

## Agenda For Change Job Description

### 1. JOB IDENTIFICATION

**Job Title: Glaucoma Specialist Optometrist**  
**Responsible to: Head of Department/Optomety**  
**Department: Optometry**  
**Directorate: Surgery and Anaesthetics**

### 2. JOB PURPOSE

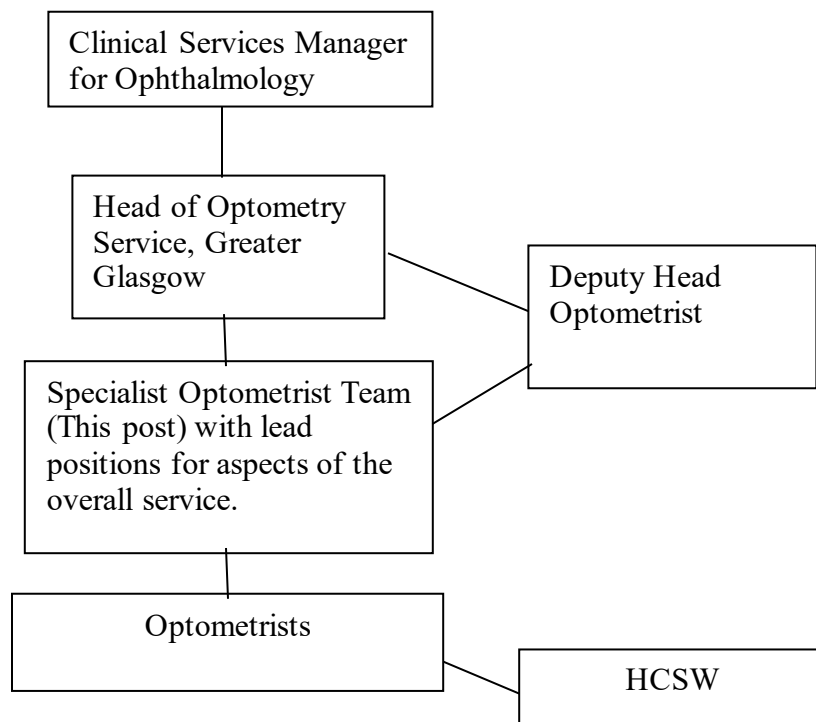
1. To deliver a range of optometric services to the highest standard of quality and care as an autonomous practitioner for Greater Glasgow & Clyde. The base will be Gartnavel General Hospital, and the role involves clinical work at Gartnavel General Hospital, Inverclyde Royal Hospital and Stobhill Hospital but could also include other hospitals within the board.
2. To act as a lead Optometrist for a key area of the glaucoma service as allocated by the Head of Service.
3. To act as team leader and line manager for a sub group of optometrists, and to take responsibility for day to day management of optometry department issues in the absence of the Head and Deputy Head Optometrist.
4. To provide teaching and training at post-graduate level for multiple disciplines within ophthalmology

### 3. ROLE OF DEPARTMENT

The Optometry Department is based at Gartnavel General Hospital with the Ophthalmology Outpatient service. A range of services are provided across ophthalmology departments within 8 hospitals. Optometrists work alongside a multi-disciplinary team to deliver a comprehensive Hospital Eye Service. There are many subspecialty roles, including glaucoma, cornea, medical retina, etc. The glaucoma service comprises ophthalmologists, optometrists, orthoptists, nurse practitioners and health care support workers

### 4. ORGANISATIONAL POSITION

Insert the appropriate organisation chart for the role here – *see sample job description*



### 5. SCOPE AND RANGE

The service covers the population of Greater Glasgow & Clyde, offering eye outpatient services on 8 hospital sites covering Glaucoma, Medical retina, corneal, oculo-plastics and general ophthalmology specialties. There is an acute referral service based at Gartnavel General Hospital.

The Optometry department both contribute to the management of the caseload, and undertake autonomous clinics.

Glaucoma specialist practitioners undertake shared care clinics for ongoing patients, and also work in subspecialty clinics alongside consultants and ophthalmologists in training, assessing new and return patients. They each take delegated responsibility for different aspects of the service. There is a deputy head optometrist who will take overall operational responsibility for the shared care clinics, in liaison with the Head of Service.

## **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES**

1. Core optometry services. These may include

- Refraction – routine, diagnostic and paediatric and provision of appropriate spectacle prescriptions
- Visual assessment/Refraction of patients undergoing anti vegF treatment
- Specialist medical contact lens management including therapeutic, prosthetic and paediatric contact lenses
- Visual field assessments (routine, diagnostic and neurological)
- Colour vision assessments (routine and diagnostic)
- Visual impairment assessment and rehabilitation.

This includes appointments for children and adults with learning difficulties.

- Pre and post operative cataract assessment.
- Other tasks which may become relevant through service development, as agreed with the Head Optometrist.

2. To undertake sub-specialty clinical services involving an advanced extended role in glaucoma. These will include Optometry led:

- glaucoma review clinics
- new glaucoma patient assessment clinics

As part of the glaucoma service the post holder will also undertake glaucoma clinics alongside consultant specialists and may be involved in treatment sessions eg SLT laser.

These clinics involve independent decision making and provision of highly specialised advice, which contributes to the diagnosis, care and education of patients and/or their carers.

## **MANAGERIAL**

1. Responsibility, as a lead specialist for at least one key area of the optometry service as allocated by the Head Optometrist. This may include organisation of clinics, management of relevant stock, selecting appropriate suppliers where relevant, and evaluating cost effectiveness. Also responsible jointly with the overall Head of Service and optometry lead of glaucoma service for ongoing development of the service which may include ongoing audit and liaising with external agencies ie. Social services, education and voluntary organisations.
2. May take line management responsibility for a small team of optometrists or health care assistants, depending on the overall needs of the service at any given time. Takes delegated responsibility for service management including sickness and annual leave in the absence of the Head Optometrist and Deputy Head Optometrists.
3. Delegated responsibility by the line manager for the management, supervision and administration of certain activities within the department and its personnel. These include COSHH and Health and Safety issues

4. To contribute to the planning and organisation of a broad range of complex activities and policies, some of which may be ongoing which require regular review.
5. Management of certain aspects of the department information and information systems as delegated by the line manager to ensure accurate collection of appropriate data within the department.
6. 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
7. To work closely with the line manager in developing professional clinical performance and audit these on a regular basis
8. To maintain harmonious working relationships and efficient communication with all staff throughout the optometry and ophthalmology department, the Trust and outside agencies.
9. To undertake delegated collaborative work with outside agencies as required
10. To supply accurate information to the line manager when requested in order to deal with complaints at a departmental level.

### **TEACHING AND EDUCATION**

1. To undertake teaching and supervision of postgraduate optometrists and all grades of medical staff and undergraduate, pre-registration optometrists, and health care assistants and other multi-disciplinary staff, as required
2. To contribute to the training of nursing staff undergoing specialist ophthalmic nursing education programmes.
3. To contribute to teaching and training for work experience placements for 4<sup>th</sup> – 6<sup>th</sup> year school students as required.
4. To personally participate in compulsory continuing education and development (as required by the General Optical Council) through approved study leave procedures.

### **CLINICAL GOVERNANCE AND CLINICAL AUDIT**

1. To undertake systematic and critical analysis of the quality of care in optometry and glaucoma including diagnosis, treatment, outcomes and quality of life for patients delegated by the line manager
2. To participate in clinical audit and contribute to collaborative undertakings with other departments providing ophthalmology services

### **RESEARCH & DEVELOPMENT**

1. To occasionally participate in original research programs and clinical trials in collaboration with other medical and research staff.
2. Presentation of scientific material at a local ophthalmology meetings
3. Regularly undertakes equipment testing and calibration at a clinical level.

To contribute to the efficient management of the department in administrative sessions where relevant.

### **EQUIPMENT**

#### **Retinoscope**

**Trial frame** Adjustable Spectacle frame (Paediatric version also used)

#### **Ophthalmic trial lenses**

**Test Charts** Various remote control and manual

#### **Focimeter**

#### **Contact Lens trial lenses**

#### **Burton Lamp**

#### **Keratometer**

## **Topographer**

### **Slit lamp bio-microscope**

#### **Volk lenses**

**Gonioscope lens**

**Goldmann Tonometer**

**Topcon OCT**

#### **Visual Field Analysers**

**Humphrey Field analyser**

**Goldmann Bowl Perimeter**

**3D Fundus Camera**

### **Miscellaneous Sight Testing Equipment**

**Other equipment may be used as necessary, eg SLT laser if service requirement.**

## **7b. SYSTEMS**

Winscribe – For medical dictation

Trak –Care – Patient information management system

VF and OCT viewing software

Local Protocols and pathways – For glaucoma shared care clinics.

Microsoft Office

## **8. DECISIONS AND JUDGEMENTS**

### **CLINICAL.**

- Works as autonomous practitioner responsible for own clinical workload. Professionally responsible to General Optical Council as registered Optometrist
- Gives advice on routine and complex optometry cases to ophthalmologists and other ophthalmology staff groups
- Independent clinical decision making, requiring analysis, interpretation of highly specialised and complex tests in both optometry and ophthalmology. This may involve conflicting expert opinions and developing a range of care plan options
- Prescribing autonomy for spectacles and contact lenses for patients who have complex visual needs
- Administering of certain topical drugs within prescribing rights of optometrists
- Interprets and processes highly complex data from ocular investigations taking into account the entire patient management plan
- Decides on investigation required to establish diagnosis based on interpretation of data available
- Makes clinical judgements as to prognosis and diagnosis prior to prescribing – requires highly developed clinical knowledge and experience
- Judges how to explain the outcomes and care-plan to patients and or carer where there might be difficulty in understanding the options
- Judges when a patient requires the help of Social Services taking into account patients emotional and social status

- Analyses change in a patients condition and plans alternative action
- The provision of highly specialised advice which contribute to the diagnosis, care, education and discharge of patients.

#### MANAGERIAL

- Directly responsible to Head Optometrist
- Lead Optometrist within Subspecialty areas– plans clinic workload taking into consideration waiting times and budgets, Liaises with external agencies with respect to patient care and rehabilitation , provision of existing and new appliances
- Undertakes delegated managerial duties

### 9. COMMUNICATIONS AND RELATIONSHIPS

- Maintain harmonious relationships and effective communication with all staff within ophthalmology, the Division and outside agencies
- Interact with patient to uncover relevant history prior to each interview
- Explain outcome of each interview including communicating difficult decisions in a sensitive fashion and explaining to patients and relatives, with empathy, the reasons for disappointing outcomes
- Communicates highly complex results to colleagues and patients
- Motivate, counsel and encourage distressed and apprehensive patients with visual impairment
- Informs patients regarding visual loss impacting permanently on quality of life their employment or driving prospects
- Broaches sensitive areas pertaining to Registration as Visually impaired
- Will give advice about support agencies
- Develops trust and co-operation with “difficult” aggressive or apprehensive patients
- Work well as part of a team sharing and discussing knowledge, problems, ideas
- Develops relationships with medical and other colleagues by teaching and learning
- Liaise with support worker for management of visually impaired
- Accurately record results and important elements of each interview
- Write reports for GPs, Social Services, teachers etc.
- Respond to complaints and enquiries from patients, GP'S etc.
- Ensures that junior staff seek support by being approachable

### 10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Use this section to describe the physical, mental, emotional and environmental demands of the role – *see sample job description* – and then list in detail each individual aspect (Try to avoid using phrases and terminology that can be perceived as negative or may be off putting to candidates) under the following headings:-

#### **Physical Demands**

Frequent sitting and/or standing in restricted positions and adopting posture that cannot easily be changed for long periods. Frequently required to react quickly when examining small children.

Frequently works in reduced illumination or artificial lighting. Also in confined spaces

Frequent / occasional manual handling techniques required for moving of patients from wheelchairs to examination chairs and moving bundles of clinical casenotes.

#### **Physical Skills**

Frequent use of a wide range of advanced clinical techniques using specialist ophthalmic equipment, requiring highly developed levels of skill.

Computer keyboard skills.

#### **Mental Demands**

Frequent use of wide range of clinical techniques requiring prolonged periods of intense concentration where the outcome is unpredictable. Frequently required to deal with numerous

tasks at once in an often highly emotive atmosphere.

Often overbooked clinics with unexpected interruptions

### **Emotional Demands**

Frequently required to convey distressing news regarding visual impairment to patients and/or their carers. Training and rehabilitation of patients with all levels of visual impairment

Occasional treatment of patients with severe learning disabilities

Rare exposure to patients with severely challenging behaviour

### **Working Conditions**

## **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Coping with distressed visually impaired patients and/or carers who have unrealistic expectations of the outcome
- Managing unexpected clinical workload without compromising patient care
- Keeping up with paperwork
- Finding time to meet professional requirements for continuing education
- Coping with financial restrictions/ supply of consumables
- Unpleasant working conditions including examining patients with poor hygiene, occasionally exposure to body fluids and children with head lice. Frequent use of chemicals – disinfecting of instruments and contact lenses.

## **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Training and/or qualification(s) required:

### Essential:

BSc(Hons) in Ophthalmic Optics or Optometry

Eligibility for Membership of College of Optometrists by preceptorship and examination- post – graduate qualification.

General Optical Council Registered – requires continuing education and training programme

**Note – this post may also be undertaken by a Registered Orthoptist or Nurse with significant experience of working with this patient group and who can demonstrate equivalent knowledge gained through practice.**

### Essential for Orthoptists:

BSc in Orthoptics, B MedSci (Orthoptics) and/or a Diploma for the British Orthoptic Council (DBO)

To be registered with the Health Professions Council (HCPC)

### Essential for Nurses:

First Level nursing qualification with five years relevant post-registration experience, three years of which must be expert practice within Ophthalmology.

Experience of Nurse Practitioner Programme (or similar) or evidence of professional portfolio/competency framework completed.

### Essential for All:

Advanced theoretical and practical knowledge within the highly specialised field of glaucoma, acquired over a significant period through advanced clinical training to Masters equivalent level OR has achieved or is working towards postgraduate qualifications relevant to glaucoma, which may include diploma in independent prescribing, or postgraduate certificates in glaucoma, NESGAT.

### Desirable:

Knowledge of laser treatment in context of glaucoma

Independent prescribing qualification

Other Hospital Eye Service experience, including paediatrics

