Job description, person specification & job plan

Full time Fellow in Neuro-Ophthalmology, Adult Strabismus and Paediatric Ophthalmology, Moorfields South and Moorfields City Road

Job Description

Job Title: Fellow

Sub-specialty: Neuro-ophthalmology, adult strabismus and paediatric ophthalmology

Site(s): Moorfields Eye Hospital: St Georges, Croydon, City Road

Hours per week: 40

On-call commitment: None

**The Post**

Moorfields Eye Hospital NHS Foundation Trust is the largest specialist eye hospital in the UK. Moorfields is a postgraduate teaching hospital with an international reputation for expertise in ophthalmic treatment managed by a Trust Board appointed by the Secretary of State. The Hospital is closely associated with the adjacent Institute of Ophthalmology (University of London) and this association fosters a unique mixture of teaching and research. Many of our clinicians are internationally renowned and have contributed extensively to the development of modern treatments.

Provisional timetables are enclosed, but these will be subject to change depending on service requirements.

Applications are invited for these fellow posts specialising in neuro-ophthalmology, adult strabismus and paediatric ophthalmology.

Applicants are required to hold FRCOphth or equivalent and be registered with the General Medical Council.

**The Strabismus and Neuro-ophthalmology Service at Moorfields Eye Hospital**

The Clinical Service is provided by a multidisciplinary team consisting of consultant surgeons, consultant neurologists, associate specialists, fellows and Specialist Trainees, orthoptists, nurse practitioners, optometrists and ophthalmic technicians.

There are 2 Consultant Radiologists who are on the staff of the National Hospital for Nervous Diseases.

The Paediatric/Strabismus Service has 10 consultants providing the service. Six are based at the City Road branch (Miss Gill Adams, Mr James Acheson, Miss Jo Hancox, Miss Maria Theodorou, Ms Clare Roberts and Ms Naz Raoof, two at St George’s Hospital (Mr Nadeem Ali, Miss Alison Davies, Mr Lloyd Bender) and three at Bedford (Mrs Melanie Hingorani, Miss Annegret Dahlmann Noor and Mr Peter Thomas)). Two (Mr James Acheson and Mr Nadeem Ali) are also a member of the Neuro-ophthalmology Service. Dr Gordon Plant, Dr Ahmed Toosy, Dr Sui Wong and Dr Axel Petzold (locum) are Consultant Neurologists within the Neuro-ophthalmology Service. Dr Plant and Dr Toosy are also on the staff of the National Hospital for Nervous Diseases and Dr Plant and Dr Wong are on the staff at St Thomas’s Hospital.

In addition to this fellowship posts the Service has one other neuro ophthalmology Fellow and three strabismus/paediatric fellows at City Road. The 5th year TSC fellow has the administrative role of organizing the rota and co-ordinating leave within the Service.

**The post**

The successful applicant will be exposed to front-line neuro-ophthalmology disorders, and will gain confidence in running a neuro-ophthalmology service. In addition, they will gain experience in a wide range of adult strabismus management including adult strabismus surgery. In addition to surgery, a unique aspect of this post is the opportunity for extensive experience in the use of botulinum toxin in the management of strabismus. The sessions are located at the Moorfields branches at St George’s (SGH), Croydon (CUH) and City Road (CR). MDTs and teaching are included in the timetable.

**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.
* Participate in clinical audit and incident reporting
* To ensure clinical guidelines and protocols are adhered to
* To work collaboratively with all members of the multi-disciplinary team
* 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.

Study leave is granted prospectively by the Study Leave Sub-Committee, following Consultant approval and subject to agreement by the Clinical Management Board. A minimum of eight weeks notice is required prior to taking study leave to allow adjustment of clinical work. The consultants for whom the fellow is working and the administrative fellows for strabismus and paediatric services must approve all study leave requests. If a fellow has had a paper or poster accepted for presentation at an academic meeting prior to commencement of the post leave requests should be discussed with the service directors as soon as possible.

The Clinical Tutorial Complex, with well equipped Seminar Rooms and a large modern lecture theatre, provides the principal location for courses and lectures organised by the Post Graduate Medical Education Centre, many of which may be of interest to the junior doctor in training. There is a regular Monday morning teaching session for strabismus and paediatric ophthalmology which includes neuro ophthalmology. There is also a skill laboratory, which provides microscopes and other equipment for surgical training.

**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.

**On-call Availability**

There is no on call associated with this post but the applicant is expected to be available for calls from Moorfields A and E department during normal working hours.

**Annual Leave Entitlement**

Six weeks per annum, pro rata by agreement with the Service Director. A minimum of eight weeks notice is required prior to taking annual leave. The consultants for whom the fellow is working and the administrative fellows for strabismus and paediatric services must approve all annual leave requests. Applications for annual leave will only be considered after the commencement of the post.

In general, the maximum period of annual leave must not exceed 2 weeks in any period of the rotation.

Annual leave request forms are available from the Personnel Office. The fellow shall not be away when their Consultant is away unless appropriate cover has been agreed and obtained.

**Sickness**

The Directorate Administrator and one of the Senior Residents/admin fellow should be notified as soon as possible on the first day of sick leave. You are required to provide a self-certificate on the fourth day of any period of sickness. If this continues a medical certificate must be obtained from the eighth day of absence, including weekends and holidays.

You should arrange a back to work interviews after any sick leave with your service director.

**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 Data Security Policy. Also to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
3. Criminal Record checks are now a mandatory part of the NHS Recruitment process for staff, which, in the course of their normal duties has access to patients. 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. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence and the position you have applied for. Moorfields Eye Hospital is exempt under the Rehabilitation of Offenders Act. This means the 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 and Barring Service (DBS) has published a Code of Practice for organisations undertaking DBS checks and a copy is available on request.
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 trusts 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.

NB. 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.

**TIMETABLE**

The above timetables are subject to change dependent on the needs of the services.

The planned sessions are as follows.

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|  | **AM** | **PM** |
| **MONDAY** | Weekly Teaching City Road  Neuro ophthalmology clinic St George’s  Neuro-radiology MDT (alt weeks) | Adult strabismus clinic St George’s |
| **TUESDAY** | Neuro-ophthalmology clinic Croydon | Neuro-ophthalmology clinic Croydon |
| **WEDNESDAY** | Adult strabismus theatre St George’s  (alternate weeks)/  Paediatric ophthalmology clinic St George’s  (alternate weeks)  Strabismus theatre | Paediatric ophthalmology clinic  St George’s |
| **THURSDAY** | Neuro-ophthalmology clinic City Road | Strabismus toxin clinic City Road |
| **FRIDAY** | SPA | SPA |

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD TO TEST THESE CRITERIA** |
| **EDUCATION**  **&**  **QUALIFICATIONS** | * FRCOphth *or equivalent* * CCT *or equivalent* training. * Full GMC Registration with licence to practise * Be on *or* eligible for the GMC specialist register | * Higher Degree | * Application Form & Certification |
| **FURTHER TRAINING & KNOWLEDGE** | * Experience of paediatric ophthalmology, strabismus and neuro-ophthalmology | * Completed Higher Specialist Training in ophthalmology | * Application Form Interview & References |
| **SKILLS & ABILITY** | * High degree of clinical skill in paediatric ophthalmology and strabismus | * Audit & research * Teaching & presentation skills | * Application Form & Interview |
| **EXPERIENCE** | * Experience in the management of patients with neuro-ophthalmology, strabismus and paediatric ophthalmology problems. | * Extensive experience in the management of patients with neuro-ophthalmology, strabismus and paediatric ophthalmology related pathology problems | * Application Form Interview & References |
| **PERSONAL QUALITIES** | * Good team building skills * Ability to lead & co-ordinate clinical teams | * Experience in organising & managing a busy clinical service | * Interview & References |