



**Moorfields
Eye Hospital**
NHS Foundation Trust



Job description, person specification and job plan

Locum Consultant Ophthalmologist
with a Sub-specialist interest in
Medical Retina Moorfields Eye Unit at
Ealing Hospital & Northwick Park

Job description

Job Title:	Locum Consultant Ophthalmologist
Sub-specialty:	Medical Retina & Urgent Care
Site(s):	Moorfields Eye Unit @ Ealing Hospital & Northwick Park Sites
Programmed Activities:	10 PA (8 DCC & 2 SPA)
On-call commitment:	1:25

THE POST

The post is located between Moorfields Eye Unit at Ealing Hospital & Northwick Park site. There are ten programmed activities, eight of which are direct patient care.

A provisional timetable is enclosed, but this will be subject to change as the Moorfields unit develops and grows. In particular, there is increasing emphasis nationally on extending the opening times of hospitals into the evenings, weekends and clinic in the community. The timetable may therefore change in future to meet the demands of this extended service.

This post is a fixed term locum consultant position and is for 12 months.

DUTIES

Provide High Quality Care to Patients

- The post holder must be medically qualified and maintain GMC specialist registration and hold a licence to practice
- To develop and maintain the competencies required to carry out the duties required of the post.
- To ensure prompt attendance at agreed direct clinical care Programmed Activities.
- To ensure patients are involved in decisions about their care and to respond to their views.

Performance Management

- To work with medical, nursing and managerial colleagues to ensure high performance in the following areas:
- Clinical efficiency e.g. timeliness indicators, clinical indicators and the development of ambulatory pathways.
- Quality of outcomes e.g. infection control targets, reducing re-attendance rates.
- Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team.
- Operational efficiency e.g. demand management.

Medical Staff Management

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.
- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- To participate in the recruitment of junior medical staff as and when required.
- To participate in team objective setting as part of the annual job planning cycle.
- To be engaged in the process of annual appraisal and revalidation of all doctors in training, Trust doctors, Clinical Fellows and non-consultant grades as delegated by the Clinical Director/Divisional Manager.

Governance

- To review clinical outcomes in designated area using external benchmarking data where appropriate, to identify and advise variances to the Clinical Director.
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
- To work closely with the Directorate, Patient and Public Involvement panels in relation to clinical and services developments as delegated by the Clinical Director.
- Participate in ensuring NICE requirements are reviewed and implemented and monitored in the speciality areas.
- To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis.
- To keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the Clinical Director.
- To role model good practice for infection control to all members of the multidisciplinary team.

Strategy and Business Planning

- To participate in the business planning and objective setting process for the directorate and Trust where appropriate.
- To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Clinical Director.

Leadership and Team Working

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national or local initiatives.
- To work collaboratively with all members of the multi-disciplinary team and Partners as required.
- To chair regular meetings for the specialties.
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- Adhere to Trust/departmental guidelines on leave including reporting absence.

Research Governance

The post holder will be expected to comply with all Moorfields policies pertaining to research governance. This will include ensuring that all research activities of the post holder are approved by the Trust and an appropriate ethics committee before commencement. This will also include meeting all the Trust research audit, monitoring and training requirements.

Research, Teaching & Audit

Moorfields is an important research institution and each individual will be expected to contribute to the research and development, teaching and training within the service. As a result the Trust has a policy concerning all intellectual property that may apply to you. The policy can be found in the Medical Staff handbook or copies can be obtained from the HR Department.

Professional Development

The Trust provides opportunities for CME and CPD. The timetable will be arranged to allow the candidate to take advantage of these opportunities.

The opportunity will be available for the post holder to enroll in a part-time medical education degree course. The postholder will be encouraged and financially supported to work towards a medical education higher degree or accreditation programme.

There is provision for at least 2 weeks paid study leave with expenses if appropriate each year. This is monitored by the study leave committee.

Revalidation requirements

All doctors are responsible to maintain a portfolio of their career over the last 5 years in order to satisfy GMC Revalidation criteria. If successful, you will be required to bring along your supporting information portfolio including recent appraisals documents when joining the Trust.

Doctors holding joint and/or various fixed term appointments throughout their appraisal year are also required to demonstrate evidence of an exit report and supporting information from the different appointments they hold throughout their appraisal year. This information must be brought with them when starting a new appointment within

The Trust. It is recommended that doctors collect this information before leaving their previous employers.

OTHER DUTIES

The consultant has a continuing responsibility for the care of patients in his/her charge and for the proper functioning of the service, allowing for all appropriate delegation to and training for his staff.

He/she is responsible for the day-to-day management of his/her clinics and must ensure that in/out patient services are covered during his/her planned absences. Participation in episodes of shared care requires the consultant to provide advice and support to clinicians in other services with regard to patients who may have a combination of ocular problems.

All members of the consultant staff and honorary consultants are expected to contribute to the Medical Advisory Committee and to serve on other trust committees as required unless compelling reasons prevent this. All members of the consultant staff will be expected to participate in audit meetings.

All members of consultant staff are expected to participate in clinical governance and audit, to meet annual training requirements, and to satisfy the annual requirement for continuous professional development set out by the Royal College of Ophthalmologists. All consultant staff will participate in the trusts' appraisal scheme.

The consultant will be expected to teach postgraduate medical practitioners and all levels of staff as required in both the trust's hospital and UCL Institute of Ophthalmology courses.

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

	ESSENTIAL	DESIRABLE	METHOD TO TEST THESE CRITERIA
EDUCATION and QUALIFICATIONS	<ul style="list-style-type: none"> FRCOphth / MRCOphth <u>or</u> equivalent ophthalmic qualification. CCT in Ophthalmology <u>or</u> equivalent ophthalmic training (<u>or</u> be within 6 months of CCT date). Full GMC registration (with a 'Licence to Practise'). Be on <u>or</u> eligible for the GMC specialist register, <u>or</u> be within six months of entry. <p>NB. 'Equivalence' must be confirmed by the GMC - see 'general requirements' in the job description</p>	<ul style="list-style-type: none"> Higher Degree (e.g. MD or PhD). 	Application form and certification
FURTHER TRAINING and KNOWLEDGE	<ul style="list-style-type: none"> Be near to <u>or</u> completed Higher Specialist Training in Ophthalmology. Undertaken recognised Fellowship Training in Medical Retina Excellent general ophthalmic experience, including emergency care Knowledge of Accident and Emergency pathways and procedures 	<ul style="list-style-type: none"> Should have received training in educational supervision as defined by the GMC. Should have received training in clinical supervision as defined by the GMC. Awareness of current issues affecting the NHS & UK Higher Education & the possible associated implications for Moorfields/UCL Institute of Ophthalmology. 	Application form, interview and references

	ESSENTIAL	DESIRABLE	METHOD TO TEST THESE CRITERIA
SKILLS and ABILITY	<ul style="list-style-type: none"> • Audit and research skills. • High degree of clinical and surgical skills • Track record of publications in peer-reviewed scientific and clinical journals. • Ability to lead and co-ordinate clinical teams. • Surgical experience 	<ul style="list-style-type: none"> • Ability to attract research funding 	Application form, interview and references
EXPERIENCE	<ul style="list-style-type: none"> • Involvement in clinical leadership roles such a participation in QIPP projects & service improvement projects. • Should have received training in educational supervision as defined by the GMC. • Awareness of current issues affecting the NHS & UK Higher Education & the possible associated implications for Moorfields/UCL Institute of Ophthalmology. • Management skills & experience. 	<ul style="list-style-type: none"> • Experience of public and patient engagement. • Clinical leadership and management experience in developing and delivering new services. • Excellent teaching & presentation skills. • Management innovation experience 	Application form, interview and references
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed to job • Excellent communications skills • Ability to lead and co-ordinate multidisciplinary teams • Good team building skills • Commitment to high quality research 		Interview and references

Job plan

	AM	PM
Monday	MR Emergency Clinic (Northwick Park) (0.1 DCC)	Urgent Care Clinic (Northwick Park) (0.1 DCC)
Tuesday	SPA (0.1)	SPA (0.1)
Wednesday	Urgent Care Clinic (Northwick Park) (0.1 DCC)	Virtual Clinic (City Rd) (0.1)
Thursday	Medical Retina Clinic Ealing (North) (0.1 DCC)	Medical Retina Clinic Ealing (North) (0.1 DCC)
Friday	Medical Retina Clinic Ealing (North) (0.1 DCC)	Medical Retina Clinic Ealing (North) (0.1 DCC)
Saturday		
Sunday		

Wed PM Session may change during the course of the post to a face to face Clinic in Moorfields at Northwick Park