

Job title: Highly Specialist Orthoptist

Band: Agenda for Change Band 7

Department: Ophthalmology

Division: Planned Care



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Letter from Adam Sewell Jones, Chief Executive

Thank you for expressing an interest in working here at East and North Hertfordshire NHS Trust.

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this was demonstrated even more so during the unprecedented challenges brought about by the Covid-19 pandemic. Our ability to be flexible and innovative in the way in which we work and deliver our services to our catchment has never been more important than it is now.

We are a large acute Trust which operates across four sites; acute services are offered at the Lister Hospital; specialist cancer services at the Mount Vernon Cancer Centre (MVCC); and non-acute services offered at the New QEII and Hertford County hospitals. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister Hospital in Stevenage.

We are an organisation with a strong culture of positive values and our ambition is to provide high-quality, compassionate care to our community in all that we do, including patient experience, clinical outcomes, patient safety and financial sustainability.

We have many great people working for us doing all sorts of roles, ranging from porters to doctors, from administrators to nurses, and everything in between. But we all share one vision – we put our patients at the heart of everything we do.

We have recently partnered with the world-renowned Virginia Mason Institute in an exciting 3-year programme to create and embed a quality management system – our ENH Production System. Drawing on years of quality improvement and culture change experience, the ENH Production System will equip our teams to identify areas for improvement, make changes and measure impact – all with the patient at the centre.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue on our transformation journey. I hope very much, that after reading this pack, you will want to join us on that journey.

I wish you the best of luck in your application.



Adam Sewell-Jones
Chief Executive

Benefits

As a Trust employee, you can access a range of financial and non-financial benefits to support our staff in all aspects of their life.

Wellbeing:

- Get confidential advice and support on personal, work, family and relationship issues, 24/7, from our Employee Assistance Programme
- Offers and discounts at local gyms
- In-house Health at Work service with advice line and self-referral facility for staff as well as signposting and access to other support, such as weight management clinics and physiotherapy
- On site workplace pharmacy at Lister offering a minor ailment service, flu vaccinations, travel clinic, sexual health, smoking cessation and health check services
- Opportunity to discuss ideas, problems or concerns easily and anonymously with our Speak in Confidence service

Travel:

- Save up to 30% on a new bicycle through our Cycle to Work scheme
- Reduced staff car parking costs through our Car Sharing scheme
- Discounts on local buses and trains
- Competitive rates through our car lease scheme
- Inter-site transport minibus which includes shuttle to Stevenage Railway Station

Work/Life Balance:

- Pursue different interests with the security of employment on your return from your break of 3 months to 5 years with our Career Break scheme
- Generous annual leave with additional days awarded for long service
- A variety of different types of paid and unpaid leave covering emergency and planned leave, such as special leave/ emergency leave/carers leave, through our Special Leave policy
- A Retire and Return scheme, enabling you to draw your pension whilst continuing to work for us after a short break
- Options for flexible working to provide you with a healthy work/life balance such as part time working, term time only, compressed hours (subject to service requirements), and flexible work schedules

Financial:

- Discounts on restaurants, getaways, shopping, motoring, finance through a variety of providers
- Access to the NHS Pension Scheme, providing generous benefits upon retirement, as well as a lump sum and pension for dependants

Learning and Development

- Extensive range of learning and development opportunities, including coaching, for both clinical and non-clinical topics
- Access to our Grow Together scheme, ensuring that you have meaningful, quality conversations with your manager about what matters to you and your development
- We fully encourage our staff to develop to their full potential and are supportive of secondments, acting up opportunities and all learning and development activities.

Other:

- Local and Trust wide staff award schemes where staff are nominated and recognised by their colleagues and peers for their hard work
- Assistance in relocating for some staff with our Relocation Policy

Our vision, mission, and values

Our vision is:

“To be trusted to provide consistently outstanding care and exemplary service”

Our mission is:

Providing high-quality, compassionate care for our communities

Our values are:



We value the diversity and experience of our community, colleagues and partners, creating relationships and climates that provide an opportunity to share, collaborate and grow together



We create a safe environment where we are curious of the lived experience of others, seek out best practice and are open to listening and hearing new ideas and change



We are committed to consistently delivering excellent services and continuously looking to improve through a creative workforce that feels empowered to act in service of our shared purpose

Job description

Job title:	Highly Specialist Optometrist
Band:	AfC Band 7
Department:	Ophthalmology
Base:	Lister Treatment Centre (You may be required to work on a permanent or temporary basis elsewhere within the Trust)
Responsible to:	Head of Orthoptics and Optometry
Responsible for:	#

Job summary:

- To work closely with the line manager in order to deliver a comprehensive range of core optometric services to the highest standards of quality and care.
- Participation in the delivery of certain highly complex specialist optometric services that meet the changing needs of the Trust and other outside agencies.
- To undertake administrative duties as agreed with the line manager
- To undertake clinical audit as agreed with the line manager
- To provide teaching and training at post graduate level for multiple disciplines within ophthalmology both internally and externally.

Key working relationships:

- Patients and service stakeholders.
- The Ophthalmology medical, allied health professional and clerical teams.
- Trust electronic and biomedical engineering (EBME) team.
- Planned care division operational team.

Main responsibilities:

Clinical

- To undertake a broad range of core optometry services. These may include refraction, corneal topography, colour vision assessment, visual fields assessment, and visual impairment rehabilitation. This involves providing and receiving, sensitive and contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because co-operation is required or because there are barriers to understanding.
- To participate in a programme for the advanced development of personal clinical expertise, in accordance with individual performance objectives which are agreed with the line manager. This is with a view to constantly enhancing and further developing clinical knowledge and skills in order to undertake a broad range of extended clinical roles.
- To undertake a range of sub-specialty clinical services involving optometric extended roles. These include glaucoma, low vision and paediatric ophthalmic assessments. These require frequent, prolonged periods of significant concentration and occasional exposure to distressing or emotional circumstances.

- Acquisition of clinical activities requiring highly developed skills involving significant levels of hand-eye and sensory co-ordination are essential. This often involves working in certain restricted positions/ posture that cannot easily be changed.

Managerial/Administrative duties

- To work closely with the line manager to ensure professional standards are achieved and maintained at all times, for the provision of highest quality hospital optometry services.
- To comment as required on the planning and organisation of a broad range of complex activities, some of which may be on going and require regular review.
- To contribute to delivering income generation and cost improvement programs.
- To work closely with the line manager in order to implement and encourage best practice wherever possible. The post holder is guided by principles and broad occupational policies, regulations and guidance provided by the line manager.
- To work closely with the line manager in developing professional clinical performance and audit these on a regular basis.
- To maintain harmonious working relationships and efficient communication with all staff throughout the Directorate, Trust and outside agencies.
- To contribute to operational planning for the Department. This may involve dealing with some complex, sensitive and contentious information. The post holder will be expected to provide advice, instruction or training to groups where the subject matter is generally straightforward.
- Responsibility to ensure that the Department abides by all Trust corporate policies and that all Health and Safety and COSHH regulations are complied with.
- To supply accurate information to the line manager when requested in order to deal with complaints at a departmental level.

Teaching and training

- To assist in the supervision of pre-registration optometrists as required.
- To undertake teaching and training of registered optometrists, pre-registration optometrists and other students.
- To undertake optometric training of post graduate medical staff (e.g. Senior House Officers and Specialist Registrars) in preparation for The Royal College of Ophthalmologists examinations.
- To participate in continuing education and training (CET) as required by The General Optical Council (GOC).
- To contribute to continuing education and training (CET) at a national level. This is through approved study leave procedures where necessary.
- To personally participate in continuing professional development as required by The General Optical Council. This is through approved study leave procedures where necessary.

Clinical Governance and Clinical Audit

- To undertake systematic and critical analysis of the quality of care in the Optometry Department, including diagnosis, treatment, outcomes and quality of life for patients, as delegated by the Head of service.
- To participate in clinical audit and contribute to collaborative undertakings with other departments providing ophthalmology services.

Delegated duties

- To undertake delegated duties from the line manager commensurate with this post, following discussion with the post holder.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the job holder.

Supplementary job description information:

Confidentiality

Each of us have a personable responsibility and liability under the Data Protection Act 2018 around the confidential nature of our jobs. Details of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

Health and Safety

You must take reasonable care of your own health and safety and that of other people who may be affected by acts of omission at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.

Sustainable Development

We recognise the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

- Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption
- Being a good community role model and supporter of the local economy
- Providing excellent value for money
- In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation. You recycle at home, we ask that you do the same simple things at work
- When you can, use public or inter-site transport, cycle between sites and claim for mileage
- Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust
- Always switch off lights, PCs and other electrical appliances when not in use
- Don't waste water

Safeguarding

You must have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

You must treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

Infection Control

You are expected to take individual responsibility to ensure working practice is safe.

Equality, Diversity and Inclusion

The organisations which make up Herts and West Essex Integrated Care System believe that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach, and creating a workforce which represents the diverse communities we serve is an important part of this.

We have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles

Each organisation with the Herts and West Essex Integrated Care System has agreed to include this statement on their job descriptions so that staff and job applicants are aware of this commitment. Staff are expected to be supportive of these principles and to demonstrate this in everything they do at work, regardless of their role.

You are required to always demonstrate behaviours which support our commitment to equality, diversity and inclusion, as detailed below, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

Review

These guidelines are provided to assist in the performance of the contract but are not a firm condition of the contract. The job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

Person specification

Requirements	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Optometry qualification recognised for State Registration • State registration with the GOC 	<ul style="list-style-type: none"> • Further specialist qualification for example Certificate in medical retina, glaucoma, emergency eye care and/or contact lens practice
Previous Experience	<ul style="list-style-type: none"> • Proven post qualification experience Experience of assessment of patients with special needs and/or learning difficulties • Clinical audit experience 	<ul style="list-style-type: none"> • Single-handed vision screening • Experience of clinical supervision of students Previous experience of Clinical Audit Previous experience in hospital optometry services
Skills & Knowledge	<ul style="list-style-type: none"> • Evidence of extensive optometry knowledge Ability to maintain clear & accurate patient records. • Well-developed organisational skills • Good administrative skills Well-developed interpersonal skills; ability to communicate with a wide range of staff, patients and the public. • Ability to work under pressure and self-motivate • Awareness of strengths and weaknesses 	<ul style="list-style-type: none"> • Well-developed skills in working with children. • Well-developed skills in working with patients with special educational needs and patients with learning difficulties
Other requirements	<ul style="list-style-type: none"> • Understanding of, and commitment to, equality, diversity and inclusion • Role model our Trust values every day 	<ul style="list-style-type: none"> • Ability to travel easily between trust sites