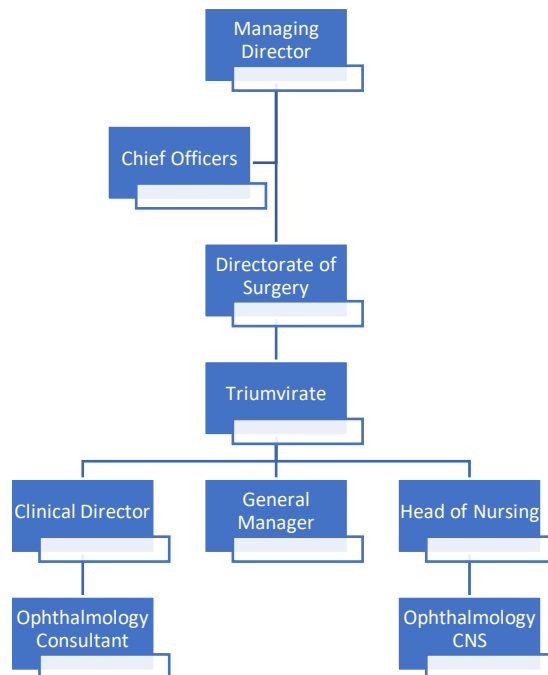


JOB DESCRIPTION

Job Title	Consultant Ophthalmologist
Job Matching Reference	
Band / Grade	YC27
Directorate	Directorate of Surgery
Reports to	Clinical Director
Accountable to	Medical Director

ORGANISATIONAL STRUCTURE



PURPOSE

George Eliot NHS Trust wishes to appoint two full time Consultant Ophthalmologists. We are keen to accept applications from candidates with a special interest in Medical Retina, Glaucoma, general ophthalmology, and or paediatric ophthalmology. The appointed candidates will work on the George Eliot site but may be expected to work in other sites depending on the progression of shared care models with local providers. This is a full-time post in Ophthalmology and will not include on call duties. Applicants are required to be a Registered Medical Practitioner, to be fully registered with the General Medical Council and listed on the Specialist Register or due to be registered within six months of the date of appointment. Newly appointed consultants will benefit from a mentorship programme to ensure there is full support on commencement in post, this is offered by the clinical director for surgery.



The George Eliot NHS Trust

George Eliot Hospital NHS Trust ('GEH') is an integrated acute, community and primary care service provider comprising George Eliot Hospital in Nuneaton, and Community Dental Services for Warwickshire and the Urgent Care Centre based at GEH. The Trust's main hub is the George Eliot Hospital, a small district general hospital spread across a 32-acre site based on the outskirts of Nuneaton.

GEH serves a population of about 300,000 from Nuneaton & Bedworth, North Warwickshire, Southwest Leicestershire, and Northern Coventry. It serves a catchment population between the major hospitals in Coventry, Leicester, and East Birmingham.

GEH provides annual activity of 65,000 A&E attendances, 20,000 planned admissions, 20,000 emergency admissions, 215,000 outpatient attendances and on average 1,800 births.

The George Eliot Hospital has 330 beds and provides services for General Medicine, Care of the Elderly, Haematology, General Surgery, Urology, Obstetrics and Gynaecology and Orthopaedics. There is a 24-hour accident and emergency service. Ophthalmology, Neurosurgery, Rheumatology and ENT services are provided on an outpatient basis at the George Eliot, with inpatient services being available in Coventry (10 miles away). Consultant Oncology services are provided by UHCW with outpatient clinics, chemotherapy and other cancer treatments provided on the day case Dorothea Ward.

A Macmillan Information Centre is located at the front door of the hospital and Guideposts, a charity providing carer support is located on the campus. Clinical Nurse Specialists are available for all the main tumour types and acute oncology/CUP at GEH with other support available through University Hospitals Coventry and Warwickshire. Cancer MDTs take place at GEH with support and input from the hospital palliative care team.

There are 8 operating theatres, a Coronary Care Unit and a separate Intensive Care Unit staffed for 8 beds. Beds are utilised for both ITU and HDU purposes. Plans are underway to develop an Acute Frailty Unit, recognising this essential part of the care we provide to our local community.

The Trust is managed by the Trust Board, which comprises several Executive and Non-Executive members.

The Executive Directors are:

Mr. Glen Burley	Chief Executive
Dr Catherine Free	Managing Director
Ms Gertie NicPhilib	Chief People Officer
Mr. Robin Snead	Chief Operating Officer
Mr. Philip Thomas-Hands	Deputy Chief Operating Officer
Mr. Haq Khan	Chief Finance Officer
Mr Najam Rashid	Chief Medical Officer

The Non-Executive Directors are:

Mr. Russell Hardy	Chairman
Ms. Sarah Raistrick	Board Member
Mrs. Julie Holder	Board Member
Mrs. Simone Jordan	Board Member
Mr. Ummar Zamman	Board Member
Mr. Anil Majithia	Board Member
Professor Risue Kneafsey	Board Member

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Clinical services are organised into Directorates. Directorates are made up of a Clinical Director, General Manager and a Matron(s).

The Clinical Directors for each directorate are:

Mr Chris Blundred	–	Urgent and Emergency Care
Ms Neena Navaneetham	–	Women's and Children's
Mr Gurbinder Nandhara	–	Surgery Directorate
Mr Lourdusamy Selvam	–	Clinical Support Services
Dr Vinod Patel	–	General and Specialist Medicine

OPHTHALMOLOGY DEPARTMENT

The Ophthalmology department see around 3020 new and 8810 return patients per year. Around 1000 surgical procedures are performed annually. All paediatric surgery is performed at University Hospital Coventry and Warwickshire.

We are a busy and expanding department and full Orthoptic and Optometric Service is provided in the dedicated Ophthalmology Outpatients Department on site, and the department is fully equipped, with fluorescein angiography facilities, B-scan, OCT, PASCAL, YAG and SLT lasers.

The Clinics are well supported by a team of experienced Nursing, Optometrist, Orthoptists, Clinic Assistants and dedicated Administrators.

Day Case Cataract Surgery is well established with two full lists a week held in our Day Procedures Unit and is supported by dedicated Ophthalmic Theatre staff including a Lead ODP.

MAIN DUTIES AND RESPONSIBILITIES

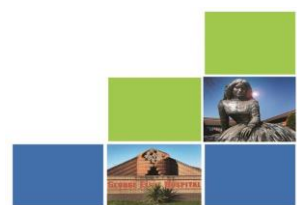
Responsibilities for the posts will include, delivering outpatient clinics for Retina / Glaucoma and general ophthalmology / Paediatrics and theatre sessions.

This appointment 10PAs will be made in accordance with the 2003 Consultant Contract Terms and Conditions. Candidates who are unable, for personal reasons, to work full time are eligible to apply and, if successful, modification of the job content will be discussed on a personal basis in consultation with consultant colleagues. Should the candidate take on additional roles or responsibilities, these will be discussed as part of the annual job planning process where additional SPA sessions will be allocated.

There is no requirement to the post to provide an out of hours or weekend on call service. All out of hours Ophthalmology emergency work are directed to University Hospital Coventry and Warwickshire. The Job Description indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder. Should weekend working be required, there will be a consideration to reclaim back as of time off in lieu.

There are core clinical responsibilities and duties which will be expected to be fulfilled including:

- Shared core clinical activities, to include triaging referrals, offer consultant support to junior members of staff.
- Managing outpatient clinics, in patient review and surgical waiting lists in conjunction with the relevant administrative teams.
- Communicating with families, GP's, and other supporting professionals.
- Attendance and participation at clinical governance and audit sessions.



To maintain SPA, 2 personal audits per year will be expected. In addition to CPD, teaching, research revalidation, appraisal & assessment of junior staff outside of DCCs will be expected.

Administration facilities will be via shared office accommodation, with shared secretarial support. The position will not include travel between sites, should this change, the appropriate time will be allocated as per the job plan.

Proposed Job Plan.

	Mon	Tue	Wednesday	Thur	Fri
AM	Theatre (2.5PA)	Admin (0.75 PA)	OPD (1PA)	OPD (1PA)	Admin (0.25 PA)
PM		SPA (1.5PA)	OPD (1PA)	Flexi DCC (0.75 PA)	Theatre (1.25)

The job plan will consist of a breakdown of PAs to include 8.5 DCC (patient facing and admin), and 1.5 SPA. Appropriate time will also be allocated to support the role as a clinical lead, this will be determined locally following the job planning process.

RELATIONSHIPS

The management team comprises of the following and will be available to support the successful candidate:

Clinical Director	Mr G Nandhara
General Manager	Mr A Nutting
Head of Nursing	Mrs D Monaghan
Matron	Mrs R Jarvis
Clinical Nurse Specialist	Mrs Sidharthan

SPECIAL REQUIREMENTS

Teaching and Research

The Trust is affiliated to the Warwick Medical School (see later) and the post-holder will be expected to actively participate in Undergraduate teaching. GETEC (George Eliot Training & Education Centre) has a state-of-the-art Clinical Skills department (see later).

The Trust is committed to the development of Education and Research within the organisation. There are two clinicians on the Trust Board as Executive Directors (Director of Clinical education and Director of Audit, Research and Evidenced Based Practice) to provide clinical leadership apart from the Medical Director.

Audit

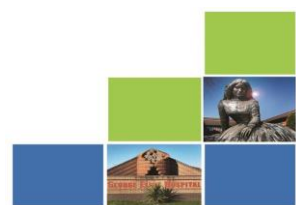
There is an active audit programme assisted by the Clinical Audit department and Clinical lead. There are regular monthly audit presentations. All medical staff are required to participate in audit.

Support Staff

There is fulltime secretarial support and office accommodation will be provided together with full access to ICT systems at George Eliot.

Partnering Organisations

University of Warwick



Warwick is one of the UK's leading research universities. In the Funding Councils' 2001 Research Assessment Exercise, Warwick was rated fifth in national rankings, with over 91% of staff in departments with top research ratings of 5 or 5*, including the following with significant medical and medically related research interests: Biological Sciences, Warwick Business School, Sociology, Philosophy, History and Applied Social Studies. 22 out of 24 academic departments assessed by the Quality Assurance Agency had their teaching quality rated as "excellent" or scored 21 or more points out of 24; 7 departments had perfect scores of 24.

The University is situated on a site of over 700 acres of pleasant land on the boundary between Coventry and Warwickshire. It has a turnover of over £210 million per annum and a total student population of 20,000. Of these, over 6,500 are postgraduates.

Warwick Medical School

Dean WMS: Professor Peter Winstanley.

The Medical School at Warwick was established in 2000 as part of an expansion in the number of Medical School's nationally to deliver the additional capacity needed to support the Government's plan to increase the number of UK trained medical graduate's joining the NHS.

The undergraduate MB ChB course at Warwick is a four-year graduate entry programme which requires entrants to already have a first degree in biological sciences or a similar subject. The initial element of the course (Phase 1) lasts for about 18 months and provides a foundation in the clinical and social sciences with some elements of clinical experience, and this is followed by Phase 2 which is organised as a series of clinical placements in local NHS organisations lasting for about 36 months.

The annual intake to the MB ChB programme is 164 home students and 14 overseas students and the vast majority of our students progress to Foundation Training posts in local West Midlands NHS Trusts following their graduation.

The school is also very active in the provision of postgraduate and continuing professional development programmes. The school provides several entry routes into postgraduate study, students can initially register for our flexible master's programme in Health Sciences which allows students to select their own combination of modules from the wide range on offer to build sufficient credit for the award of a master's degree. We also offer specialist master's programmes in Child Health, Medical Education, Public Health, Implant Dentistry, and several other subject areas. We offer short courses both accredited and non-accredited in areas such as diabetes care (Warwick Diabetes Care), clinical systems improvement and team building.

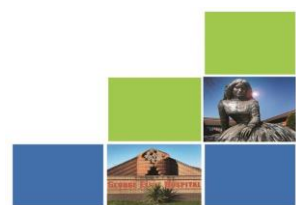
For further information visit the Warwick University website: www.warwick.ac.uk

ADDITIONAL INFORMATION

1. Trust EXCEL Values and 'Behaviour Framework'

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture, and identify what we, as a whole, care about;
- shared ideas and attitudes that guide our organisational thinking and actions
- common purpose and understanding that helps us to build great working relationships





We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours demonstrate the attitudes and approach we take to work; they are:

✓ how we do things; ✓ how we treat others; ✓ what we say and how we say it; ✓ how we expect to be treated.

Having really clear expectations around behaviours will support all of us, every day, to deliver our ambition to create an EXCELlent colleague experience to EXCEL at patient care.

2. Sustainable Development

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

3. Criminal Records

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings, as well as convictions.

4. Confidentiality and Data Quality

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g., Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees, and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. Ensuring that all information collected, stored, and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

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The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

5. Records Management

As an employee, you are legally responsible for all records that you gather, create, or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal, and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trust's Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

6. Health and Safety & Fire Safety

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition, they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

7. Risk Management

Employees have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks.
- Attend training in risk management as appropriate to their grade.
- Promote an open and honest "fair blame" culture.
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this.
- Attend relevant risk management training to ensure that they can undertake their risk management and health and safety responsibilities in line with legal requirements.
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery.
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust.
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

8. Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people, and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people, and vulnerable adults with whom they have contact with.



To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

9. Infection Prevention and Control

The jobholder must always comply with the George Eliot Hospital NHS Trust Infection Control policies by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

10. Equality, Diversity & Human Rights

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities, and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation, or trade union membership.

11. Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that employees do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Employees are not allowed to further their private interests during their NHS duties.

12. No Smoking

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

