical Staffing contact details: * Name: Skye Taylor Job title: Rota coordinator Phone | Clinical lead/ job description author contacts details: * Name: Alistair Nutting Job title: General Manager Phone: 07901100897 |

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2022/PROF/455

*Email: skye.taylor@geh.nhs.uk

*Email: alistair.nutting@geh.nhs.uk

RCOphth information

Regional Adviser (RCOphth Admin): Saaeha Rauz

Date documents received (RCOphth Admin): 08/01/2024

Checklist criteria

All parties should tick the relevant box against each criterion. If the job description does not meet the criterion, leave the box blank and insert comments in the comments log section.

| Criteria | *Employer | *Page number | RCOphth Office | Regional Representative |
|---|-------------------------------------|--------------|-------------------------------------|-------------------------------------|
| 1. Inclusion of a job description that includes a job plan and person specification | <input checked="" type="checkbox"/> | 4 & 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Job description | | | | |
| 2. A commitment to secretarial support and an adequately equipped office, including information technology (IT) facilities | <input checked="" type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. A statement on expectations regarding medical audit | <input checked="" type="checkbox"/> | 3 & 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. A statement on expectations for continuing professional development (CPD) | <input checked="" type="checkbox"/> | 3 & 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. A statement on commitment to revalidation | <input checked="" type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. A description of the department/directorate (a list of colleagues' names and titles) | <input checked="" type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Workload figures are included, e.g.: <ul style="list-style-type: none">Inpatient and outpatient workload (new and follow-up)Expectations of the personal workload | <input checked="" type="checkbox"/> | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. A statement about staff that will be available to support the appointee | <input checked="" type="checkbox"/> | 1 & 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. A statement that there will be consideration of time off in lieu (such as for weekend working) | <input checked="" type="checkbox"/> | 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. A reference to information about access to mentoring for newly appointed consultants (job descriptions should always include this) | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Job Plan | | | | |

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|--|-------------------------------------|---|-------------------------------------|-------------------------------------|
| 11. A sample weekly timetable that takes account of the programmed activities (PAs) outlined below and is broken down into AM and PM sessions with timings Common issues: <ul style="list-style-type: none"> • Full-time posts should have a 10 PA framework • Include time for lunch and travel | <input checked="" type="checkbox"/> | 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. Honorary consultant posts only: NHS academics will usually have a ratio of direct clinical care to supporting professional activities of 3:1 (e.g. a 5 clinical PAs should be split into 3.75 DCC and 1.25 SPAs). | | | | |
| a) Honorary consultant posts only: Where SPAs are expected to contain a contribution to research that is specified, it is reasonable that the following commitment is required, depending on the size of research study: <ul style="list-style-type: none"> • acting as principal investigator 0.1–0.5 SPAs • acting as chief investigator 0.1–1 SPAs • Research and good clinical practice (GCP) training 0.125 SPA's | | | | |
| 13. Direct clinical care (DCC) a) Maximum 8.0 PAs per week can be dedicated to patient facing direct clinical care (7 in Wales) in full time posts | <input checked="" type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Every 1PA DCC clinic generally requires 0.25PA of patient-related administration as part of the DCC, although complex clinics may require more. (usually a minimum of 1 session for 10 PA post) | <input checked="" type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Supporting professional activities (SPAs) a) A minimum of two support professional activity sessions, 1.5.SPA for e.g. revalidation, audit, CPD, appraisal research and teaching. (It is expected that in accordance with the Wales Good Practice Guide (2006), c. two sessions for Supporting Professional Activities (or 20% of working time) will be provided, subject to the minimum of one session designated for Job Planning and meeting requirements for appraisal and revalidation) | <input checked="" type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Additional SPAs have been allocated for e.g. assessment of trainees, clinical governance and service development etc. if required of post holder. | <input checked="" type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| Criteria | *Employer | *Page number | RCOphth Office | Regional Representative |
|--|-------------------------------------|--|-------------------------------------|-------------------------------------|
| 15. On-call commitments should be clearly stated (the overall or weekday and weekend frequency if applicable) | <input checked="" type="checkbox"/> | 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Person specification | | | | |
| 16. The post-holder should hold the relevant post graduate qualification in ophthalmology FRCOphth or equivalent | <input checked="" type="checkbox"/> | 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. <ul style="list-style-type: none"> a) Full registration with the GMC b) Entry on the General Medical Council (GMC) Specialist Register via one of the following: <ul style="list-style-type: none"> • Certificate of Completion of Training (CCT) (The proposed CCT date must be within 6 months of the interview) • Certificate of Eligibility for specialist Registration (CESR) c) Does the person specification meet the needs of the role e.g. if it mentions the role is going to be in a subspecialty do they ask for subspecialty experience | <input checked="" type="checkbox"/> | 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Comments log Indicate the relevant checklist number above when inserting comments | | | | |
| Initial employer comments | | | | |
| Review round one | | | | |
| RCOphth office comments | | BB 10/01/2024 Can not see inpatient or outpatient workload figures in the JD. | | |
| Regional Representative comments | | The JD states "There is no requirement to the post to provide an out of hours or weekend on call service". Who provides out of cares for patients who have emergency issues. How is the repatriation of these patients made once seen in the acute centre. | | |
| Employers response | | All comments now actioned; checklist page numbers now amended. | | |
| Review round Two (If needed) | | | | |

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|--|--|
| RCOphth office comments | |
| Regional Representative comments | |
| Employers response | |
| Outcome of review Final sign-off is by the regional representative <i>only</i> | |
| Approved <input checked="" type="checkbox"/> | Not approved <input type="checkbox"/> (tick this box if the JD requires changes or cannot be approved) |
| Approver: Regional Representative Regional Representative: Prof Saaeha Rauz | |
| Date of final review 16/01/2024 | |
| The review is valid for 1 year, provided the job description remains completely unchanged. The AAC must be within the review validity date. | ! For RCOphth admin use only Review expiry date 15/01/2025 DCC [DCC admin] SPA [SPA admin] |