

# Job description and person specification



**Adnexal Fellow**

## Job description

|                 |                |
|-----------------|----------------|
| Job title:      | Adnexal Fellow |
| Department:     | Adnexal        |
| Grade:          | Adhoc          |
| Responsible to: | Tarang Gupta   |

### MAIN RESPONSIBILITIES

The fellowship is aimed primarily at those candidates who wish to further their specialist Oculoplastic, Lacrimal and Orbital clinical experience. Previous fellowship level training in the subspecialty is required. For those candidates who do not have previous Oculoplastic training, we occasionally offer service fellow posts aimed at a more junior candidate level. Please see the job advert for more details on whether these posts are also being offered.

The successful applicants will be expected to participate in the diagnosis, management and follow-up of patients with all types of adnexal and oculoplastic conditions and to undertake surgery on such cases both under supervision and on your own.

#### **Duties will include:**

- Diagnosis and management of patients under the care of the Consultant.
- Supervised and unsupervised lists as appropriate.
- Management of urgent cases presenting at any time during the week.
- Supervision of junior medical staff in the Service and participation in informal and formal teaching.
- On-call for adnexal emergencies (1 in 6).
- Regular duties may include Saturday working as part of the timetable with compensatory time off during the week.

#### **Research Intellectual Policy**

Moorfields is an important research institution and each individual will be expected to contribute to the research and development and teaching and training within the Service.

Fellows are expected to participate in on-going clinical research and see appropriate departmental research patients. As a result the Trust has a policy conveying intellectual property, which will apply to the successful applicant. The policy can be found in the Medical Staff Handbook or copies can be obtained from the HR Department.

### **Study and Training**

Study leave is granted prospectively by the Study Leave Sub-Committee, following Consultant approval and subject to agreement by the Clinical Management Board. Study sessions are available each week within the timetable; these sessions may be used for personal study or research and audit projects.

The Committee meets once a month and applications must be received a minimum of two months' notice in advance of the proposed leave to permit adjustment of any clinical research projects or planned clinical work. To optimise everyone's training opportunity; we recommend that only 1 fellow is away at any one time.

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. There is also a skill laboratory, which provides microscopes and other equipment for surgical training.

### **Annual Leave Entitlement**

32 days per annum, by agreement with your Consultant supervisors, the Fellow must ensure that adequate cover is available when taking leave and inform the relevant service timetable administrator, typically the Senior Service Fellow and administrative staff.

Adnexal Clinic Clerks must be given at least Three months' notice to adjust clinic profiles. The fellow shall not be away when their Consultant is away unless appropriate cover has been agreed and obtained. Leave may be refused if there is a failure to comply with the above.

### **Sickness**

One of the Senior Residents and the HR Department must 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 seventh day of absence, including weekends and holidays.

### **Working Emergencies and Unforeseen Circumstances**

Fellows are expected to perform duties in clinical emergencies and unforeseen circumstances at the behest of their Service Consultant Staff.

## **Salary Scale**

The salary for this post is currently £40,000 per annum plus £10,000 per annum on call. Please note that there is no overtime commitments payable for this post.

## **Conditions of Appointment**

- ✓ Possession of the Membership of the Royal College of Ophthalmologists or equivalent is essential.
- ✓ Applicants should have completed their higher surgical training in Ophthalmology or equivalent or be close to doing so.
- ✓ The successful candidate must have significant previous experience in adnexal surgery.
- ✓ Successful candidates must be registered with the General Medical Council (with a Licence to Practice). Successful candidates from outside the European Union must be eligible for the Royal College of Ophthalmologists GMC Dual Sponsorship Scheme AND be registered with a Licence to Practice 3 months prior to their start date.

## **Main Conditions of Service**

The Trust follows the majority of Terms and Conditions as described by the Medical and Dental Staffs Whitley Council with the exception of the General Staffs Whitley Council for the Health Service, pay protection and salary or by such agreement as may from time to time be amended by the Trust Board. There are a number of other Trust policies which apply to your appointment, including Confidentiality, No Smoking, Intellectual property etc. Copies are available from the Human Resources Department and can be found in the Policies and Procedures Handbook.

## **General Requirements**

The holder of this post is required to be fully registered with the General Medical Council and hold a License to Practise and be an appropriately subscribed member of a registered professional defence organisation. Candidates are required to be in possession of the Fellowship of the Royal College of Ophthalmologists or equivalent. It is desirable that applicants are on the GMC Specialist Register.

Where equivalent qualifications or experience are being offered, it is essential that the candidate should provide confirmation of this from the General Medical Council (UK). Confirmation of this will be required at the shortlisting stage.

Any offer of appointment will be subject to the receipt of satisfactory references, receipt of Health Clearance, receipt of a satisfactory DBS clearance and completion of the information governance on-line training tool.

### **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.

## **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.

**EXAMPLE FELLOW TIMETABLES**

The above timetables are examples and may be subject to change

| Fellow | Am | pm |
|--------|----|----|
|        |    |    |

|                  |          |         |
|------------------|----------|---------|
| <b>Monday</b>    | Clinic   | Theatre |
| <b>Tuesday</b>   | Research | Study   |
| <b>Wednesday</b> | Theatre  | Clinic  |
| <b>Thursday</b>  | Theatre  | Clinic  |
| <b>Friday</b>    | Clinic   | Theatre |

| Fellow           | <b>Am</b> | <b>pm</b> |
|------------------|-----------|-----------|
| <b>Monday</b>    | Theatre   | Clinic    |
| <b>Tuesday</b>   | Theatre   | Research  |
| <b>Wednesday</b> | Clinic    | Clinic    |
| <b>Thursday</b>  | Clinic    | Theatre   |
| <b>Friday</b>    | Theatre   | Study     |

**Person Specification**

|                     |                    |                   |
|---------------------|--------------------|-------------------|
| <b>Requirements</b> | <b>Essential /</b> | <b>How Tested</b> |
|---------------------|--------------------|-------------------|



|   | <b>Desirable</b>                             |             |
|---|--|-------------|
| <p><b><u>Education / Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• MRCOphth <b>or</b> FRCOphth <b>or</b> equivalent ophthalmic qualification</li> <li>• Full GMC Registration (<i>with a Licence to Practice</i> <b>or</b> be eligible to apply</li> <li>• Higher Degree</li> </ul> | <p>E</p> <p>E</p> <p>D</p>                   | <p>AF</p>   |
| <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of ophthalmic plastic surgery</li> <li>• Significant experience in adnexal surgery (*<br/><b>See note below</b>)</li> <li>• Research</li> <li>• Audit</li> <li>• Further experience</li> </ul>                   | <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> | <p>AF,I</p> |
| <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Broad knowledge of ophthalmology</li> <li>• Completed <b>or</b> be near to completing Higher Specialist Training in Ophthalmology</li> <li>• Publication experience in ophthalmic plastic surgery</li> </ul>                      | <p>E</p> <p>E</p> <p>D</p>                   | <p>AF,I</p> |
| <p><b><u>Skills/abilities</u></b></p> <ul style="list-style-type: none"> <li>• Good clinical judgement &amp; good surgical dexterity</li> <li>• Use of database systems</li> </ul>  | <p>E</p> <p>D</p>                            | <p>AF,I</p> |
| <p><b><u>Personal qualities</u></b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Good communication skills</li> <li>• Good organisational skills</li> <li>• Team player</li> </ul>   | <p>E</p> <p>E</p> <p>E</p> <p>D</p>          | <p>AF,I</p> |

Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)

