



Moorfields
Eye Hospital
NHS Foundation Trust



Job description and person specification

Adnexal Research Fellow

Job description

Job title: **Adnexal Research Fellow**

Department: **Adnexal**

Grade: **Fellow**

Responsible to: **Jimmy Uddin, Consultant Ophthalmologist (Research)**

Accountable to: **Tarang Gupta, Adnexal Service Director**

THE POST

MAIN RESPONSIBILITIES

This is an Adnexal Research Fellow post to start as soon as possible. This post consists of 4 programmed activities (PAs) for thyroid eye disease research. **Although this post is primarily for research, there will be scope to act up as a locum consultant to undertake clinical sessions focused on general adnexal ophthalmology clinics.**

The successful applicant for this post will be required to continue the development of a specialized Adnexal service at Moorfields City Road for the local population and as regional referral centre. The applicant must be able to work autonomously but also contribute to the local sub-specialized based Adnexal service while integrating that service with the other components of the Moorfields Eye Hospital services.

This post will focus on the setup and delivery of clinical trials including:

- Familiarization with thyroid eye disease assessments in the setting of clinical trials
- Participating in writing manuscripts
- Identifying and recruiting patients to trials, delivery of trials and setting up and initiating clinical studies.

There will be opportunities to undertake additional clinical sessions focused on:

- General Adnexal Ophthalmology clinics to support patients with oculoplastic, orbital, and lacrimal problems. The successful candidate will have responsibility for continued care and follow up of Adnexal patients at Moorfields City Road. Supervision and teaching of junior staff will be required in clinics and administrative responsibilities of teaching and training.

Surgical lists may be also provided depending on the surgical skills for autonomously running an appropriate Adnexal list.

Timetable: A provisional timetable is enclosed. This may be subject to change. It will be agreed by the Divisional Director and Divisional Manager of Moorfields and the Service Director of the Adnexal service. It will then be incorporated into the successful applicant's contract.

Moorfields, City Road

Moorfields is one of the world's leading eye hospitals, providing expertise in clinical care, research and education. We have provided excellence in eye care for more than 200 years and we continue to be at the forefront of new breakthroughs and developments. We are an integral part of one of the UK's first academic health science centres, UCL Partners, and recently celebrated five years as one of the country's first NHS foundation trusts.

Our main focus is the treatment and care of NHS patients with a wide range of eye problems, from common complaints to rare conditions which require treatments not available anywhere else in the UK. The unique case-mix and volume of our larger services means that our surgeons can develop expertise in different areas of the sub-specialty.

Our 1,800 staff treat and provide support for patients at our main hospital base in London's City Road and at 20 other sites in and around the capital, which enables us to provide expert treatment closer to patients' homes.

We continue to improve the quality of our services and meet the key operational targets that matter to our patients, referrers, and commissioners. We continue to deliver a high quality of care whilst maintaining our long-term viability. The organisation continues to evolve to meet the changing healthcare environment and the challenging economic climate.

Moorfields has contracts with more than 80 primary care trusts across the country, making us a truly national centre for eye care. We are also a major postgraduate teaching centre and a national centre for ophthalmic research involving, with the UCL Institute of Ophthalmology, the largest ophthalmic research programme in the world. We continue to make headlines with our ground-breaking research and, along with our partners at the institute, we have the highest measure of scientific productivity and impact in the world for our research activity. We are one of only 11 sites nationally to be awarded National Institute for Health Research biomedical research centre status for translational research. This has recently been renewed for another 5 years with a substantial increase in research funding.

We have recently completed the development of our 10-year clinical strategy – Our Vision of Excellence, which continues to develop our networked model of service delivery for hospital and community-based care.

Moorfields directly manages two commercial divisions: Moorfields Private and Moorfields Eye Hospital Dubai.

Established in April 2007, the Centre is funded by the Department of Health via the National Institute for Health Research. The objective of the Centre is to conduct 'translational research' that is designed to take advances in basic medical research from the laboratory to the clinic enabling patients to benefit more quickly from new scientific breakthroughs.

Adnexal Service

The medical staff of the Clinical Adnexal Service includes 14 Consultants specialising in Adnexal, 8 Clinical Fellows/ASTOs and 5 Specialty Trainees.

The 14 Consultants provide a comprehensive subspecialty based Adnexal service at City Road, 4 consultants also provide an Adnexal service to the Moorfields Eye Centre at St George's Hospital, Tooting and two consultant provides an Adnexal service in the Moorfields South sister unit at Croydon University Hospital (CUH). We also have one Adnexal Consultant based at Bedford and one at Northwick Park Hospital.

The Department has an international reputation for excellence in research in a wide variety of Adnexal topics. The Adnexal service is staffed by the following consultants:

Mr Yassir Abourayyah (Paediatric Lead)
Miss Claire Daniel (Oncology Lead)
Mr Raj Das-Bhaumik
Mr Daniel Ezra
Miss Tarang Gupta (Service Director)
Miss Swan Kang (General Adnexal Lead, Training Director)
Miss Branka Marjanovic (NWP)
Miss Sarah Osborne (SGH)
Mr George Saleh (Bedford)
Miss Pari Shams (SGH & CUH)
Miss Hannah Timlin
Mr Jimmy Uddin (Research CR & SGH)
Kaveh Vahdani (SGH & CUH)
Mr David Verity

MAIN RESPONSIBILITIES

Participate in thyroid eye disease research within the clinic research facility and hospital with an opportunity to act up as a locum consultant to undertake clinical sessions focused on general adnexal ophthalmology clinics.

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.

Performance Management

- To work with medical, nursing and managerial colleagues to ensure high performance in the following areas:
- Clinical efficiency e.g. timeliness indicators, clinical indicators and the development of ambulatory pathways.
- Quality of outcomes e.g. infection control targets, reducing re-attendance rates.
- Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team.
- Operational efficiency e.g. demand management.

Medical Staff Management

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.
- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- To participate in the recruitment of junior medical staff as and when required.
- To participate in team objective setting as part of the annual job planning cycle.
- To be engaged in the process of annual appraisal and revalidation of all doctors in training, Trust doctors, Clinical Fellows and non-consultant grades as delegated by the Service Director/General Manager.

Governance

- To review clinical outcomes in designated area using external benchmarking data where appropriate, to identify and advise variances to the Divisional Director and Service Director.
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
- To work closely with the Directorate, Patient and Public Involvement panels in relation to clinical and services developments as delegated by the Service Director.

- Participate in ensuring NICE requirements are reviewed and implemented and monitored in the speciality areas.
- To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis.
- To keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the Service Director.
- To role model good practice for infection control to all members of the multidisciplinary team.

Strategy and Business Planning

- To participate in the business planning and objective setting process for the directorate and Trust where appropriate.
- To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Service Director.

Leadership and Team Working

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national or local initiatives.
- To work collaboratively with all members of the multi-disciplinary team and UCL Partners as required.
- To chair regular meetings for the specialties.
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- 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. The timetable will be arranged to allow the candidate to take advantage of these opportunities.

The opportunity will be available for the post holder to enrol in a part-time medical education degree course. The post-holder will be encouraged and financially supported to work towards a medical education higher degree or accreditation programme.

There is provision for at least 2 weeks paid study leave with expenses if appropriate each year. This is monitored by the study leave committee.

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

The consultant has a continuing responsibility for the care of patients in his/her charge and for the proper functioning of the service, allowing for all appropriate delegation to and training for his staff.

He/she is responsible for the day-to-day management of his/her clinics and must ensure that in/outpatient services are covered during his/her planned absences. Participation in episodes of shared care requires the consultant to provide advice and support to clinicians in other services with regard to patients who may have a combination of ocular problems.

All members of the consultant staff and honorary consultants are expected to contribute to the Medical Advisory Committee and to serve on other Hospital committees as required unless compelling reasons prevent this. All members of the consultant staff will be expected to participate in audit meetings.

All members of consultant staff are expected to participate in clinical governance and audit, to meet annual training requirements, and to satisfy the annual requirement for continuous professional development set out by the Royal College of Ophthalmologists. All consultant staff will participate in the Trusts' appraisal scheme.

The consultant will be expected to teach postgraduate medical practitioners and all levels of staff as required in both Hospital and Institute of Ophthalmology courses.

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.

Person Specification

Requirements	Essential / Desirable	How Tested
<p><u>Education / Qualifications</u></p> <ul style="list-style-type: none"> • FRCOphth / MRCOphth <u>or</u> equivalent ophthalmic qualification. • CCT in Ophthalmology <u>or</u> equivalent ophthalmic training (<u>or</u> be within 6 months of CCT date). • Full GMC Registration (with a 'Licence to Practise'). • Be on <u>or</u> eligible for the GMC specialist register, <u>or</u> be within 6 months of entry. <p>NB. 'Equivalence' must be confirmed by the GMC-see 'General Requirements' in the Job Description</p>	<ul style="list-style-type: none"> • Higher Degree (e.g. MD or PhD). • PgCertMedEd or similar teaching qualification 	Application Form & Certification
<p><u>Further Training and Knowledge</u></p> <ul style="list-style-type: none"> • Completed Higher Specialist Training in Ophthalmology <p><u>Specialist training or fellowship in adnexal services</u></p> <ul style="list-style-type: none"> • Expertise in the medical management of patients with inflammatory orbital disease • Adnexal MDT experience • Should have received training in Clinical Supervision • Awareness of current issues affecting the NHS & UK Higher Education & the possible associated implications for Moorfields/UCL Institute of Ophthalmology. • Undergraduate medical student teaching experience 	<p>Research experience in Ophthalmology</p> <p>Should have received training in Educational Supervision</p> <ul style="list-style-type: none"> • Attended clinical leadership training. • Attended teaching skills workshops / certified courses on how to teach • Multidisciplinary teaching experience 	<p>Application Form & Interview & References</p> <p>Application Form & Interview & References</p>
<p><u>Skills/abilities</u></p> <ul style="list-style-type: none"> • High degree of clinical skills in managing Adnexal diseases in adults 	<ul style="list-style-type: none"> • Management skills & experience. 	Application Form & Interview & References

<ul style="list-style-type: none"> • Experience of teaching at undergraduate and postgraduate levels plus evidence of Personal Teaching evaluation (peer to peer or medical student / trainee feedback) 	<ul style="list-style-type: none"> • Excellent teaching & presentation skills 	
<p><u>Personal qualities</u></p> <ul style="list-style-type: none"> • Excellent communications skills • Ability to lead & co-ordinate multidisciplinary teams • Motivation and commitment to job 		Interview & References

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

Provisional Job Plan

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Off	*General Adnexal clinic*	Research	Research	*SPA*
PM	Off	*General Adnexal clinic*	Research	Research	*General Adnexal clinic*

Dependent upon experience

The above timetable is a representative example timetable of what the post entails and may change according to the needs of the service.

