



THE COLLEGE OF
OPTOMETRISTS

Job Description

Clinical Management Guidelines Writer - Ophthalmologist (Part-time - 10.5 hours a month)

- Department:** Policy and Strategy
- Reports to:** Clinical Adviser (IP Lead)
- Key internal relationships:** Director of Policy & Strategy
Head of Policy & Public Affairs
Clinical Advisers
Policy & Research Administrator
Education and Standards Committee
College Reference Groups
- Key external relationships:** CMG writing team
College Members
General Optical Council
Royal College of Ophthalmologists
Primary care organisations
Optical bodies

Purpose of the role

To provide academic, clinical, professional and ethical advice, insight and support to develop and maintain the College's Clinical Management Guidelines (CMGs); ensuring they meet the current and future needs of evolving optometrist Independent Prescribing (IP) practice.

Main responsibilities

Develop, draft and update the Clinical Management Guidelines

1. Review relevant academic literature related to the aetiology, epidemiology, clinical presentation and management of a range of ocular conditions using recognised search strategies and in line with the CMG review schedule.
2. Review and agree with fellow CMG writers, guidance recommendations to support safe and effective clinical practice based on the strength and quality of evidence.
3. Analyse and respond to review feedback from the College's Reference Groups, Clinical Advisers and Education and Standards Committee to develop final CMG drafts.
4. Work with fellow CMG writers to discuss feedback and evidence, and contribute toward development of new and updating of existing CMG drafts.

5. Attend monthly virtual writing meetings with fellow CMG Writers and Clinical Adviser (IP Lead).
6. Ensure governance arrangements for CMG reviews are followed

Support College teams

7. Provide advice and insight to the Clinical Adviser (IP Lead) as requested to support other guidance development, to ensure that they are relevant, evidence-based and accurate.
8. Attend twice-yearly meetings of the IP Reference Group and CMG Review Group and engage both groups in the development of guidance and policies relevant to independent prescribing as appropriate.
9. Develop good working relationships with bodies representing other medical and non-medical prescribing health professions, to share and understand best practice and obtain expert opinion as required.

General

10. Contribute to internal and external meetings as required to ensure that the aims and objectives for agreed projects are met. Arrange and chair such meetings as necessary.
11. Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
12. Act in accordance with the College values.

PERSON SPECIFICATION

Experience

Essential: Qualified ophthalmologist with considerable experience of practice, including working with optometrists in primary or secondary care settings
Experience of academic research and writing
Experience of providing advice and guidance to health professionals
Experience of developing clinical guidance

Desirable: Experience in writing coherent and accurate emails, letters, articles, documents or consultation responses
Experience of working in an academic, policy or research environment
Experience of sitting on working groups and committees
Evidence of contributing to the ophthalmic research base
Experience of medical and/or optometric teaching or clinical supervision

Education / Qualifications

Essential: Ophthalmologist medical qualifications (FRCOphth)
Current registration on the GMC specialist register
Evidence of continuing professional development

Desirable: Evidence of academic or research qualifications
Evidence of teaching or clinical supervision qualifications

Skills and Knowledge

Essential: Clear and accurate written and verbal communication skills
Understanding of eye care policy and practice in primary and secondary care
Can tailor written academic resources for health professional audiences
Good knowledge of optometrist training and professional development
Good knowledge of independent prescribing in optometry
Knowledge of clinical guidance and regulations
Knowledge of the current issues facing eye care
Able to work both independently and proactively and within a team
Able to make informed, evidence-based decisions
Able to research and collate different sources of evidence, policy and opinion, and interpret data
Able to assimilate and summarise large quantities of information
Knowledge of research and data sources
Adept at working to deadlines and well organised
Microsoft Office skills

Desirable: Clear and effective presentation skills
Able to deal with complex clinical decision making
Able to demonstrate a creative approach to solving complex problems
Adept at working with committees or steering groups

Personal Attributes & specification

-Excellent attention to detail

- Politically sensitive. Diplomatic and able to have sensitive conversations with stakeholders at all levels
- Flexible and responsive
- Able to work effectively and collaborate with individuals across the College and external stakeholders
- Enthusiastic and self-motivated
- Resilient and maintains stable performance when under pressure
- Ability to deliver and achieve deadlines

Additional Information

The post is part time and the post holder is expected to continue as a practising ophthalmologist.

The post holder must be available to carry out the role in an agreed working pattern for 10.5 hours a month, including attending a half-day virtual writers meeting once a month.

The post is fully home based. However, the post holder may need to travel to London and other parts of the UK on occasion, to attend face to face meetings at the College office and other locations as appropriate. Applicants should therefore have some flexibility with regard to working location and time required for travel.

Our values



We act with integrity and transparency

We listen and we learn

We demonstrate respect and professionalism

We achieve high quality

We champion diversity and inclusion



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