**Job title:** Consultant Ophthalmologist

**Location:** PPG Surgical Centre Gillingham

**Managerial** **accountability:** Hospital Director

**Professional accountability:** Medical Director

**Job Purpose**

To develop Gillingham as centres of excellence in ophthalmology.

**Job Summary**

* The post holder will be required to perform a range of ophthalmology procedures, on referred patients, working in accordance with the company’s protocols and working practices. The post will include clinical session at Practice Plus Group Surgical Centre, Gillingham (“Gillingham”).
* The post holder will be required to demonstrate a high level of operative skill in the following areas:
* High Volume Phakoemulsification under topical anaesthesia (Essential)
* Oculoplastic (Desirable)
* Medical Retina (Desirable)
* Duties will include preoperative, intra operative and postoperative activities as well as time allocated for clinical supporting work.
* The post holder will be required to have completed a substantial number of procedures identified above independently. Applicants will be expected to have an excellent clinical quality record and be able to demonstrate the ability to perform efficiently in theatre.
* The post holder will also need to demonstrate commitment to excellent teamwork with clinical colleagues, willingness to utilise and develop clinical care pathways in the overall management of patients and assist in improving these pathways over time, and a very positive attitude to dealing with patients.
* The post holder will be required to build on close relations with other surgical colleagues as part of our multidisciplinary team. He / She will also be required to participate in audit, research and management of the service.
* It is anticipated that the post holder will engage in specific management tasks and contribute to monthly departmental meetings in agreement with the Medical Director.
* All full time roles are 40 hours per week. A commitment to provide out of hours on call cover on a rota basis will be required. This is to be determined with surgical colleagues and prospective cover for the absences of colleagues, although first line cover will be provided by the RMO and little senior call is anticipated. Opportunities may arise for further clinical work in addition to the basic contract.

**Clinical Duties**

* The surgeon will participate in the outpatients prior to surgery, and in all aspects of the operative care of the patients. It is anticipated that the surgeon will spend the equivalent of at least three days in the operating theatre and two days a week in a combination of outpatient assessment; administrative, management and clinical governance duties. S/he will work closely with clinical colleagues, both specialists and RMO’s, in order to enhance the level of patient care at the centre.
* The final allocation of patient contact time, including theatre and Pre-Admission/Follow up clinics will be agreed in discussion with the Hospital and Medical Director.

**General responsibilities**

* In addition to the clinical duties the post holder will undertake the administrative duties associated with the care of his/her patients and with the running of the Department. Each consultant will be responsible for producing the appropriate clinical records for each patient
* He/she will be expected to work with local managers and professional colleagues in the efficient running of services and will share with consultant colleagues in the medical contribution to management.

***Appraisal and Continuing Professional Development (CPD)***

* There post holder will demonstrate commitment to CPD, annual appraisal and revalidation as well as re-licensing as per the GMC framework. Appraisal will be held between the post holder and the Medical Director in accordance with National Guidance on Consultant Appraisal, and with the company’s employment and clinical governance framework.
* The post holder will have the opportunity to review their job plan with the Medical Director at least annually. This will be developed as this is a new facility.

***Research and audit***

* The post holder will be expected to actively contribute to research and active audit.

***Clinical Governance***

* The post holder will be required to actively participate in Clinical Governance activities including Consultant Appraisal.

***Risk Management***

* Each staff member has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

***Teaching and Training***

* The successful candidate may be asked to participate in the teaching and training of junior staff and other clinical groups.

***Study Leave***

* Practice Plus Group is committed to the continuing medical education and development of its clinical staff and will support ongoing continuing medical education in line with the company’s policy.

***Annual Leave***

* The annual leave entitlement for full time senior medical staff is 25 days a year.

***Consultant Job Plan***

* A typical job plan will comprise of 9 Programmed Activities (PAs) per week Direct with one PA for supporting professional activity.

***Probationary Period***

* In accordance with Practice Plus Group policy a probationary period of 3 months will apply after which the full benefits will be applied.

***Review of Job Plan/Description***

* The job plan and job description will be reviewed periodically as required with the Medical Director to ensure fulfilment of contractual obligations. The successful applicant will also participate in annual performance appraisal.
* The post holder should expect that sessions may be reallocated from time to time to meet changes in circumstances such as the introduction of new service changes in consultant staffing, expansion or reduction of existing services and review and implementation of the organisation’s Business Plan.

**Additional information**

In addition the successful candidate will be required to adhere to the following:

***Education and development***

* To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with PRACTICE PLUS GROUP policies and procedures.

***Professional***

* The post holder is expected to adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

***Regulatory framework***

* The post holder is expected to adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to PRACTICE PLUS GROUP policies and procedures.
* The individual will be required to participate in information requirements/ requests as per regulation.

***Infection control***

* It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with PRACTICE PLUS GROUP’s responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

***Conflict of interest***

* It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

***Confidentiality***

* The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and PRACTICE PLUS GROUP business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

***Health and safety***

* Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

***Risk management***

* All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

***Privacy, dignity and respect and quality of opportunity***

* The organisation is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

***Vulnerable Adults Abuse***

* The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

***Raising Concerns***

* It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

***Equal opportunities***

* Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in PRACTICE PLUS GROUP are recognised.
* Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Date

Signature of \_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Department \_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**PRACTICE PLUS GROUP**

**PERSON SPECIFICATION FORM**

**Post title:** Consultant Ophthalmologist

**Department:** Ophthalmology

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| **Factors** | **Essential** | **Desirable** |
| 1. Physical requirements
 | * Occupational Health clearance for the role specified
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| 1. Education and qualifications
 | * UK registerable Medical Degree.
* MRCOphth/FRCOphth/FRCS
* Past record of academic achievement
* Full and Specialist GMC Registration in relevant speciality.
 | * Higher degree
* Teaching qualification
* Experience in training medical trainees and other professionals
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| 1. Previous experience (paid and unpaid) relevant to the post
 | * Wide training and experience in general ophthalmology
* Able to offer expert clinical opinion on range of problems within ophthalmology
* Able to take full and independent responsibility for delivering service without direct supervision
* Experience of high volume cataract surgery under topical anaesthesia
 | * Training in management
* Experience of working in a surgical centre
* Understanding of audit and Clinical Governance
* Evidence of clinical outcomes
 |
| 1. Skills, knowledge and abilities
 | * Innovative approach to provision of ophthalmology services with ability to embrace change to improve the provision of care
* Knowledge of evidence based practice
* Excellent clinical skills
* Able to work within a multidisciplinary team
* Excellent communication skills
* Ability to take responsibility and show evidence of leadership
* Ability to work under pressure and cope with setbacks
* Awareness of personal limitations
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| 1. Aptitude and personal characteristics e.g. aptitude for figures, special demands of the post
 | * Flexible, objective and assertive
* Good knowledge of, and ability to use, spoken and written English
* Willing to meet volume and clinical productivity targets
* Complies with all legal and professional work permit/visa requirements
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| 1. Clinical governance
 | * Understanding of clinical governance and the individual responsibilities it implies
* Participation in CPD.
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| 1. Audit
 | * Knowledge of the principles of clinical audit and evidence of participation.
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