

**JOB DESCRIPTION FOR
SENIOR CLINICAL FELLOW IN OPHTHALMOLOGY**

(Nodal Point 5- ST6-8 Equivalent)

Title of Post:	Senior Clinical Fellow in Ophthalmology (Cornea)
Nature of Appointment:	Full Time
No. of hours	40 hrs per week (1:10 on call commitment).
Responsible To:	Service Manager & Ophthalmology Consultants & Clinical Lead
Accountable To:	Clinical Director Medical Specialties
Employing Authority:	Guy's & St Thomas' NHS Foundation Trust

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our values and behaviors framework describes what it means for every one of us in the Trust to put our values into action.

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Department Information

The department of Ophthalmology sits within the Directorate of Medical Specialties at GSTT. Other services in the Directorate are: Diabetic Eye Complication Screening, Diabetes, Endocrine, Neurology, Neurophysiology and Nutrition and Dietetics

Directorate of Medical Specialties

Clinical Director– Dr Stephen Thomas
Head of Nursing – Miss Rebecca Cathersides

Department of Ophthalmology

Clinical Lead – Mr Nigel Davies

Matron – Mr Neill Redmond

Service Manager – Mr Scott Landers

Head Orthoptist – Ms Liz Tomlin

Main place of employment:

The post will be based at the St Thomas' site. However, it is a requirement of your employment that you be prepared to work at any additional or different location owned or served by the trust, either on an on-going or temporary basis according to the demands of the service.

Job Summary:

- To support the provision of the ophthalmology service including clinics, ward rounds, theatres and eye emergency. The post timetable consists of working in Cornea, Cataracts and Eye casualty.
- To contribute to the development overall of the ophthalmology service.
- To participate in clinical and other service activities with the object of ensuring a high standard of patient care.
- To work with medical, nursing and managerial colleagues to ensure the high performance in outpatients.

Duties and responsibilities:**Clinical:**

The post holder will, together with colleagues, be responsible for the provision of ophthalmic services to the Guy's & St Thomas' NHS Foundation Trust to include:

- (a) Diagnosis and treatment of patients of the trust in such hospitals, health centres or clinics or other premises as required.
- (b) Continuing clinical responsibility for the patients in your charge, allowing for all proper delegation to, and training of, your staff.

Training of junior staff:

The postholder will take responsibility for the training and direction of junior staff allocated to him/her under aegis of the training plan that that postholder has agreed with their supervising consultant.

Teaching:

The postholder will be expected to contribute as appropriate in the teaching of undergraduate and postgraduate students.

Clinical Governance:

All medical and dental staff are expected to take part in clinical governance activity, including clinical audit, clinical guideline and protocol development and clinical risk management. They will be expected to produce evidence of their contribution in these areas and their audit of their own clinical work as part of their appraisal.

Mutual Obligation to Monitor Hours:

There is a contractual obligation on employers to monitor working hours through robust local monitoring arrangements supported by national guidance, and on individual doctors to co-operate with those monitoring arrangements.

European Working Time Directive (EWTD):

All posts and working patterns are under constant review in line with EWTD guidelines

Educational Programme:

Neither the London Deanery nor the Royal College accredits this post for postgraduate training. However, the postholder will be expected to attend and contribute to educational activities e.g. departmental meetings, x-ray meetings, pathology meetings, multidisciplinary meetings, journal clubs etc.

Appraisal:

All medical and dental staff are required to undertake appraisal.

Other:

The list of duties and responsibilities given above is not an exhaustive list and you may be asked to undertake other duties in line with the overall purpose and nature of the post as may be required from time to time.

This job description reflects core activities of a post at a particular time. The trust expects that all staff will recognise this and adopt a flexible approach to work.

All staff are expected to contribute to the smooth running of their clinical service as required; in particular, to comply with the policies and procedures, Standing Orders and Financial Regulations of the trust.

Study Leave:

Study Leave will be granted at the discretion of the Clinical Lead.
Funding for CPD will be equivalent to that of the appropriate Training post.

Terms and Conditions of Employment:

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

Additional Information:

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system

for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitor and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

On call

The post holder will be part of the ophthalmology junior doctor on call rota. The rota is normally 1:8. On call hours Monday – Friday are resident 1700-2100 then non-resident 2100-0900. Weekend hours are resident 0900-1700 and non-resident 1700-0900.

Salary scale

The post salary is dependent on the post holder training & experience.

Nodal point 4 – requires 4 complete postgraduate years or equivalent. ST3- ST5

Nodal point 5 – requires 7 complete years of clinical experience or equivalent ST6 & above or post CCT.

Job Planning

Terms and Conditions of Service

The appointment will be according to the Terms and conditions of service for specialty doctors – England (2008). Proposed timetable

	Hospital/ location	Type of Work	Start time and finish time	Frequency: (e.g. 1x4 wks, 1x6 wks 1x1 wk)	Direct clinical care or supporting activity
Monday AM	St Thomas'	Corneal clinic	0900-1300	1 x 1	DCC
Monday PM	St Thomas'	Corneal Clinic	1330-1730	1 x 1	DCC
Tuesday AM	St Thomas'	Corneal/Cataract theatre	0900-1300	1 x 1	DCC
Tuesday PM	St Thomas'	Corneal/Cataract theatre	1330-1730	1 x 1	DCC
Wednesday AM	St Thomas'	Corneal clinic	0830-1230	1 x 1	DCC
Wednesday PM	St Thomas'	Corneal/Cataract theatre	1300-1700	1 X 1	DCC
Thursday AM	St Thomas'	Cataract clinic	0900-1300	1 x 1	DCC
Thursday PM	St Thomas' / off site	Eye emergency	1330-1730	1 x 1	DCC
Friday AM	St Thomas'/ Off site	Clinical admin	0900- 1300	1 x 1	SPA
Friday PM	St Thomas'/ off site	Clinical admin	1330-1730	1 x 1	SPA

Please note this timetable maybe subject to change within the needs of the service, which may include at times the running of Saturday clinics or theatre lists. This will be discussed and agreed with the post holder in advance & 40 working hours per week will not change.

Person Specification – Senior Clinical Fellow in Ophthalmology

	ESSENTIAL	DESIRABLE
Qualifications and Training:	Full GMC Registration and hold a licence to practise.	Post CCT
Clinical Experience:	<p>Previous clinical experience in ophthalmology including training in cataract, cornea & eye casualty.</p> <p>Previous experience of performing laser procedures.</p> <p>Able to perform simple cataract surgery unsupervised.</p> <p>4 postgraduate years or equivalent experience.</p>	4 -7 years post graduate years or equivalent experience
Knowledge and Skills:	<p>Ability to work as an effective member of a multidisciplinary team</p> <p>Previous experience of performing laser procedures.</p>	
Management:	Evidence of understanding of the role of clinical management	
Other:	<p>Evidence of understanding of and adherence to the principles of <i>Good Medical Practice</i> set out by the General Medical Council</p> <p>Evidence of contribution to effective clinical audit and clinical risk management</p>	