

PERSON SPECIFICATION

Post Title: Specialist Optometrist

Division/Department: Surgery B/ Optometry

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Experience Specify the relevant experience required to be competent in role.	<ul style="list-style-type: none"> Significant post registration experience Proven Experience in the involvement in teaching and learning initiatives Evidence of supporting others within the clinical environment Experience of audit initiatives and other quality initiatives Able to demonstrate commitment to high quality patient care Evidence of implementing research based practice 	AF AF AF AF/I AF/	<ul style="list-style-type: none"> Community experience Experience in speciality hospital experience, including highly specialised contact lens fitting and low vision assessment Experience and evidence in implementing change. Paediatric experience 	AF/I AF/I AF/I
Qualifications Specify the qualifications required to be competent in role: <i>Eg: Professional, Management, Training, Vocational</i> <i>Have or be willing to complete the A1 & A2 Assessor award.</i>	<ul style="list-style-type: none"> Qualified Optometrist having a BSc in Ophthalmic Optics (Optometry), MCOptom or equivalent in the UK Current registration with the General Optical Council Appropriate current CPD credits (Continued Professional Development credits as recognised by the College of Optometrists. (mandatory number per 3 year period is 36) 	AF/Certificate Membership number CET recognised points on website	<ul style="list-style-type: none"> Leadership Course Diabetic screening course 	AF AF
Personal Qualities <i>Eg: Able to work as part of a team</i> Use initiative, Be creative – innovation skills.	<ul style="list-style-type: none"> Flexible attitude Self aware Innovative Diplomatic Assertive Independent Empathetic Enthusiastic Ability to work within at team and to work autonomously 	I I I AF I AF/I AF/I I AF	<ul style="list-style-type: none"> 	
Management / Supervision / Coordination skills Specify the level/type of skills required: <i>Eg: Able to co-ordinate work flows, determine staff rota's.</i> <i>Able to supervise the work performance and attendance of a</i>	<ul style="list-style-type: none"> Ability to deliver on deadlines Time management skills Ability to work across professional and organisational boundaries Ability to prioritise own complex workload Ability to self manage Ability to support, supervise and motivate pre- 	AF AF/I AF/I AF/I AF/I AF/I	<ul style="list-style-type: none"> 	

<p><i>team. Sickness absence return to work interviews, may assist on interview panels.</i></p> <p><i>Be able to manage all aspects of work including: identifying training needs, carrying out appraisals, full management of sickness absence; conduct; and capability cases of a department.</i></p>	<p>registration and junior staff</p> <ul style="list-style-type: none"> • Able to work within a rapidly changing environment • Leadership skills • Approved College of Optometrists Pre-registration supervisor (or prepared to apply for approval) • Accountable for own professional actions 	<p>AF</p> <p>I</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p>		
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ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Written skills Specify the level of written skills, requiring the use of English, routinely required by the post-holder Eg: Able to follow basic written instructions. <i>Proficient in reading and writing, routine note taking.</i> <i>Able to comment on complex documents such as policies/reports.</i> <i>Be able to write complex reports and formulate policies.</i>	<ul style="list-style-type: none"> Proficient in reading and writing clearly in the English language Ability to maintain accurate records Ability to participate in writing annual reports and service development reports 	AF AF/I AF/I	<ul style="list-style-type: none"> 	
Communication/Verbal skills Specify the extent and frequency the post holder will be required to use a range of communication skills. Eg: Able to speak and understand basic English. <i>Able to speak, receive and issue instructions in English without risk of misunderstanding</i> Specify the main type(s) of communication the post holder will be required to use. Eg: Face to face contact, Telephone contact, E-mail, Internal and external meetings	<ul style="list-style-type: none"> Ability to speak, receive, understand and issue instructions in English using correct medical terminology without risk of being misunderstood. Ability to develop and maintain communication with patients and colleagues in order to gather accurate complex information and issue accurate & appropriate advice Ability to convey complex medical information in a clear and simple way to patients and carers, where there may be barriers to understanding. Face to face contact, Telephone contact Participate in Internal and external meetings Proficient use of IT and email 	I I I I I I I AF/I	<ul style="list-style-type: none"> Presentation Skills (with use of IT) 	I
Responsibility for financial and physical resources Specify the extent to which the post holder has responsibility for financial resources and physical assets. Eg: Able to manage a non-pay budget, pay budget or manage income generation targets (indicate - size and complexity)	<ul style="list-style-type: none"> Understanding of financial planning and awareness of budgetary constraints. Ability to maintain stock levels in the contact lens and low vision departments. 	AF/I	<ul style="list-style-type: none"> 	
Knowledge Specify any specialist knowledge the post holder will be required to hold	<ul style="list-style-type: none"> Specialist professional knowledge, underpinned by theory and practical experience. Understanding of the research process Knowledge and understanding of optometric/clinical audit Able to set and monitor standards Demonstrate understanding of Specialist Optometric Role 	AF/I AF/I AF/I AF/I	<ul style="list-style-type: none"> 	

	<ul style="list-style-type: none">• Knowledge of corporate and clinical governance• Evidence of own continuing professional development• Evidence of implementing research based practice•	AF/I AF/I AF/I		
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ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Physical skills Specify the extent and frequency the post holder will be required to use physical skills. <i>Eg: Have a typing speed of 120 words per minute Able to record blood tests results accurately Able to quickly and carefully pass surgical instruments to surgeons Able to safely manipulate patient joints Able to safely carry out manual handling of patients. (Please specify the range of weights and duration/frequency of manual handling undertaken)</i>	<ul style="list-style-type: none"> Proficient IT skills Ability to insert and remove contact lenses quickly and competently, even from difficult patients. 	AF/I AF/I	<ul style="list-style-type: none"> Ability to manipulate fine tools for the manufacture, fitting and adjustment of scleral contact lenses. 	AF/I
Mental Effort Specify the extent the post holder will be required to concentrate for prolonged periods and cope with regular interruptions. <i>Eg: Able to deal with frequent telephone enquires Able to accurately analyse high volumes of slides Able to research complex information</i>	<ul style="list-style-type: none"> Requirement for prolonged concentration with frequent and unpredictable interruptions. Ability to challenge concepts and traditional thinking and facilitate this in others Ability to work independently with effective time management Ability to motivate and persuade others 	I I AF/I AF/I		
Working Conditions Specify the extent / frequency the post holder will be required to work in challenging working conditions. <i>Eg: Able to work in an environment with unpleasant smells, or noisy/dusty/hot environment. Post at risk of coming into contact with body fluids and/or of being exposed to physical / verbal aggression.</i>	<ul style="list-style-type: none"> The post holder must identify the risk of being exposed to physical/verbal aggression. Knowledge and ability to apply Health and Safety policies. 	T I	<ul style="list-style-type: none"> 	
Emotional Effort Specify the nature, frequency and duration the post holder will be required to deal with distressing or emotionally demanding duties. <i>Eg: Able to take responsibility for imparting bad news to staff, patients or relatives in a sensitive manner.</i>	<ul style="list-style-type: none"> Able to take responsibility for imparting difficult news to patients or relatives in a sensitive manner. Ability to cope with frequent exposure to patients who have lost / are losing their sight. Ability to address complex multi-dimensional issues relating to speciality. 	AF/I I I	<ul style="list-style-type: none"> 	
Other	Individual requirements will vary depending on job description <ul style="list-style-type: none"> Knowledge and experience of diabetic screening Knowledge and experience of highly specialist Scleral lens fitting, adjustment and manufacture Knowledge and experience of specialist contact lens fitting and aftercare 	AF AF AF AF AF	<ul style="list-style-type: none"> Experience of Dispensary management and systems 	AF/I

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Notes on completion

Please complete only the criteria that are relevant to the post otherwise leave blank.

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested: AF - Application Form
I - Interview
P - Presentation
T - Test

If you have any queries please contact your Divisional Human Resources Manager

I confirm that this Person Specification has been discussed and agreed with me.

Name:

Signature:

Date:/...../.....